LAWSON STATE COMMUNITY COLLEGE

EMERGENCY OPERATION PLAN

Cynthia T. Anthony, Ed.D., President

Last Review: August, 2024

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Effective: July 01, 2017	Revised: December, 2020

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Effective: July 17, 2017	Revised: December 17, 2020

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

Interim President, Lawson State Community College

December 17, 2020

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)

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**

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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.

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

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

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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, tsunami, 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.**

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:

- 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

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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.

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

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 *Staphylococcus Aureus*
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.

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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	
Larry Watson	

Logistics	
Gourmet Services Manager	Debra Williams
On-Duty Police Officer	James E. Blanton

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
Leon Dowe	(205) 929-6307	Vice President for Administrative & Fiscal Services
Dr. Myrtes Green	(205) 929-6305	Assistant to the President/Title III Director
Cyrus Vance	(205) 929-6361	Dean of Students
Chief James Blanton	(205) 929-6317	Chief of Police
Keonnie Hood	(205) 929-3497	Interim Director of Facilities
Geri Albright	(205) 929-6315	Director of Public Relations and Community Affairs
Rodney McCarroll	(205) 929-3498	Director of Information Management Systems
Dr. Sherri Davis	(205) 929-6357	Academic Dean
Dr. Joye Jones	(205) 929-6442	Dean of Career & Technical Education
Dr. Alice Milton	(205) 929-6306	Associate Dean of Business & Information Technologies
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
Dorian Waluyn	(205) 929-3416	Executive Director of Strategic Initiatives and External Relations
Lori Chisem	(205) 929-3409	Assistant Dean of Student
Jamie Glass	(205) 929-3407	Coordinator of Data Management
N/A	(205) 929-6454	Assistant Director of Facilities
Dr. Kesha James	(205) 929-6450	Director of Distance Education
Amber Coleman	(205) 929-3417	Evening Personnel (Bessemer)

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

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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	
Jeffery Whitt	(205) 937-0059	
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.

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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.

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 in 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 contaminated.

        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.

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.

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.
<u>PERRY W. WARD ACATT BUILDING</u>	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

<u>SHOP BUILDING #1</u>	Exit ramp doors and assemble in building parking lot.
<u>SHOP BUILDING #2</u>	Exit ramp doors and assemble in building parking lot.
<u>HOWARD BUILDING</u>	
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.
<u>A.G. GASTON BUILDING</u>	
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 not 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.

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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.

        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 search 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 or 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.   <u>Tornado Warning</u>: 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.

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 SCHCOOL 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 as 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.

      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.oo 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.

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.

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 shear destructive power of such as 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.

 (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.

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 ELEVEATORS.

   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 EVACATION 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. White 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.

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.

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.

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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 or 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: August 29, 2024

All Policies Reviewed   August 1, 2024

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