



## Crisis Management Plan

---

Approved by: Vernon College Board of Trustees

Date of Approval: November 8, 2017

Date of Development: September 27, 2017

Developed by: Crisis Management Team

Contact Person: Director of Campus Police

## **PURPOSE**

The procedures outlined in this crisis management plan are used to enhance the protection of lives and property through the effective use of Vernon College, City of Vernon, City of Wichita Falls, County of Wilbarger, and County of Wichita resources, while maintaining the continuation of the academic purpose of the College. This plan is designed to assist the Vernon College community with regard to coping with the anticipated needs generated by an emergency situation, and to assist with the communication of those events and needs. The crisis management plan addresses various situations which may threaten the physical or personal safety of students, employees, and the general public.

## **SCOPE**

Vernon College maintains a plan specifying the policies and procedures to be used in crisis/emergency situations which constitute significant disruptions to the general operations of the College. Examples of potential crisis/emergency situations include but are not limited to: natural disasters (hurricanes, tornadoes, floods, etc.), industrial accidents, fires, medical emergencies involving illnesses and/or injuries, outbreaks of disease or infections, violent crimes or behaviors, criminal activities, acts of terror, war, political situations, bomb threats, deaths, and all other similar situations that require orderly management of resources and processes to protect life and property.

This plan applies to all College departments, faculty, staff, students and/or non-college persons.

## **OBJECTIVES**

Objectives for Emergencies and Disasters shall:

- Protect and preserve human life and health with the utmost importance.
- Protect and preserve College property and other resources whenever possible consistent with the primacy of human health and safety.
- Coordinate with and in cooperation with Federal, State, or local emergency management and law enforcement agencies.
- Specify functional response protocols needed for staff and/or faculty to respond to emergency situations including medical emergencies.
- Specify incident procedures for “Lockout, Lockdown, Evacuate, Shelter.”
- Coordinate efforts of appropriate campus/center personnel, department, and/or resources as available and needed.
- Utilize the Occupational Health and Safety Association’s (OSHA) regulations.
- Ensure that faculty and staff continue to provide and maintain an academic learning environment during a time of crisis.
- Provide counseling/supportive services to those affected by any such crisis and provide assistance in family reunification.
- Utilize the College’s administration to consult with the College’s legal counsel in cases where the legal responsibilities of the College are unclear, either prior to, during, or after an incident.

The College has a policy of zero tolerance for violence. No talk of violence or joking about violence will be tolerated.

## Definitions

**Active Killer:** An individual actively engaged in killing or attempting to kill people in a confined or populated area.

**Bomb Threats:** A bomb threat is any threat, verbal or written; to detonate an explosive or incendiary device with the intention of causing property damage, death, or injuries, whether or not such a device actually exists.

**College Grounds:** College grounds are property owned, maintained and/or operated by the College. This includes interior or exterior of any and all buildings and/or structures, sporting facilities, parking lots, streets, sidewalks, and thoroughfares.

**College-Sponsored Events:** College-sponsored activities or programs include all activities funded or organized in any way through the College.

**Crisis Management Plan:** The Crisis Management Plan is a plan to address various situations that might threaten the physical safety of students, employees, the general public and/or resources of the College.

**Crisis Management Team:** The Crisis Management Team is designated individuals with specified tasks and/or responsibilities which must be able to respond and react as a team in an emergency or crisis situation. This team is created under the authority of the President of the College and the authority to activate the Crisis Management Team is delegated and granted to each team member.

**Environmental or Natural Disasters:** Environmental or natural disasters are mishaps, accidents, or events are happenings that are often suddenly and unexpected which are caused by carelessness, negligence, bad judgment, or the like, or by natural forces as a tornado, earthquake, flood or the like.

**Medical Emergencies:** Medical emergencies are injury or illness that is acute and poses an immediate risk to a person's life or long term health. This would also include a pandemic outbreak or any other health related hazard with a sudden, violent, or spontaneous occurrence that could be detrimental to the health of multiple persons.

**Off-Campus Incidents or Accidents:** Off-campus incidents or accidents are any undesirable or unfortunate event that happens unexpectedly that occurs unintentionally and/or usually results in harm, injury, damage, or loss during any part of an off-campus activity or event which is college-sponsored or would have a significant impact on the general operation of the College.

**Political Situations:** Political situations are occurrences such as demonstrations, assemblies, rallies, marches or parades, unauthorized walkouts, or any equivalent action or behavior which is disruptive or has a negative impact on the general operation of the College and has the intention of persuading a particular point-of-view, usually political in nature.

**Violence:** Violence is the exercise or an instance of physical force, usually effecting or intended to effect injury, destruction, to inflict harm upon or violate another, or an unjust, unwarranted, or unlawful display or exertion of force, as against rights or laws, especially such as tends to overawe or intimidate another individual. This includes physically harming another, shoving, pushing, bullying, harassing, intimidating, coercing, brandishing weapons, threatening or talk of engagement in such actions or behaviors, or any other like form of unruly or injurious action or behavior. Employees who engage in who engage in workplace violence, or threaten violence in the workplace, shall be terminated immediately for cause. It is the intent of this plan to ensure that everyone associated with the College, including students and employees, never feels threatened by any other person's actions or conduct.

**Violent Crimes or Behaviors:** Violent crime or behaviors are any action or behavior that is harmful (physically, mentally, socially, or otherwise) to either a person, the College or the community and is a violation a local, State, or Federal law.

## COMMUNICATION

The following communication principles apply during a College crisis:

After receiving a report or discovering a crisis has or is about to occur, initial communications will be made via the College's Emergency Notification System (ENS) called RUNsync. RUNsync is a multi-medium communication tool that allows the College to publish emergency information to its website, mobile app, Facebook, and Twitter. In addition, RUNsync also generates text-to-speech phone calls and SMS messages for subscribers.

Appropriate information shall be provided routinely to College employees, students and the public to facilitate their cooperation in a potential crisis. Any further updates or instruction shall also be provided by these same means of communication during or post-occurrence of a crisis. Further communication shall be from the President or his/her designee with respect to crises affecting the College.

The Crisis Management Team shall inform the President and the Chair of the Board of Trustees of any crisis that may or has occurred, or that is threatening life, health, or College property, and give periodic status reports as information is available. The Chair of the Board of Trustees shall, in turn, keep members of the Board of Trustees properly informed. During times of crises, various communication devices may be used (cellular phones, two-way radios, electronic mail, etc.) as deemed appropriate by the College President or members of the Crisis Management Team.

## TYPES OF CRISES/EMERGENCIES IDENTIFIED

1. **Medical Emergency** – epidemic, poisoning, etc.
2. **Terroristic Threat** – active killer, etc. (imminent threat to life safety for college community).
3. **Violent Crime or Behavior** – robbery, criminal, shooting, fights, assaults, personal injury (existing or potential), etc. – in progress.
4. **Discovery of Violent Crimes** (post occurrence).
5. **Political Situations** – riots, demonstrations, etc.
6. **Off-campus Incidents/Accidents Involving Students, Faculty and/or Staff.**
7. **Environmental/Natural Disasters** – fires, flood, tornadoes, earthquakes, explosions, etc.
8. **Bomb Threats or any terroristic threat received by phone, etc.**
9. **Loss of Life or any Medical-Related Death Threat** – Heart Attacks, Suicides (including suicide attempts or thoughts), Homicides (Intentional or Unintentional), Accidental Overdoses, Significant Life Threatening Injuries, Unattended Deaths, etc.
10. **Industrial/Hazardous Materials Spills/Leaks.**

## CRISIS MANAGEMENT TEAM

The Crisis Management Team is created under the authority of the President of Vernon College. Authority to activate the Crisis Management Team is delegated and granted to each team member. The Crisis Management Team must be available to respond and react as a team in emergency or crisis situations. The team is required to meet annually to review the plan and update information, and shall be convened by the Vernon College Director of Campus Police.

The Crisis Management Team may consist of the following roles and responsibilities (depending upon the nature of the crisis):

- ***Incident Commander*** – Establish immediate priorities and stabilize the incident by ensuring life safety. Establish and monitor incident organization and approve written or oral Emergency Procedures Plan.

- **Information Officer** – Develop and release information about the incident to media, incident personnel and other appropriate agencies.
- **Safety Officer** – Develops the Site Safety Plan, reviews the Emergency Procedures Plan for safety implications and provides timely, complete, and accurate assessment of hazards and required controls.
- **Liaison Officer** – Serve as point of contact for assisting agencies.
- **General Staff** – Operations, Planning, Logistics, and Administration sectors:
  - **Operations** – Responsible for all operations directly applicable to the mission of the response.
  - **Planning** – Responsible for collecting, evaluating and disseminating the tactical information related to the incident, and for preparing and documenting the Emergency Procedures Plan.
  - **Logistics** – Responsible for providing facilities, services and materials for the incident response.
  - **Administration/Finance** – Responsible for all financial, administrative and cost analysis aspects of the incident.

The Crisis Management Team consists of the following Vernon College personnel:

President	Director of Housing
Vice President of Instructional Services	Associate Dean of Instructional Services
Dean of Student Services	Associate Dean of Student Services
Dean of Admissions and Financial Aid/Registrar	Division Chair, Information & Technology
Dean of Administrative Services	Director of Physical Plant (Vernon)
Director of Campus Police	Director of Physical Plant (CCC & Skills Trg. Ctr.)
Coordinator of Marketing and Community Relations	
Police Sergeant at Century City Center	
Police Sergeant at Skills Training Center	
Director of Athletics	

Responsibility for the Crisis Management Team should not be delegated because it is important that the team be familiar with each other and fully aware of their crisis management responsibilities. In the event of a crisis, this team will work with the College President to lead the College community through the situation and determine the course of action and communications to the public.

In general, the following three classifications shall have the assigned roles during a crisis event:

Faculty – supportive services for student population

Staff – operational services for college, including students, staff and faculty

Administrators – overview and providing direction for on-going operations

## **CRISIS DURING NON-WORKING HOURS**

There is a chance that a disaster such as the ones envisioned by this plan may occur before or after regular College office hours, or on a holiday or a weekend when the organizational set-up of many departments is somehow out of the ordinary. While the structure of this plan remains precisely the same, its implementation may vary necessarily depending on, e.g. available resources and personnel until proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest rank who are available at the time. These individuals should seek to follow as nearly as possible the guidelines discussed in this plan, while

simultaneously making an effort to notify superior officials of the situation so as to obtain verification or advice on their actions. In any event, the President, Vice President of Instructional Services, Dean of Student Services, Dean of Admissions and Financial Aid/Registrar, and the Dean of Administrative Services shall be informed of the situation.

## **GENERAL PLAN**

### Assumptions

In any situation where the police, emergency medical services or fire departments are involved, it is understood that they will secure the situation and assume the responsibilities as the Incident Commander of all emergency activities. The College shall have a Mutual Aid Agreement or similar contractual agreement with local emergency responders.

The Vernon College President will assume the responsibilities as the Public Information Officer and shall coordinate all College communications including those with the media. Any required College notifications or cancellations should be approved by the President of Vernon College.

Each College employee is advised to not release information as it may cause a miscommunication during a crisis; an exception would be allowed when the safety of others would be clearly impacted if information was not immediately released. All employees shall refer all communications to their direct supervisor whenever possible and direct inquiries for information to the Vernon College President. Under no circumstances will any representative of the College reveal a victim's name.

The Crisis Management Team will initiate the crisis and/or communication plans of other College departments as required in the event of a crisis or emergency.

### Crisis Team Meeting Place

In the event of a crisis or emergency, the Crisis Management Team will meet at a predetermined command post, depending on the nature of the crisis.

### Emergency Shelter

The Crisis Management Team shall provide or make arrangements for emergency shelter arrangements to be used in case a residence hall is uninhabitable or others on campus require temporary housing.

**EMERGENCY PHONES** – Emergency phones strategically placed on campus/centers are to be used in emergency situations only. The emergency phones are for dialing “911” or the campus/center operator to report emergencies. Please follow all instructions transmitted the emergency phone intercom system.

## **FIRE ALARM – Continuous Sound**

## **TORNADO ALARM – County Siren System**

## **ACCIDENTS** (College vehicle and/or College sanctioned travel)

### **MINOR - - Level I**

- Administer first aid by utilizing trained allied health personnel.
- Follow emergency procedures as indicated by nature of accident.

- Inform Director of Campus Police, Dean of Student Services and VP of Instructional Services.
- Fill out accident report form found on Vernon College website.

#### **MINOR – Level II**

- If life threatening, call 911. Notify switchboard by dialing “0” to notify Director of Campus Police, Dean of Student Services, VP of Instructional Services, and Director of Human Resources.
- Apply first aid utilizing trained staff.
- Fill out accident report form found on Vernon College website.

#### **BUS AND AUTO ACCIDENTS**

- Call emergency vehicles/services: police, fire, ambulance, or DPS.
- If threat of fire exits, move to a safe place.
- Contact Business Office at the College.
- Verify report with police. Attempt to determine who has been injured; extent of injuries and what hospital was utilized.
- Notify Dean of Student Services.
- Prepare a list of students, parents, and phone numbers.
- Fill out a Vernon College accident report form.
- Check with business office about insurance coverage, etc.

#### **ASSAULT/MANAGING ALLEDGED ASSAILANT**

##### **ASSAULT**

- If life threatening, call 911. Notify switchboard by dialing “0” to notify Vernon College Police; then notify Dean of Student Services, VP of Instructional Services, and Director of Human Resources.
- Administer first aid utilizing trained staff.
- Unless injuries require immediate attention of a doctor or indicate transfer to hospital, keep victim at the College. If rape, ensure victim stays with counselor/college administrator until police arrive.
- Document all activities and decisions, and provide a fact sheet to Human Resources.
- Dean of Student Services, VP of Instructional Services, or a counselor will notify victim’s emergency contact person.
- Vernon College counseling staff/student services staff will provide immediate crisis intervention and referrals with victims.
- Vernon College administrators will debrief staff.

##### **MANAGING ALLEDGED ASSAILANT**

- If life threatening, call 911. Notify switchboard by dialing “0” to notify Vernon College Police, and then notify Dean of Student Services, VP of Instructional Services, and Director of Human Resources.
- Detain suspect if possible until police arrive, but do no attempt to use force.

**FIRE OR EXPLOSION**

**IN CASE OF FIRE:**

- Activate nearest fire alarm.
- Contact emergency service (911) and Vernon College Police by dialing “0”
- Attempt to extinguish the fire if small or confined (i.e., trash can).
- Initiate evacuation plan. Instructors keep class list and go to designated areas.
- Confine fire by closing the door to the area involved.
- Call Dean of Student Services and VP of Instructional Services, who will notify the College President.
- Assist emergency personnel in locating and assisting injured persons.
- Follow instructions of police and fire departments.
- Keep students and staff away from building until area is declared safe.
- Contact maintenance for repairs or barricade.
- Debrief staff.

<b><i>Century City Center</i></b>	<b><i>Skills Training Center</i></b>	<b><i>Vernon Campus</i></b>
<p><b><u>YOU SHOULD:</u></b></p> <ul style="list-style-type: none"> <li>• Activate Fire Alarm &amp; Call 911</li> <li>• Call Switchboard Operator (Dial 0)</li> </ul>	<p><b><u>YOU SHOULD:</u></b></p> <ul style="list-style-type: none"> <li>• Activate Fire Alarm &amp; Call 911</li> <li>• Call Switchboard Operator (Dial 0)</li> </ul>	<p><b><u>YOU SHOULD:</u></b></p> <ul style="list-style-type: none"> <li>• Activate Fire Alarm &amp; Call 911</li> <li>• Notify Switchboard Operator (Dial 0)</li> </ul>
<p><b><u>SWITCHBOARD OPERATOR</u></b> <b><u>WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Confirm 911 has been called; <b><u>Notify:</u></b> Vernon College Police Facility Manager Dean of Student Services VP of Instructional Svcs.</li> </ul>	<p><b><u>SWITCHBOARD OPERATOR</u></b> <b><u>WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Confirm 911 has been called; <b><u>Notify:</u></b> Vernon College Police Site Manager Facility Manager Dean of Student Services VP of Instructional Svcs.</li> </ul>	<p><b><u>SWITCHBOARD OPERATOR</u></b> <b><u>WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Confirm 911 has been called; <b><u>Notify:</u></b> Vernon College Police Director of Physical Plant Dean of Student Services VP of Instructional Svcs.</li> </ul>
<p><b><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE</u></b> <b><u>WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Activate the <b>EMERGENCY NOTIFICATION SYSTEM</b></li> </ul>	<p><b><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE</u></b> <b><u>WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Activate the <b>EMERGENCY NOTIFICATION SYSTEM</b></li> </ul>	<p><b><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Activate the <b>EMERGENCY NOTIFICATION SYSTEM</b></li> </ul>

**RIOT/POLITICAL OR COMMUNITY DEMONSTRATION:**

- If life threatening, call 911. Notify switchboard by dialing “0” to notify Vernon College Police. Then notify Dean of Student Services, VP of Instructional Services and counselors.
- Provide first aid utilizing trained allied health staff.
- Identify group and purpose.
- Document events and facts.
- Do not allow disruptive persons to enter school property or request they vacate immediately. Assign staff to all building entrances to prevent further disturbance.
- Advise instructors to keep classroom doors closed and locked.
- Keep offices locked, institute lock down security measure for files and records.
- Once order is restored, remain alert for further disruptions.
- College administrators will debrief staff.

<b><i>Century City Center</i></b>	<b><i>Skills Training Center</i></b>	<b><i>Vernon Campus</i></b>
<p style="text-align: center;">Disorderly Incident</p> <p><b><u>YOU SHOULD:</u></b></p> <ul style="list-style-type: none"> <li>• Call Switchboard Operator (Dial 0)</li> <li>• If the incident occurs after the switchboard is closed <b>call 911</b></li> </ul> <p><b><u>SWITCHBOARD OPERATOR WILL:</u></b></p> <ul style="list-style-type: none"> <li>• <u>Notify:</u> Vernon College Police Dean of Student Services VP of Instructional Svcs.</li> </ul> <p><b><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Activate the <b>EMERGENCY NOTIFICATION SYSTEM &amp; CALL 911 IF NECESSARY</b></li> </ul>	<p style="text-align: center;">Disorderly Incident</p> <p><b><u>YOU SHOULD:</u></b></p> <ul style="list-style-type: none"> <li>• Call Switchboard Operator (Dial 0)</li> <li>• If the incident occurs after the switchboard is closed <b>call 911</b></li> </ul> <p><b><u>SWITCHBOARD OPERATOR WILL:</u></b></p> <ul style="list-style-type: none"> <li>• <u>Notify:</u> Vernon College Police Site Manager Dean of Student Services VP of Instructional Svcs.</li> </ul> <p><b><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Activate the <b>EMERGENCY NOTIFICATION SYSTEM &amp; CALL 911 IF NECESSARY</b></li> </ul>	<p style="text-align: center;">Disorderly Incident</p> <p><b><u>YOU SHOULD:</u></b></p> <ul style="list-style-type: none"> <li>• Call Switchboard Operator (Dial 0)</li> <li>• If the incident occurs after the switchboard is closed <b>call 911</b></li> </ul> <p><b><u>SWITCHBOARD OPERATOR WILL:</u></b></p> <ul style="list-style-type: none"> <li>• <u>Notify:</u> Vernon College Police Dean of Student Services VP of Instructional Svcs.</li> </ul> <p><b><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Activate the <b>EMERGENCY NOTIFICATION SYSTEM &amp; CALL 911 IF NECESSARY</b></li> </ul>

## **BOMB THREATS:**

Do not attempt to touch, move, or investigate any suspicious or unusual objects. Report any suspicious packages, bags or boxes to Vernon College Police.

### **Phoned in Threats:**

- Notify the switchboard by dialing "0" to notify Vernon College Police.
- Start evacuation procedures and notify Vernon College Police.
- Vernon College Police will notify local law enforcement.
- Notify Dean of Student Services and VP of Instructional Services.
- Assemble counselors to inform of situation.
- Begin a search of building and grounds by local law enforcement and Vernon College Police.
- Re-enter building only after advised to do so by police.
- Prepare fact sheet for administration to issue a media statement.
- College administrators will debrief staff.

### **When threatening call is received, attempt to learn the following:**

- When is the bomb set to go off?
- What is the explosive?
- What does it look like?
- Where in the building is it? Did you place the bomb?
- Why was it set? Where are you calling from? What is your name?
- What does the voice sound like (man, woman, child, accents, etc.)?
- Were there any identifiable sounds in the background?
- Exact wording of threat.

<p align="center"><b>Century City Center</b></p> <p align="center">Bomb Threat</p> <p><b><u>YOU SHOULD:</u></b></p> <ul style="list-style-type: none"> <li>• Determine as many details from caller as possible</li> <li>• Call Switchboard Operator (Dial 0)</li> </ul> <p><b><u>SWITCHBOARD OPERATOR</u></b></p> <p><b><u>WILL:</u></b></p> <ul style="list-style-type: none"> <li>• <u>Notify:</u> 911 Vernon College Police Facility Manager Dean of Student Svcs. VP of Instructional Services</li> </ul> <p><b><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE</u></b></p> <p><b><u>WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Activate the <b>EMERGENCY NOTIFICATION SYSTEM</b></li> </ul>	<p align="center"><b>Skills Training Center</b></p> <p align="center">Bomb Threat</p> <p><b><u>YOU SHOULD:</u></b></p> <ul style="list-style-type: none"> <li>• Determine as many details from caller as possible</li> <li>• Call Switchboard Operator (Dial 0)</li> </ul> <p><b><u>SWITCHBOARD OPERATOR</u></b></p> <p><b><u>WILL:</u></b></p> <ul style="list-style-type: none"> <li>• <u>Notify:</u> 911 Vernon College Police Site Manager Dean of Student Svcs. VP of Instructional Services</li> </ul> <p><b><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE</u></b></p> <p><b><u>WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Activate the <b>EMERGENCY NOTIFICATION SYSTEM</b></li> </ul>	<p align="center"><b>Vernon Campus</b></p> <p align="center">Bomb Threat</p> <p><b><u>YOU SHOULD:</u></b></p> <ul style="list-style-type: none"> <li>• Determine as many details from caller as possible</li> <li>• Call Switchboard Operator (Dial 0)</li> </ul> <p><b><u>SWITCHBOARD OPERATOR</u></b></p> <p><b><u>WILL:</u></b></p> <ul style="list-style-type: none"> <li>• <u>Notify:</u> 911 Vernon College Police Director of Physical Plant Dean of Student Svcs. VP of Instructional Services</li> </ul> <p><b><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Activate the <b>EMERGENCY NOTIFICATION SYSTEM</b></li> </ul>
---	--	--

## **OPERATIONAL CRISES**

### **WHAT TO DO IN CASE OF OPERATIONAL CRISES:**

#### **Hazardous Material Release, Toxic Substance or Gas Leak:**

- Contact switchboard operator by dialing "0", contact Vernon College Police, contact facility/site manager.
- Evacuate building if warranted.
- Administer first aid by trained staff.
- If sheltering in place; shut down main electrical power to close ventilation sources; turn off gas; close exterior doors and windows; use portable radios to obtain emergency information.

#### **Electricity, Ruptured Water Line, Climate Control in Extreme Weather:**

- Gather facts; verify information.
- Contact physical plant/facility/site manager.
- Move staff and students from affected area if necessary.
- Close up and/or secure affected area.
- Post warning signs.
- If a major line is down or sparks are visible: Call switchboard operator by dialing "0"; contact Vernon College Police/facility/site manager/emergency services (911). Give location and remain on line until information is complete.
- NEVER TOUCH LIVE WIRES!
- DO NOT ATTEMPT TO RESCUE A PERSON experiencing electrical shock until power is shut off.
- Shut power off where applicable. Document all decisions and activities.
- College administrators will debrief with crisis team and faculty.

<b>Century City Center</b>	<b>Skills Training Center</b>	<b>Vernon Campus</b>
Operational Crises	Operational Crises	Operational Crises
<b><u>YOU SHOULD:</u></b>	<b><u>YOU SHOULD:</u></b>	<b><u>YOU SHOULD:</u></b>
<ul style="list-style-type: none"> <li>Notify Switchboard Operator (Dial 0)</li> </ul>	<ul style="list-style-type: none"> <li>Notify Switchboard Operator (Dial 0)</li> </ul>	<ul style="list-style-type: none"> <li>Notify Switchboard Operator (Dial 0)</li> </ul>
<b><u>SWITCHBOARD OPERATOR</u></b>	<b><u>SWITCHBOARD OPERATOR</u></b>	<b><u>SWITCHBOARD OPERATOR</u></b>
<b><u>WILL:</u></b>	<b><u>WILL:</u></b>	<b><u>WILL:</u></b>
<ul style="list-style-type: none"> <li>Notify: 911 (if necessary) Vernon College Police Facility Manager Utilities Co. (if necessary) Dean of Student Svcs. VP of Instructional Svcs. Director of Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Notify: 911 (if necessary) Vernon College Police Site Manager Facility Manager Utilities Co. (if necessary) Dean of Student Svcs. VP of Instructional Svcs. Director of Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Notify: 911 (if necessary) Vernon College Police Director of Physical Plant Utilities Co. (if necessary) Dean of Student Svcs. VP of Instructional Svcs. Director of Human Resources</li> </ul>
<b><u>VERNON COLLEGE POLICE WILL:</u></b>	<b><u>VERNON COLLEGE POLICE WILL:</u></b>	<b><u>VERNON COLLEGE POLICE WILL:</u></b>
<ul style="list-style-type: none"> <li>Assist in conducting evacuations &amp; providing first aid if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Assist in conducting evacuations &amp; providing first aid if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Assist in conducting evacuations &amp; providing first aid if applicable</li> </ul>
<b><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></b>	<b><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></b>	<b><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></b>
<ul style="list-style-type: none"> <li>Activate the <b>EMERGENCY NOTIFICATION SYSTEM</b></li> </ul>	<ul style="list-style-type: none"> <li>Activate the <b>EMERGENCY NOTIFICATION SYSTEM</b></li> </ul>	<ul style="list-style-type: none"> <li>Activate the <b>EMERGENCY NOTIFICATION SYSTEM</b></li> </ul>

## **ACTIVE SHOOTER AND OR OTHER WEAPON**

### **HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY**

1. **RUN**: If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Have an escape route and plan in mind.
  - Evacuate regardless of whether others agree to follow.
  - Leave your belongings behind.
  - Help others escape, if possible.
  - Prevent individuals from entering an area where the active shooter may be.
  - Keep your hands visible.
  - Follow the instructions of any police officer.
  - Do not attempt to move wounded people.
  - Call 911 when you are safe.
  
2. **HIDE LOCKDOWN**: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
  - Be out of the active shooter's view
  - Provide protection if shots are fired in your direction (i.e., and office with a closed, locked, and barricaded door)
  - Do not trap yourself or restrict your options for movement
  - To prevent an active shooter from entering your hiding place:
    - Lock the door
    - Barricade the door with heavy furniture
  
3. **FIGHT**: Take action against the active shooter/killer. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter/killer by:
  - Acting as aggressively as possible against him/her
  - Throwing items and improvising weapons
  - Yelling
  - Committing to your actions

## **TORNADO/NATURAL DISASTERS**

After being alerted by the weather alert, civil defense and/or the telephone relay system, do the following:

Prepare for emergency action in conjunction with Vernon College Police, local police department, local fire department and Vernon College administration.

Initiate retention or evacuation plan, depending on emergency.

- Instructors should take classroom roll and accompany class to designated shelter area if tornado.
- Assist special needs students.
- Once at the shelter area, everyone should sit facing the interior wall with knees and head down, hands covering face and head.
- Group should remain calm, stay together, and listen for instructions.
- Stay at shelter until instructed to move.
- Vernon College Police/facility/site coordinator should check restrooms and vacant classrooms.
- Use battery powered radio for weather information.
- Keep faculty informed
- Assign staff to answer phone inquiries.
- Debrief with crisis team and plan student and staff follow-up.

<p><b><i>Century City Center</i></b></p> <p>Tornado Warning</p> <ul style="list-style-type: none"> <li>• Weather scanner announces tornado warning for Wichita Falls, TX</li> </ul> <p><b><u>SWITCHBOARD OPERATOR</u></b> <b><u>WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Activate tornado alarm siren</li> <li>• <b><u>Notify:</u></b> Vernon College Police Facility Manager Dean of Student Svcs. VP of Instructional Svcs. Office of the President</li> </ul> <p><b><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Activate the <b>EMERGENCY NOTIFICATION SYSTEM</b></li> </ul> <p><b><u>ALL BUILDING OCCUPANTS WILL MOVE TO THE DESIGNATED TORNADO SHELTER</u></b></p>	<p><b><i>Skills Training Center</i></b></p> <p>Tornado Warning</p> <ul style="list-style-type: none"> <li>• Weather scanner announces tornado warning for Wichita Falls, TX</li> <li>• Site Manager alerts building occupants</li> </ul> <p><b><u>SWITCHBOARD OPERATOR</u></b> <b><u>WILL:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Notify:</u></b> Vernon College Police Facility Manager Dean of Student Svcs. VP of Instructional Svcs. Office of the President</li> </ul> <p><b><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Activate the <b>EMERGENCY NOTIFICATION SYSTEM</b></li> </ul> <p><b><u>ALL BUILDING OCCUPANTS WILL MOVE TO THE DESIGNATED TORNADO SHELTER</u></b></p>	<p><b><i>Vernon Campus</i></b></p> <p>Tornado Warning</p> <ul style="list-style-type: none"> <li>• Vernon Civil Defense Office reports tornado warning for Vernon, TX</li> </ul> <p><b><u>SWITCHBOARD OPERATOR</u></b> <b><u>WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Activate tornado alarm siren</li> <li>• <b><u>Notify:</u></b> Vernon College Police Housing Director Director of Physical Plant Dean of Student Svcs. VP of Instructional Svcs. Office of the President</li> </ul> <p><b><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Activate the <b>EMERGENCY NOTIFICATION SYSTEM</b></li> </ul> <p><b><u>VERNON COLLEGE POLICE &amp; HOUSING DIRECTOR WILL:</u></b></p> <ul style="list-style-type: none"> <li>• Open tornado shelters</li> </ul> <p><b><u>ALL BUILDING OCCUPANTS WILL MOVE TO A DESIGNATED TORNADO SHELTER</u></b></p>
---	--	---

**EMERGENCY NUMBERS**

*(FIRE, POLICE, EMS: 911)*

**VERNON COLLEGE INTERNAL DEPARTMENTS**

- 1. Main number, Vernon Campus.....(940) 552-6291
- 2. Main number, Century City Center.....(940) 696-8752
- 3. Main number, Skills Training Center .....(940) 766-3369
- 4. Main Number, Sheppard Learning Center.....(940) 855-2203
- 5. Vernon Campus Police Chief.....Office ext. 2272; Cell 940-357-9637
- 6. Vernon Campus Police Officer.....Office ext. 2272; Cell 940-357-9638
- 7. Century City Center Police Officer .....Office ext. 3207; Cell 940-357-9639
- 8. President.....Office ext. 2200/3270
- 9. Dean of Student Services.....Office ext. 2250/3333
- 10. VP of Instructional Services ..... Office ext. 2243/3268
- 11. Vernon Director of Physical Plant.....Office ext. 2321
- 12. Century City Center/Skills Training Center Director of Physical Plant.....Office ext. 3239
- 13. Dean of Administrative Services..... Office ext. 2273/3276
- 14. Dean of Admissions and Financial Aid/Registrar.....Office ext. 2204
- 15. Associate Dean of Student Services.....Office ext. 2312/3304
- 16. Associate Dean of Instructional Services.....Office ext. 2314/3251
- 17. Director of Human Resources..... Office ext. 2328/3274

**TELEPHONE NUMBERS FOR RELATED AGENCIES - VERNON**

- 1. Ambulance (non-emergency).....(940) 552-2594
- 2. Police Department (non-emergency) .....(940) 553-3311
- 3. Fire Department (non-emergency) .....(940) 552-2584
- 4. Sheriff Department (non-emergency) .....(940) 552-6205
- 5. Poison Center.....(800) 764-7661
- 6. American Red Cross.....(940) 552-2991

**TELEPHONE NUMBERS FOR RELATED AGENCIES - WICHITA FALLS**

- 1. Ambulance (non-emergency) .....(940) 322-1911
- 2. Police Department (non-emergency) .....(940) 720-5000
- 3. Fire Department (non-emergency).....(940) 720-5000
- 4. Sheriff Department (non-emergency).....(940) 766-8276
- 5. Poison Control .....(800) 764-7661
- 6. American Red Cross .....(940) 322-8686