Seward County Community College
Emergency Operations Plan

GUIDELINES AND REFERENCE INFORMATION FOR EMERGENCY EVENTS

SCCC SECURITY PHONE 620-417-1180
EMERGENCY POLICE/MEDICAL/FIRE 911 on your phone, SCCC Phone: 9-911
NON-EMERGENCY POLICE/MEDICAL/FIRE 620-626-0151
SECURITY SUPERVISOR 620-482-3756
Text # (Confidential) 620-417-1180
Email for SCCC Security Department security@sccc.edu

These guidelines and other SCCC Security reference information can be located online at: hyperlink below:
http://www.sccc.edu/security_department/

SCCC Security 620-417-1180, All Campus phones require 9-then your number.
Email: security@sccc.edu, text confidential: 620-482-3756
Non-Emergency Police, Fire, Medical-620-626-0151
# Contents

**ADMINISTRATION CONTACTS** .................................................................................................................. 6

- Emergency Contact List .......................................................................................................................... 6
- Administration......................................................................................................................................... 6
- SCCC Crisis Management Team .......................................................................................................... 6
- Building Coordinators/Monitors .......................................................................................................... 7

**EMERGENCY DIRECTORY/COMMUNITY RESOURCE** .............................................................................. 8

- Emergency Services .............................................................................................................................. 8
- Utilities.................................................................................................................................................. 8
- Alcohol and Drug Abuse ...................................................................................................................... 8
- Compassionate Friends Counseling and Guidance Services ............................................................ 8
- Hotline Numbers ................................................................................................................................. 9
- Community Service ............................................................................................................................ 9
- Court Services ..................................................................................................................................... 9
- Family and Children Services ............................................................................................................ 9
- Health Services and Organizations .................................................................................................... 9
- Information and Referral Services ...................................................................................................... 10
- Weather Forecast ................................................................................................................................. 10
- Road Conditions ................................................................................................................................. 10
- Area Colleges ....................................................................................................................................... 10
- Other Possible Evacuation or Shelter Locations ............................................................................. 10

**EMERGENCY OPERATIONS PLAN** ........................................................................................................... 11

**FACULTY AND STAFF PROTOCOL** ........................................................................................................ 13

- Standard Guidelines to use before, during and after the event: .............................................................. 13

**ACTIVE KILLER** (Commonly referred to as Active Shooter) ................................................................. 16

**RUN-HIDE-AND FIGHT/ALICE** (Alert, lockdown, Inform, Counter, Evacuate) ..................................... 16

- Videos for Run-Hide, and Fight Techniques: .......................................................................................... 18
- Characteristics of an Active Killer ......................................................................................................... 18

**LOCKDOWN AND/OR EVACUATION:** .................................................................................................... 19

- Basic lockdown actions: ......................................................................................................................... 20
- Basic Evacuation Actions: ...................................................................................................................... 20

**CONTACTING AUTHORITIES:** ............................................................................................................... 21

**TREATING THE INJURED** ...................................................................................................................... 21

**OTHER CONSIDERATIONS** .................................................................................................................... 22

**LAW ENFORCEMENT RESPONSE** ...................................................................................................... 22

**INJURED PERSONS** .............................................................................................................................. 22

**ATHLETIC DEPARTMENT EMERGENCY ACTION PLAN** ......................................................................... 23

- Emergency Action Plan .......................................................................................................................... 23
- Baseball Venue Emergency Action Plan .................................................................................................. 25
- Basketball & Volleyball Venue Emergency Action Plan ...................................................................... 25
- Softball Venue Emergency Action Plan .................................................................................................. 26

SCCC Security 620-417-1180, All Campus phones require 9-then your number.

Email: security@sccc.edu, text confidential: 620-482-3756

Non-Emergency Police, Fire, Medical-620-626-0151
VEHICLE ACCIDENT ...............................................................................................................................55
VEHICLE-BUS ACCIDENT .......................................................................................................................56
VEHICLE-BUS- UNAPPROVED INTRUDER ..............................................................................................57
Response Guide for Unapproved Intruder Attempting To Board Vehicle or Bus: ...........................57
WATER BREAK OR LOSS ........................................................................................................................58
WELLNESS CENTER and NATATORIUM EMERGENCY ACTION PLAN ....................................................59
    Emergency Action Plan.....................................................................................................................59
    Natatorium (pool) Emergency Action Plan .....................................................................................61
    Lightning Safety Policy ...................................................................................................................61
    Fecal Incident ...............................................................................................................................61
    Vomit and Blood Contamination .................................................................................................64
Main Campus Map and Emergency Shelter locations

Emergency Shelters listed on Page #55
A/AA Building is the Hobble Academic Building
H Building is the Humanities-Theatre
SU is the Student Union, Meeting Rooms Upstairs
SW is Student Wellness (Cafeteria and Wellness Center), Meeting Rooms Upstairs
SA is Student Athletics Area (Gym, Pool)
COS is the Cosmetology Building
T is the Tech Offices, Business & Industry, classrooms, etc.
TA is the Game-Meeting Room, C-Store, Welding, etc.
TB is the Auto Collision, Automotive, Corrosion, etc.
TD is the Diesel Technology, and Commercial Truck Driving Area
M is the Maintenance Area
Epworth-Nursing Building located at 6th and Washington
Colvin Adult Learning located at 10th and Kansas

SCCC Security 620-417-1180, All Campus phones require 9-then your number.
Email: security@sccc.edu, text confidential: 620-482-3756
Non-Emergency Police, Fire, Medical-620-626-0151
ADMINISTRATION CONTACTS

Emergency Contact List

<table>
<thead>
<tr>
<th>24/7 Campus Security Officer Phone Number</th>
<th>620-417-1180</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>911, Campus Phone: 9-911</td>
</tr>
<tr>
<td>Non-Emergency</td>
<td>620-626-0151</td>
</tr>
</tbody>
</table>

| Supervisor of Safety and Security:        | Work Phone 620-417-1181 |
| Work Phone                               | 620-629-3732 |

| Director of Buildings and Grounds         | Work Phone 620-417-1240 |
| Work Phone                               | 620-629-1759 |

Administration

| President:                                | Work Phone 620-417-1010 |
| Dr. Ken Trzaska                           | Cell Phone 620-309-9402 |

| Vice President of Finance and Operations: | Work Phone 620-417-1018 |
| Dennis Sander                             | Cell Phone 620-629-3732 |

| Vice President of Academic Affairs:       | Work Phone 620-417-1012 |
| Dr. Todd Carter                           | Cell Phone 580-528-1130 |

| Vice President of Student Services:       | Work Phone 620-417-1016 |
| Celeste Donovan                          | Home Phone 620-624-6487 |
| Cell Phone                               | 620-629-5589 |

SCCC Crisis Management Team

| President                                | Dr. Ken Trzaska 620-309-9402 |
| Vice President of Finance and Operations | Dennis Sander 620-629-3732 |
| Vice President of Student Services       | Celeste Donovan 620-629-5589 |
| Vice President of Academic Affairs       | Dr. Todd Carter 580-528-1130 |
| Director of Facilities                   | Roger Scheib 620-629-1759 |
| Supervisor of Safety                     | Wendall Wehmeier 620-482-3756 |
| Director of Athletics                    | Mike Davidson 303-829-8515 |
| Dean of Industrial Technology            | Travis Combs 620-655-2630 |
| Director Student Living Centers          | Jennifer Malin 620-482-2181 |
| Executive Director Marketing/Public Relations | Rachel Coleman 620-655-4077 |
| Dean of Students                         | Annette P. Hackbarth-Onson 715-571-2659 |
| Director of Information Technology       | Louie Lemert 620-482-3760 |

All numbers are confidential and callers are tracked/recorded for reference.

SCCC Security 620-417-1180, All Campus phones require 9-then your number.
Email: security@sccc.edu, text confidential: 620-482-3756
Non-Emergency Police, Fire, Medical-620-626-0151
<table>
<thead>
<tr>
<th>Building-Area Program</th>
<th>Office Number</th>
<th>Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Facilities, Grounds</td>
<td>Roger Scheib</td>
<td>620-417-1240</td>
</tr>
<tr>
<td>Humanities</td>
<td>Darren Workman</td>
<td>620-417-1458</td>
</tr>
<tr>
<td>Agriculture</td>
<td>Josh Morris</td>
<td>620-417-1358</td>
</tr>
<tr>
<td>Colvin Adult Learning Center</td>
<td>Travis Combs</td>
<td>620-417-1312</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Sheila Scheib or Denice Paden</td>
<td>620-417-1359</td>
</tr>
<tr>
<td></td>
<td>Travis Combs</td>
<td>620-417-1360</td>
</tr>
<tr>
<td>Epworth Building</td>
<td>Suzanne Campbell or Jamie Titus</td>
<td>620-417-1403</td>
</tr>
<tr>
<td>Surgical Skills Lab</td>
<td>Lexi Honey-Ayer</td>
<td>620-417-1411</td>
</tr>
<tr>
<td>Hobble Academic</td>
<td>Dennis Sander</td>
<td>620-417-1018</td>
</tr>
<tr>
<td>Student Living Center</td>
<td>Jennifer Malin</td>
<td>620-417-2102</td>
</tr>
<tr>
<td>Gym /Athletic Areas</td>
<td>Mike Davidson</td>
<td>620-417-1553</td>
</tr>
<tr>
<td>Pool Manager</td>
<td>Liz Hill</td>
<td>620-417-1142</td>
</tr>
<tr>
<td>Wellness Center, Student Union</td>
<td>Wade Lyon</td>
<td>620-417-1064</td>
</tr>
<tr>
<td>Tech Area-Industrial Technology</td>
<td>Travis Combs</td>
<td>620-417-1312</td>
</tr>
<tr>
<td>Auto Body-Collision</td>
<td>Bree Downs</td>
<td>620-417-1661</td>
</tr>
<tr>
<td>Auto Technology TA Building</td>
<td>Travis Combs</td>
<td>620-417-1312</td>
</tr>
<tr>
<td>Auto Technology TB Building</td>
<td>Travis Combs</td>
<td>620-417-1312</td>
</tr>
<tr>
<td>Corrosion</td>
<td>Autry Coleman</td>
<td>620-417-1645</td>
</tr>
<tr>
<td>Diesel Technology</td>
<td>James Russom</td>
<td>620-417-1686</td>
</tr>
<tr>
<td>HVAC</td>
<td>Manuel Bustillos</td>
<td>620-417-1679</td>
</tr>
<tr>
<td>Machine Tools</td>
<td>Butch Garst</td>
<td>620-417-1681</td>
</tr>
<tr>
<td>Truck Driving</td>
<td>Mike McCarthy</td>
<td>620-417-1696</td>
</tr>
<tr>
<td>Welding</td>
<td>Jarod Noble</td>
<td>620-417-1683</td>
</tr>
</tbody>
</table>

All numbers are confidential and callers are tracked/recorded for reference.

**Building Coordinators/Monitors:** A Building Coordinator or monitor is the person or persons chosen who will most likely be present should an emergency happen. Because this person spends a majority of their time in this building or area, he/she would most likely be most familiar with day to day operations. The coordinators and monitors can guide and direct students or other persons in the building and help move people to emergency locations until being relieved by security, the SCCC Crisis Management Team, law enforcement, fire department or other emergency command personnel.

A Building Coordinator may also be the contact person to notify after normal business hours when information is needed from security or law enforcement in regard to a current situation needing to be immediately addressed regarding specifics about the building. After normal business hours, these Building Coordinators/Monitors should only be called if the matter is urgent and needs immediate attention.

Last modified 10/26/2017 DKM701
### Emergency Directory/Community Resource

**When using campus phone: Dial 9, then your number**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance Service</td>
<td>9-911</td>
</tr>
<tr>
<td>Police Department</td>
<td>9-911</td>
</tr>
<tr>
<td>Non-emergency Dispatch</td>
<td>620-626-0151</td>
</tr>
<tr>
<td>POISON CENTER</td>
<td>Kansas City, KS</td>
</tr>
<tr>
<td>GRIEF RELIEF/SURVIVORS</td>
<td>Southwest Guidance Center</td>
</tr>
<tr>
<td>911 Emergency Operators</td>
<td>Liberal-Seward County Emergency Communications</td>
</tr>
<tr>
<td>Seward County Emergency Preparedness-Response</td>
<td>620-626-3267 or 620-626-3266</td>
</tr>
<tr>
<td>Kansas Highway Patrol (Dispatcher)</td>
<td>1-276-3201</td>
</tr>
<tr>
<td>FBI Garden City, KS</td>
<td>1-276-8181</td>
</tr>
<tr>
<td>National Response Center</td>
<td>1-800-424-8802</td>
</tr>
<tr>
<td>Toxic Chemical Spills</td>
<td>620-624-1651</td>
</tr>
</tbody>
</table>

### Emergency Services

- **911 Emergency Operators**
  - Liberal-Seward County Emergency Communications: 620-626-0198
  - Seward County Emergency Preparedness-Response: 620-626-3267 or 620-626-3266
- **911 (Campus Phone: 9-911)**
  - Liberal-Seward County Emergency Communications: 620-626-0198
  - Seward County Emergency Preparedness-Response: 620-626-3267 or 620-626-3266

### Utilities

- City of Liberal – Water: 620-626-0107
- Black Hills Energy-Electricity: 1-800-694-8989
- Southern Pioneer-Gas: 620-624-7433

### Alcohol and Drug Abuse

- Alcohol Help Line: 1-800-252-6465
- Alcoholics Anonymous Hotline: 620-624-4214
- SKADAF: 620-624-0449
- Carolyn Huddleston, Ph.D.: 620-626-4508
- Drug & Alcohol Rehabilitation: 1-800-872-2525

### Compassionate Friends Counseling and Guidance Services

- Liberal Area Rape Crisis & Domestic Violence Center: 620-624-8818
- Southwest Guidance Center: 620-624-8171
### Hotline Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Police Department Crime Hotline</td>
<td>620-624-4000</td>
</tr>
<tr>
<td>Kansas Protection Report Center</td>
<td>1-800-922-5330</td>
</tr>
<tr>
<td>National Hotline for Missing Children</td>
<td>1-800-843-5678</td>
</tr>
<tr>
<td>National Response Center Toxic Chemical Spills</td>
<td>1-800-424-8802</td>
</tr>
<tr>
<td>National Runaway Switchboard</td>
<td>1-800-332-6378</td>
</tr>
<tr>
<td>Suicide via SCCC Services and/or referral (Celeste Donovan)</td>
<td>620-417-1016 or 620-629-5589</td>
</tr>
</tbody>
</table>

### Community Service

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Red Cross</td>
<td>620-624-8411</td>
</tr>
<tr>
<td>Salvation Army</td>
<td>620-624-5832</td>
</tr>
<tr>
<td>Stepping Stone Shelter</td>
<td>620-626-6024</td>
</tr>
</tbody>
</table>

### Court Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Liberal Municipal Court</td>
<td>620-626-0143</td>
</tr>
<tr>
<td>Seward County Clerk of District Court</td>
<td>620-626-3238</td>
</tr>
<tr>
<td>Foster Care</td>
<td>620-626-3718</td>
</tr>
<tr>
<td>Probation Office</td>
<td>620-626-3242</td>
</tr>
<tr>
<td>Family Services (Liberal SRS)</td>
<td>620-626-3733</td>
</tr>
</tbody>
</table>

### Family and Children Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Liberal Parks &amp; Recreation</td>
<td>620-626-0133</td>
</tr>
<tr>
<td>Family Support (Liberal SRS)</td>
<td>620-626-3746</td>
</tr>
<tr>
<td>Job Services</td>
<td>620-624-1863</td>
</tr>
<tr>
<td>Kansas Rehabilitation Services</td>
<td>620-624-3700</td>
</tr>
<tr>
<td>KANSAS WORKS</td>
<td>620-626-3751</td>
</tr>
<tr>
<td>Kids, Inc.</td>
<td>620-624-5224</td>
</tr>
<tr>
<td>Liberal Latchkey Program</td>
<td>620-624-9490 or 620-624-8134</td>
</tr>
<tr>
<td>Parents &amp; Children Together Inc.</td>
<td>620-626-2222</td>
</tr>
<tr>
<td>Southwest Guidance Center</td>
<td>620-624-8171</td>
</tr>
</tbody>
</table>

### Health Services and Organizations

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIDS Hotline</td>
<td>1-800-342-7514</td>
</tr>
<tr>
<td>Alzheimer’s Disease Hotline</td>
<td>1-800-321-0379</td>
</tr>
<tr>
<td>American Red Cross</td>
<td>620-624-8411</td>
</tr>
<tr>
<td>Downs Syndrome</td>
<td>1-800-221-4602</td>
</tr>
<tr>
<td>Hospice</td>
<td>620-624-1651</td>
</tr>
<tr>
<td>Seward County Health Department</td>
<td>620-626-3369</td>
</tr>
<tr>
<td>Southwest Development Services Inc.</td>
<td>620-624-3817</td>
</tr>
<tr>
<td>Veterans Service</td>
<td>620-626-5545</td>
</tr>
</tbody>
</table>
Information and Referral Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Americans with Disabilities Act Information</td>
<td>202-515-0301</td>
</tr>
<tr>
<td>Child Support Legal Services</td>
<td>620-626-3708</td>
</tr>
<tr>
<td>Kansas Legal Services</td>
<td>620-626-8407</td>
</tr>
<tr>
<td>Kansas Rural Legal Services</td>
<td>1-800-362-9009</td>
</tr>
<tr>
<td>Occupational Safety and Health</td>
<td>1-800-362-2896</td>
</tr>
<tr>
<td>Social Security Administration</td>
<td>620-227-8591 / 1-800-772-1213</td>
</tr>
</tbody>
</table>

Weather Forecast

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time and Temperature</td>
<td>620-624-1711</td>
</tr>
</tbody>
</table>

Road Conditions

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kansas</td>
<td>511 or 866-511-5368</td>
</tr>
<tr>
<td>Oklahoma</td>
<td>405-425-2385</td>
</tr>
<tr>
<td>Texas</td>
<td>800-452-9292</td>
</tr>
<tr>
<td>Colorado</td>
<td>877-315-7623</td>
</tr>
</tbody>
</table>

Area Colleges

<table>
<thead>
<tr>
<th>College</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garden City Community College</td>
<td>620-276-7611</td>
</tr>
<tr>
<td>Dodge City Community College</td>
<td>620-225-1321</td>
</tr>
</tbody>
</table>

Other Possible Evacuation or Shelter Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seward County Activity Center</td>
<td>620-624-3743</td>
</tr>
<tr>
<td>Liberal High School</td>
<td>620-604-1200</td>
</tr>
<tr>
<td>USD 480 Superintendent</td>
<td>620-604-1012</td>
</tr>
<tr>
<td>USD 480 Director of Services</td>
<td>620-604-1010</td>
</tr>
<tr>
<td>South Gate-Mitchell Theatres</td>
<td>620-624-5573</td>
</tr>
</tbody>
</table>

Last modified 02-01-2014 DKM701
EMERGENCY OPERATIONS PLAN

Accidents, hazardous weather, fires, chemical leaks, bomb threats and acts of violence, etc. are unpredictable and can happen anywhere at any time. If and when such events were to happen, our objective is to minimize injury, damage and loss. All of us ultimately want our college to be safe and protected. Therefore we must each take an active role towards safety and protection. All of us are empowered to do so. We are all held to a standard of care and reasonable response to whatever situation we are dealt with. This Operations Plan and these Emergency Guidelines act as a foundation from which you can effectively operate from.

All employees should become familiar with these guidelines and have them readily available whenever needed. All employees should also be familiar with their work area(s) in relation to the disadvantages, hazards and advantages of such area(s) as well as know route(s) and locations for emergency/tornado shelters, first aid kits, a cardiac defibrillator, and have at least one off-campus gathering site if an off-campus evacuation is necessary. Prevention is the most effective tactic to use in making our campus a safe and secure workplace and learning environment.

These guidelines are also posted on the college’s web site: http://sccc.edu/security_department/

The employee upon notification of an event is empowered to immediately respond and take necessary action. *Therefore the employee responding to such event, is the first responder. (Refer to the appropriate sections for guidelines for such responses.)* The employee is to do everything reasonable in response to the incident being within their capability and/or authority or qualification. As soon as is feasible, the employee is to then notify the Security Department at 620-417-1180 or if a life threatening situation is already in progress call 911. (Campus phone: 9-911) After the event, the employee is to then notify their immediate supervisor and provide all of the known relevant facts and circumstances regarding the event. *(This should be done both verbally and then by email format in order to provide a written reference.)*

Again, all employees should familiarize themselves with these Emergency Guidelines and in doing so; consider how to respond to such events with regard to both the guidelines and to the individual facts and circumstances for the area(s) you spend a significant amount of time at. Your specific area most likely will have different considerations such as door styles, window styles, proximity to main entries and exits, general building structures such as stairs, elevators, basements, and proximity to parking lots, and roadways. Your specific area may also be close to a hazardous area such as where chemicals are stored. *(A review of the guidelines and your specific assessment of your work area(s) should also be done at least annually. You are encouraged to do this along with your fellow employees. Supervisors should ensure this is done at least annually with all of their employees.)* A vulnerability assessment is the ongoing process through which employees evaluate potential risks and areas of weakness that could have adverse consequences.

Continued on next page
Vulnerability assessments of your work area are an important and vital part of emergency management planning. Vulnerability assessments should be used to inform all four of the interconnected phases of emergency management (Prevention-Mitigation, Preparedness, Response, and Recovery) but will serve as an especially significant component of the prevention-mitigation phase of emergency management to help determine which areas should be priorities of focus. (U.S. Department of Education, Key Principals for Safe Schools, http://rems.ed.gov/docs/VA_Report_2008.pdf)

You, the employee spend a significant amount of time in your particular location and therefore you may most likely be the primary person to direct students and others in a time of crisis. Students will instinctively look to you for leadership and direction. Take the time to learn what the advantages and disadvantages your immediate and surrounding area has and then have at least a basic plan of how you would react to a fire, tornado, gas or chemical leak, and how you would effectively evacuate or lock down in response to a life threatening incident. The Emergency Guidelines will add to the effectiveness of your plan in regard to your particular area of responsibility.

When conducting your area’s safety assessment, analyze the pros and cons unique to your area. You are strongly recommended to actually practice how you would lock down in place, or vacate and travel to the location of the emergency shelter(s) or a designated location off of the campus. (The off-site location should be at least 1,000 feet away from the building.) Know where a first-aid kit, fire extinguisher and others items that can be used in an emergency are located. You would also be very wise to make a kit or fill a container with items that can be used in case you need to shelter in place for an extended amount of time, such as blankets, sheets, water, flashlights, snack items, toilet paper, urine container, etc. The time and preparation you take in planning for a critical event may mean saving lives later.

All faculty and staff are hereby advised that anything they do, as part of their job performance and in response to an emergency, needs to be reasonable. So that you better understand Seward County Community College’s liability position, being reasonable means that your actions most likely may not be perfect, but would be valid or understandable, and supported by other reasonable people if they too were faced with the same situation. Being reasonable also means that you are doing, or will do what is expected of you, with the particular skills and authority you have, for the particular situation you are in. You are not held to a perfect standard; only a reasonable standard of performance.

After a training event, or actual emergency response, a post-briefing should be done with all persons involved in the process to determine the pros and cons identified and to assess how performances can be enhanced in the future. From this information sharing we can learn from our successes, failures and other matters that can be improved upon should a similar incident happen again.
FACULTY AND STAFF PROTOCOL

Standard Guidelines to use before, during and after the event:

Generally, you the SCCC employee are in command or in charge of the incident because you are the first person to become aware of the emergency. You most likely therefore already know more than other emergency responders who have not yet arrived. Students will also look to you for directions or guidance. Take charge and safely gain as much information as possible to assess what is happening. **You are empowered to take all reasonable actions in order to prevent further injury, damage, or loss.** No emergency response is ever perfect. Make the best decisions you can from the information and time you have. Guide and direct others, telling them what to do. You will be in charge until relieved by a security officer or administrator, emergency response team member, law enforcement, or other official emergency response personnel.

1. **Refer to the Seward County Community College (SCCC) Emergency Guidelines as a reference and guide to use as part of your emergency response plan.** The SCCC Guidelines also provide information for other resources and should be readily available in your area of responsibility.

2. If the emergency is a medical emergency, your primary responsibility is to protect the person, and not move him/her if not absolutely necessary, provide immediate first aid if necessary and to either call or arrange for another person to call 911 or 9-911 from campus phone, and then SCCC Security. Other than a medical emergency, you most often will either lockdown or shelter in place or evacuate yourself and others safely away from the threat.

3. Shelter in place means for you to stay or go to the closest and safest shelter for safety. Lockdown, means to lock yourself and if possible, others away from the threat, creating a barrier between you and the threat. In either case, you are taking action to put a barrier of protection between you and the threat, be it weather, fire, tornado or an active killer.

4. Realize and remember that in an emergency situation, your goal is to minimize, if not eliminate as much risk and danger as is reasonably possible. Therefore the ultimate objective of increasing survivability can be better achieved. Eliminating risk is done by using effective tactics to protect yourself and others. More than likely the end result of this incident may not be “perfect”, but do as best you can in consideration of the information and the time you have to react.

5. Faculty/Staff should always have their building/classroom key(s) in their possession or within reach.

6. Faculty/Staff also should always display their name tag and be in possession of their college identification.

7. A copy of the SCCC Emergency Guidelines should also be readily available. (If you do not have a copy or desire to have more copies, call or email security at ext. 1180 or email security at security@sccc.edu) This information is also online at [http://sccc.edu/security_department/](http://sccc.edu/security_department/) (You would also be wise to have the SCCC Security link saved as a favorite to your cellular phone.)
6. Familiarize yourself with your door’s locking mechanism and practice locking the door(s) as quickly and safely as is possible. Many classroom doors on campus are fire doors meaning that they are designed to handle stress always allow persons to exit the room, and can only be locked from the outside. These doors only open towards the outside. To better deal with not having to lock a door in case an active killer were to suddenly and unexpectedly approach, instructors are encouraged to lock the door(s) at the beginning of class. (Optional)

7. Memorize your room number and be able to explain or describe over the phone to a 911 dispatcher where you are specifically at by giving a description of your whereabouts.

8. Familiarize yourself to the design or layout of your immediate and surrounding areas. Keep in mind that most layouts are primarily designed for convenience and customer service and not for safety. Having this in mind, examine your area and determine the best way to find a functional medium of arrangement for all considerations. A good safety arrangement is to be able to arrange desk and chairs that afford you protection, while also allowing for easy escape. Recognize what objects are in the room that can you can improvise and use as defensive weapons.

9. Know where your designated shelters are located and what route(s) you would use to get there. Have a designated off-campus place or places to meet if you might ever have to evacuate off the campus. Advise your students at the beginning of the class of this location and explain how they are to get there and what to do when they get there.

10. Memorize key phone numbers, such as 9-911 and 620-417-1180 (Security), as well as your supervisor and other important key phone numbers.

11. Know how to use your room’s phone system. All campus phones are CISCO phones that allow for emergency access onto the public speaker system that has speakers located throughout most all of the campus properties. These phones also have 911 capabilities. To dial out of the campus phone system, push 9 and then your number. Example: 9, short pause, then 911.

12. All instructors would be wise to explain to their students at the beginning of each class what the basic actions plans are for response to a fire, tornado, chemical spill, lockdown, shelter in place, run-hide-and fight are. (The run-hide-fight videos can also be shown to your class so they can see for themselves how such actions can be performed.)

13. During an incident, try your best to remain calm and communicate in a clear and direct manner to others so they know what is happening and what they need to do. As an employee, others will look to you for guidance during an emergency or critical event. Take charge and do what is necessary to be effective and guide these people to the most reasonable action available at the time of the event.

Continued to the next page
14. For general guideline procedures, refer to the appropriate section. (Table of contents give on
Page 2-4) Employees should familiarize and periodically review these guidelines and any other
provided or mandatory response procedures in order to be at least familiar with them. Employees
are encouraged to ask questions for guidance or clarification on any security matter in order to
seek guidance. Visit with your supervisor or the SCCC Security Department.

15. If the totality of facts and circumstances dictate that these guidelines be ignored, modified or
improved upon in order to be even more effective in the emergency, make a rational and justified
decision to do so. (Again, employees are highly recommended to conduct a safety or threat
assessment of their area(s) and plan for any known or possible contingencies.)

16. After an event, if your supervisor is not yet aware of the incident, notify him or her as soon as
possible. A post-review of the incident and how it was handled is beneficial for evaluating what
could possibly be done better if and when a similar event should ever happen again.

17. All Seward County Community College (SCCC) employees are mandated to report all incidents
of damage to college property or threats to their safety or the safety of others to their
immediate supervisor and/or SCCC-Security as soon as is reasonably possible. All employees
are also hereby advised that if they become aware of any situation in which a current student,
on-campus or off-campus, is or may be a victim of abuse, including all forms of sexual abuse,
dating or domestic violence, are mandated to report such knowledge to their supervisor, Vice
President of Students, and/or SCCC Security as soon as possible.

18. After an event, monitor other persons and refer them to the appropriate source for either further
information or counseling. This college promotes an early warning system. Therefore if you notice
any person acting suspicious or in need of assistance or help, you are to provide assistance if such
is within your qualification or capability and refer such person or situation to your supervisor and/
or SCCC Security as soon as is reasonably possible.

Last modified June 2016 DKM701
ACTIVE KILLER (Commonly referred to as Active Shooter)

Active Killer Guidelines do not cover every incident that might take place. There is no perfect plan for responding to violence as it is unpredictable, and dynamic. Our response can be more effective if we can strive towards keeping control of our campus and doing whatever is reasonable and necessary to protect ourselves, our students and customers. Doing so starts with planning and assessment and then training. Planning and training are great ways to prevent unnecessary outcomes.

Power, control and opportunity are the concepts the shooter(s) psychologically believes he or she has in order to carry out their pre-designed plan. Therefore in response to the killer(s) objective we can respond by attempting to interrupt, remove, block or take away as many opportunities as the killer(s) have. This can be done by using basic tactics of self-defense referred to as Run-Hide-and Fight. To fight or counter is optional and is intended to be a last resort.

This information is designed to educate and provide knowledge for responding to an active killer event. We should all hope that an active shooter event never happens on our campus while at the same time realize that it could just as easily happen here as it could anywhere else. We should also ultimately decide that if a deadly threat ever enters our campus, we will do whatever it takes to run the other direction, hide as best we can, and if necessary, fight for our lives! (Run-Hide-Fight) Please familiarize yourself with all of this information.

The Run-Hide-Fight defense can be visualized to you by the video web addresses listed at the very end of this section, on page #17. This defense strategy is promoted by the Federal Bureau of Investigation, and other significant facilities and law enforcement agencies throughout the United States. Time would be well spent if these videos were shown to your class at the beginning in order for them to see what their options are.

All persons acting in a legal capacity have the right to defend themselves against illegal force. Nobody is held to a perfect standard in regard to defending yourself. You are held to a reasonable standard though. You are legally allowed to use whatever reasonable force necessary to reasonably stop the illegal force, without being intentionally excessive. Therefore when deadly force is being perceived or threatened against you or another innocent person, you are legally allowed to use whatever force necessary, including deadly force to prevent such death or likelihood of such death from happening.  (K.S.A. 21-5222)

RUN-HIDE-AND FIGHT/ALICE (Alert, lockdown, Inform, Counter, Evacuate)

Seward County Community College (SCCC) adheres to a defense strategy most commonly referred to as Run-Hide and Fight. (Any sequential order) This defense strategy is nationally recognized as is shown in the video web addresses provided at the end of this section. This defense strategy is similar to another nationally recognized defense called A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate)

Continued on next page
The A.L.I.C.E. actions do not have to be done in sequential order. These defensive actions are also designed and/or intended to empower persons with the authority to alert others of the immediate or impending danger, to lock the threat out or away, to inform persons and/or responders with updated or real-time information so they can choose to react as they desire, to counter when confronted by the killer in order to distract, overcome, and stop the violence, or evacuate in order to gain as much distance between you and the killer as possible.

Upon first noticing or perceiving an active threat, alert people to what is happening and where it is happening. Be specific. Example: Man with a gun in the north parking lot!!! Lock Down!!! Lock Down!!! This information is to be relayed to as many people as is possible in order for them to become aware of the information and respond as quickly as possible.

When the threat is believed to be outside, initiate a facility lockdown, announcing to others what the threat is and where it is. If the threat is believed to already be inside, announce to others what the threat is and where the threat is. (Read, study and train for this entire section on pages 10-21.)

Throughout the process of the active killer’s attempts to approach and kill, feasible attempts should be made to block, isolate, contain, and disrupt the active killer(s) in order to delay their continued actions, further allowing law enforcement to respond.

If the threat(s) has/have already entered the building, and if feasible or safe, leave your belongings and run away from the threat as quickly as is possible. The objective of running away from the threat is to gain as much distance as is possible. Help others along the way and order them to run and/or hide with you. (See Section on lockdowns and evacuation on page #18 for further information.)

If you have run as far away as is possible or running away puts you more in harm’s way, then hiding is the another alternative. The objective of hiding is to find a location that conceals as much of your body as is possible while also providing cover. Ideally the location should also take a significant amount of time and effort to penetrate.

If the options of running and hiding have been exhausted and the threat is approaching you, you are then allowed to do whatever you can do to reasonably protect yourself and this means to counter or fight for your life. Act with maximum physical aggression!!! If you are in the company of others, act as a team and counter the killer in order to disrupt, tackle/overpower the attacker and if necessary find whatever you can to use as a weapon and stop the attack with deadly force. Objects to use as a defense weapon are chairs, computer monitors, books, etc. Physical tactics that can be used are strikes to the knee, groin, and throat, or you may gouge out the eyes, or whatever else you can do with maximum physical aggression.

Continued on next page
After you have neutralized the attacker, separate the weapon(s) from the attacker and place it into a cabinet or trash can. The objective in separating the weapon is to take it away from the attacker and not allow law enforcement see you with such weapon and think that you are the active shooter or killer. Keep your hands visible and do exactly what law enforcement officer tells you upon their arrival.

Videos for Run-Hide, and Fight Techniques:

For familiarity to Run-Hide, and Fight techniques, you are encouraged to watch the below videos: (copy and paste into the search engine)

https://www.youtube.com/watch?v=qNzYNhySD_8
https://www.youtube.com/watch?v=5VcSwejU2D0
https://www.youtube.com/watch?v=OHMPNDsFss
https://www.youtube.com/watch?v=TXjSk3hY5tQ
https://www.youtube.com/watch?v=kMcT4-nWSq0
https://drive.google.com/a/usd480.net/file/d/0B0d5iGt6NW1xcG1XM1JUTEtFMms/view

Characteristics of an Active Killer

The following is a list of characteristics commonly associated with active killer suspects. The list is compiled from descriptions of past active killer events and the intent is for you to be aware of facts and not assumptions or speculations of past events. It is important to know that a common characteristic of violence is that it is often unpredictable. The killer may be set on killing or seriously injuring a specific person because of an act of domestic violence, or a supervisor or co-workers because of a workplace issue. This killer may want to kill as many persons as is possible in the short amount of time as is possible and already have a plan to commit suicide upon law enforcement’s arrival. History has shown that a significant amount of active killers act by themselves and are not working in pairs or teams with other killers. History has shown that there is not an assigned killer waiting outside to kill people as they evacuate. History has shown that many of these killers displayed concerning mental illness signs well before the event. These facts and circumstances should not be thought of as predicting an absolute or certain incident or outcome. Violence can happen anywhere and nobody should ever think that it will never happen to them.

1. An Active killer usually focuses on assaulting persons with whom they come in contact. Their intention to bodily harm is usually an expression of hatred or rage rather than the commission of a crime. Therefore if you can avoid being seen or detected by the active killer, your chances of survival are obviously improved.

Continued on next page
2. An active killer is likely to engage more than one target. Active shooters may be intent on killing a number of people as quickly as possible before law enforcement arrives.
3. Generally the first indication of the presence of an active shooter is when he or she begins to assault victims and such is detected by gunfire.
4. Over 90% of active killer events do not involve more than one killer.
5. In a majority of active killer events, the incident gets reported as there being more than one killer because of a non-uniformed officer, or civilian having a gun who is going towards the shooter.
6. An active killer may not be limited to the use of firearms in accomplishing their attacks on victims. He/she may use bladed weapons, or any tool that, in the circumstance in which it is used, constitutes deadly physical force.
7. Active killers may have a planned attack and be prepared for a sustained confrontation with the police. Historically, active shooters have not attempted to hide their identity or conceal the commission of their attacks. Escape from the police is usually not a priority.
8. Active killers may employ some type of diversion, such as smoke bombs or set off fire alarms.
9. Active killers may be indiscriminate in their violence or they may seek specific victims.
10. Active killers may be suicidal, deciding to die in the course of their actions either by law enforcement upon their arrival or by a self-inflicted wound.
11. Active killers usually have some degree of familiarity with the building or location they choose to occupy.
12. A review of many past active killer events have led to the realization that defensive strategies such as Run, Hide and Fight or A.L.I.C.E. can empower people to increase their chances of survivability.

**LOCKDOWN AND/OR EVACUATION:**

A lockdown is to be done when a potential or actual threat has been identified outside the room or building. The objective therefore is to lock and/or prevent the outside threat from entering into the inside environment. Upon recognition of a threat, immediately alert people of the threat and where it is. Lock and/or barricade as many doors as is possible to create a barrier. Stay out of sight as much as is possible and if the threat enters, quickly move and counter with maximum physical aggression. You are empowered to act with maximum aggression in order to defend yourself, or the life of another innocent person from a perceived killer.

An evacuation is to be done whenever there is an opportunity to get as far away from a threat as is possible or most reasonable. A basic self-defense tactic is to always make the most of your environment by taking advantages of its protections and not using what can’t protect us. Distance away from a threat obviously affords us more protection. If there is a threat of a tornado, or active killer being outside of the building, then locking down and protecting yourself within is generally the safest action to take. In regard to an active killer, if you can evacuate out of the other side of the building, away from the active killer, then generally this may be the safest action to take. The ultimate objective in an emergency event is to increase the chances of survivability.

Continued on next page
Basic lockdown actions:

1. You are highly recommended to know **how to proficiently** as possible lock exterior doors to your area of the building, office, or classroom. Supervisors or Division Directors should assign multiple employees to areas of responsibility for the expedient locking of building doors in order to keep the outside threat from being able to enter.

2. Lock and/or barricade doors and windows by using whatever resources you have: desk, file cabinets, etc. Be prepared to lock the door from the outside as many doors do not have interior locks. (Instructors are encouraged to lock their doors upon the start of class if at all feasible.)

3. After locking or blocking the door(s), shut off the lights and position as much of yourself as is possible behind solid objects and away from door(s) as much as is feasible. Silence cell phones and try you best to remain calm. The objective is to be out of site and mind of the attacker and not be recognized as an easy target. If the threat is a chemical threat and it is advised or recommended to not evacuate, seal the bottom of the door(s) with clothing or towels, etc. Do not open the door to allow anyone else in the room.

4. If assailant enters room or building, immediately do whatever is possible to either get as much distance away from the threat, or if necessary counter/attack the assailant and overpower him/her and separate the person from the weapon(s). If the attacker approaches you, you have the legal and justified option of using any reasonable and necessary force to defend yourself and stop the attack by overpowering the person(s).

5. Provide first aid if necessary and try your best to remain calm until the scene is secure. You may have to shelter in place for a considerable amount of time while emergency responders secure the area in a prioritized manner.

Basic Evacuation Actions:

The option to evacuate is considered when the current environment cannot provide adequate protection and it is therefore safer to leave and gain as much distance as is possible.

Basic evacuation actions:

1. Leave your belongings and use the pre-planned routes to either evacuate to the designated shelter or off-site location. If the best way to get out is to break a window, then break the window at the top corner.

Continued on next page
2. Advise and help others along the way of what is happening and tell them where to go. (Telling the person or persons to “Do it now!” and possibly grabbing them is recommended.) If the person(s) ignores you and refuses to follow your directives, then leave them and continue to evacuate. If the person is disabled, additional effort will be needed in order to assist him or her to a safe location.

3. As you evacuate, think defensively and try your best to recognize available cover and, or concealment in case you need to immediately take advantage of such.

4. If you recognize that the active killer has gained distance on you or your evacuation attempt has failed or is no longer a viable option at this time, try your best to take cover and/or shelter in place. Defend yourself and act with maximum physical aggression to disrupt, restrain, or overpower the attacker. Use improvised weapons to distract, defend and overpower the assailant such as computer monitors, lap tops, books, chairs, etc.

5. Upon reaching the shelter or off-site location, take roll-call and confirm who is or is not present.

6. Provide immediate first aid if necessary and try to calm yourself and others as best you can.

7. Stay in the safe place until advised. When emergency responders arrive, do as instructed.

CONTACTING AUTHORITIES:

A. Call 911 (All SCCC Campus Phones require the caller to use 9-911 numbers to call out)
B. Be prepared to provide as much information as possible, such as:
   C. Your name
   D. Your specific location
   E. Describe what is happening
   F. A description of the attacker(s)
   G. Stay on the phone and try to calmly answer the questions and provide updates

TREATING THE INJURED

A. You may have to treat the injured as best as you can until emergency personnel are allowed to enter the area. Law enforcement will ignore the injured until the shooter has been stopped as this is their top priority.
B. Provide basic first aid
C. For bleeding apply pressure and elevate. Items that can be used are:
   Clothing, paper towels, feminine hygiene products, newspapers, etc.
D. Reassure others that help will arrive. Keep everyone calm and quiet the best you can.

Continued on next page
OTHER CONSIDERATIONS

A. The assailant may not stop until his objectives have been met or until engaged and neutralized by law enforcement.
B. Always consider the risk of exposure posed by opening the door for any reason.
C. Attempts to rescue people outside a secure area should only be made if it can be done without further endangering the people inside the secured area.
D. Be aware that the assailant may bang on the door, yell for help or otherwise attempt to entice you to open the door of a secured area. A police officer should always have their ID and they could slide it under the door, or you can continue to wait until the all clear has been announced over the PA system.
E. If you find yourself in an open area, immediately seek protection or gain as much distance away from the threat as is possible. If the threat is smoke or chemical release, travel up wind:
F. Put something between you and the assailant. (Cover and/or concealment)
G. Consider trying to escape, if you know where the assailant(s) is/are, and there appears to be a safe escape route immediately available to you.
H. If in doubt, find the safest area available and secure it the best way you can.

LAW ENFORCEMENT RESPONSE

Remember, help is on the way. It is important for you to NOT be seen as the active killer and do exactly what the officers tell you to do:

A. Remain inside your area and try to be seen as not
B Law enforcement will locate, contain and stop the assailant.
C. The safest place for you to be is inside a secure room or as far away as possible from the threat.
D. The assailant may not flee when law enforcement enters the building, but instead may target arriving officers or commit suicide.
E. Law enforcement may search you or order you to the ground. Do exactly as told!

INJURED PERSONS

Initial responding officers will not treat the injured or begin evacuations until the threat is neutralized and the area is secure.

A. You may need to explain this to others in order to calm them.
B. Once the threat is neutralized, officers and other emergency responders will begin treatment and evacuation in a prioritized manner.
C. Improvise and use whatever you can find to wrap or compress the injury to slow blood loss.
D. Encourage effective breathing by taking deep breaths into your lungs and then slowly exhaling. Try your best to rationalize and keep control of your emotions and will to survive.

Updated June 2016
Emergency Action Plan

The emergency plan for any given athletic event or practice includes the coordinated efforts of the athletic training staff, coaches, and athletic department administration.

**Emergency Procedures: Guide to Field Procedures and Emergencies**

This guide is written to serve as a reference for all those who provide field coverage for practices and events of SCCC. It shall serve also as the primary tool for planned periodic review of such procedures so that all involved know what to do in the event of an emergency situation.

**Emergency Care Plan**

This plan is set into motion when a serious or catastrophic injury occurs. A serious injury is one in which it is obvious that the student-athlete will need to be hospitalized and that action taken must be immediate. Examples of this are respiratory arrest, severe bleeding, obvious fracture, possible neck or back injury, or a serious head injury. (In the absence of an Athletic Trainer the head coach is in charge)

1. The athletic trainer in charge (seniority, chain of command) attends to the injured student-athlete, evaluates the situation, and implements the emergency procedures below.
2. The athletic trainer in charge instructs another athletic trainer or coach to call for help and provide the following information, and be the last person to hang up.

**Call 911. Provide the following information:**

- Your name and title
- Nature of injuries to the student-athlete
- Location of injured student-athlete

3. The athletic trainer in charge has someone meet the ambulance at the entrance to the stadium, gym, or other facility.
4. The athletic trainer in charge makes or has the following calls made to the following:
   - SCCC athletic training room
   - The team physician if not present
   - The coach if not present
   - The parents
   - Athletic department administration

**SCCC Emergency Situation Procedures**

As in all medical situations, yield to the highest medical authority. It is our desire to control these situations in an orderly, efficient, and competent manner. For example, the coach shall yield to the staff certified athletic trainer, who in turn shall yield to team physicians. The staff certified athletic trainer shall be ready to make recommendations as to procedure and offer assistance to physicians.

**Unconscious Student-Athlete - Not Breathing**

Log roll the student-athlete, if prone, and open airway. Be ready to administer CPR. Send someone to call for help (911), then call SCCC Athletic Training Facility and inform staff certified athletic trainer who will notify team physician, if not present. Dispatch someone to help guide ambulance.

Continued on next page
Unconscious Student-Athlete – Breathing
Do not move student-athlete or allow student-athlete to move while assessing cause of unconsciousness. Proceed through primary and secondary survey. Send someone to call for help (911), then call SCCC Athletic Training Facility and inform staff certified athletic trainer who will notify team physician, if not present.
Continue to monitor vital signs.

Conscious Student-Athlete - Prone Position
Don’t move or allow the student-athlete to move. Calm the student-athlete, if necessary. Determine the chief complaint, and perform a field exam. Transport, as appropriate for the situation.

Cervical Spine Injuries
If spinal cord injury is suspected:
Ask student-athlete if he/she is having trouble breathing
Ask student-athlete if he/she is having any neck or spine pain.
Ask student-athlete if he/she is having any burning, tingling, or numbness. Check sensation.
Ask student-athlete if he/she can move their fingers and toes.
If the response to any of the above is positive, stabilize the neck or spine, and call for help.

Injury Needing Medical Attention - Non Emergency
Examples of this type of injury include possible fractures, lacerations needing suturing, other orthopedic problems needing early medical attention, non-traumatic medical problems, and illness.
Refer student-athlete to a staff certified athletic trainer. If none are available, page/call the staff certified athletic trainer for advice.

For serious orthopedic problems such as a fracture, the staff certified athletic trainer will contact the team physician. If x-rays or other tests are necessary, then the student-athlete is referred to a medical facility by the team physician. The student-athlete's primary insurance will dictate to which medical facility the student-athlete is referred. If the injury is deemed more serious, the student-athlete shall be taken to the Emergency Room.

For non-traumatic medical problems, such as illness, the student-athlete should be referred to the certified athletic trainer.

Emergency Equipment to be Available at Venues
- Spine Board
- Cervical Collar
- Splints
- Crutches
- Pen Light
- Communication

SCCC Security 620-417-1180, All Campus phones require 9-then your number.
Email: security@sccc.edu, text confidential: 620-482-3756
Non-Emergency Police, Fire, Medical-620-626-0151
Baseball Venue Emergency Action Plan

Practice and Games
A. Personnel
   Staff certified athletic trainer; if not present the coach is in charge.
B. Communication
   Cellular phone or telephone in SCCC athletic training facility
C. Emergency Response
   9-911(campus phone), 911(cellular phone), Seward County EMS
D. Facility (as dictated by student-athlete’s insurance)
   Southwest Medical Center E.R.
E. Emergency Equipment Location
   Athletic training facility located in the activities building SW103
F. Procedure
   1. Determine condition of student-athlete and if EMS is needed.
   2. Dial 911 and state the following:
      "My name is (state your name), and I am (title) at Seward County Community College
      Athletic Department. We have (describe injury and condition of student-athlete) and
      are requesting an ambulance. We are at the baseball field at Seward County
      Community College at (state location of injured student athlete) and the phone number
      is 620-629-2671(or cell phone number). We will have someone meet the ambulance at
      the entry gate. The baseball field is located on the southeast corner of campus. Enter
      the south campus parking lot from Cottonwood lane and turn east."
      LET EMS HANG UP FIRST
   3. Direct someone to meet EMS at the entry gate.
   4. Check insurance to determine medical facility.
   5. Call the following individuals:
      Staff Certified Athletic Trainer(if not present at event)
      Team physician
      Coach
      Parent

Basketball & Volleyball Venue Emergency Action Plan

Practice and Games
A. Personnel
   Staff certified athletic trainer; if not present coach is in charge.
B. Communication
   Telephone in SCCC athletic training facility
C. Emergency Response
   9-911(campus phone) 911 (cellular phone), Seward County EMS
D. Facility (as dictated by student-athlete’s insurance)
   Southwest Medical Center E.R.
E. Emergency Equipment Location
   Athletic training facility located in the activities building room SW103
Continued on next page
F. Procedure

1. Determine condition of student-athlete and if EMS is needed.
2. Dial 911 and state the following:

   "My name is (state your name), and I am (title) at Seward County Community College Athletic Department. We have (describe injury and condition of student-athlete) and are requesting an ambulance. We are at the gym at Seward County Community College at (state location of injured student athlete) and the phone number is 629-2671(or cell phone number). We will have someone meet the ambulance at the loading dock. The gym is located in the activities building on the east side of the circle drive. Enter campus at the main entrance on Kansas Ave, proceed right around the circle drive and enter the east parking lot."

   LET EMS HANG UP FIRST

3. Direct someone to meet EMS at the entry gate.
4. Check insurance to determine medical facility.
5. Call the following individuals:
   - Staff Certified Athletic Trainer(if not present at event)
   - Team physician
   - Coach
   - Parent

Softball Venue Emergency Action Plan

Practice and Games
A. Personnel
   - Staff certified athletic trainer: if not present coach is in charge

B. Communication
   - Telephone in SCCC athletic training facility or cellular phone

C. Emergency Response
   - 9-911(campus phone) 911 (cellular phone), Seward County EMS

D. Facility (as dictated by student-athlete’s insurance)
   - Southwest Medical Center E.R.

E. Emergency Equipment Location
   - Athletic training facility located in the activities building SW103

F. Procedure

1. Determine condition of student-athlete and if EMS is needed.
2. Dial 911 and state the following:

   "My name is (state your name), and I am (title) at Seward County Community College Athletic Department. We have (describe injury and condition of student-athlete) and are requesting an ambulance. We are at the softball field at Seward County Community College at (state location of injured student athlete) and the phone number is 629-2671(or cell phone number). We will have someone meet the ambulance at the stop sign entering the circle drive. The softball field is located on the northeast corner of campus. Enter through the main college entrance and proceed to the stop sign on circle drive."

   LET EMS HANG UP FIRST

Continued on next page
3. Direct someone to meet EMS at the entry gate.
4. Check insurance to determine medical facility.
5. Call the following individuals:
   - Staff Certified Athletic Trainer (if not present at event)
   - Team physician
   - Coach
   - Parent

Tennis Venue Emergency Action Plan

Practice and Matches
A. Personnel
   - Staff certified athletic trainer

B. Communication
   - Telephone in SCCC athletic training facility

C. Emergency Response
   - 911, Seward County EMS

D. Facility (as dictated by student-athlete’s insurance)
   - Southwest Medical Center E.R.

E. Emergency Equipment Location
   - Athletic training facility

F. Procedure
   1. Determine condition of student-athlete and if EMS is needed.
   2. Dial 911 and state the following:
      "My name is (state your name), and I am (title) at Seward County Community College Athletic Department. We have (describe injury and condition of student-athlete) and are requesting an ambulance. We are at the tennis courts at Seward County Community College at (state location of injured student athlete) and the phone number is 620-629-2671(or cell phone number). We will have someone meet the ambulance at the courts. The tennis courts are located on the southeast corner of campus. Enter the south campus parking lot from Cottonwood lane and turn east."
   
   LET EMS HANG UP FIRST

3. Direct someone to meet EMS at the entry gate.
4. Check insurance to determine medical facility.
5. Call the following individuals:
   - Staff Certified Athletic Trainer (if not present at event)
   - Team physician
   - Coach
   - Parent

SCCC Security 620-417-1180, All Campus phones require 9-then your number.
Email: security@sccc.edu, text confidential: 620-482-3756
Non-Emergency Police, Fire, Medical-620-626-0151
Lightning Safety Policy

The purpose of this document is to establish a written lightning safety policy for Seward County Athletic Trainer and Athletics Department. It is imperative that all Seward County athletic teams and personnel are aware of lightning hazards and the specific safety shelter for their venue. The following policy is based on the specific recommendations as stated by the National Athletic Trainers Association (NATA) Lightning Safety position statement and the updated guidelines from the National Collegiate Athletic Association (NCAA) Sports Medicine Handbook.

In the event of lightning during an official sport practice or event, precautions must be taken to ensure the safety of both athletes and spectators. In any event, the Certified Athletic Trainer, in conjunction with the Athletic Department Staff and/or sports officials if necessary, will be responsible for monitoring inclement weather.

Seward County Athletic Trainer will utilize a mobile weather monitoring system to determine participation status.

WeatherBug Monitoring System:
WeatherBug is a smartphone based application system that alerts users to inclement weather. The user can plot the location on the radar maps and set rules to notify when lightning occurs.
- Will show map of current local conditions via alerts/notifications including weather patterns, temperature, humidity, radar, satellite, forecast, and NWS bulletins by the hour.

In the event that the WeatherBug monitoring system is unavailable, Saints Sports Medicine staff will utilize the Flash-to-Bang method:
To use the flash-to-bang method:
- Count the seconds from the time lightning is sighted to when the clap of thunder is heard.
- Divide this number by five (5) to obtain how far away in miles the lightning is occurring.
- For example, if an individual counts 30 seconds between seeing the flash and hearing the bang, 30 divided by 5 equals 6; therefore, the lightning flash is approximately 6 miles away.
- 8 miles will be the standard distance for postponement of all Seward County athletic contests.

Once activities or events have been suspended, the ATC, with assistance of the Game officials if necessary, will use discretion in declaring return to participation. It is the NATA Position Statement recommendation to wait at least 30 minutes after the last visible strike before resuming activity. The use of the mobile monitoring system in tracking the weather pattern will be informative in making this decision.

WeatherBug Lightning Notification
- Monitor lightning activity via the WeatherBug lightning notification
- 8 miles will be the standard distance for postponement of all Seward County athletic contests.
- Coaches are notified of lightning activity.

Continued on next page
The Seward County Athletic Trainer will monitor the weather and notify the coaches of the dangerous situation and recommend suspension of activity in the event of lightning.

During practice, the athletic trainer will inform the head coach of threatening lightning conditions in the Liberal area and contact ALL athletic teams who are practicing in the conditions. If an athletic trainer is not on site the head coach will assume responsibility of monitoring threatening lightning conditions and immediately instruct the athletes to proceed to the closest, safe shelter.

Suspension of Activity
WeatherBug Lightning Notification reports lightning activity within the 8 mile range regardless of visible lightning.

Team Evacuation of Athletic Premises
If play is suspended due to severe weather, everyone (including observers) should seek shelter in the designated “safe structures” (Table 1). The visiting team will be notified of the lightning shelter in the case of the situation of the athletic environment being dangerous.

Return to Play
Once activities or events have been suspended, the ATC, with assistance of Game officials if necessary, will use discretion in declaring return to participation. It is the NATA Position Statement recommendation to wait at least 30 minutes after the last visible strike before resuming activity. The use of online monitoring systems in tracking the weather pattern will be informative in making this decision. The 30 minute time frame will immediately start over with each additional lightning strike.

Team Evacuation Shelters
Outside locations increase the risk of being struck by lightning when thunderstorms are in the area. A “safe structure” is defined as “any building normally occupied or frequently used by people, i.e. a building with plumbing and/or electrical wiring that acts to electrically ground the structure.” Small covered shelters, such as dugouts, open press boxes, outside storage sheds, canopies/awnings/tents, refreshment stands, are not safe structures from lightning. In the absence of a “sturdy, frequently inhabited building,” one may seek shelter in fully enclosed hardtop vehicles but should not touch the sides of the vehicle. In addition to the policy for observing and tracking lightning during practices and events, the following are designated as Lightning Safe Shelters (Table 1):

<table>
<thead>
<tr>
<th>Event/Activity Location</th>
<th>Primary Safe Locations</th>
<th>Secondary Safe Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennis Courts</td>
<td>Green House, Concession Stand or Maintenance Building</td>
<td>Personal vehicle</td>
</tr>
<tr>
<td>Baseball Field</td>
<td>Green House, Concession Stand or Maintenance Building</td>
<td>Personal vehicle</td>
</tr>
<tr>
<td>Softball Field</td>
<td>SC Living Center or Concession Stand</td>
<td>Personal vehicle</td>
</tr>
</tbody>
</table>

References
Upon first becoming aware of a bomb or anything suspected of resembling a bomb, the area is to be contained and isolated in order to keep people safe until the bomb can be secured. Immediately evacuate the building to an off-site location. (At least 300 feet away if possible) As best you can, advise all persons to turn off all cell phones and if you have a campus hand-held radio, do not use it, as this may trigger the device. After clearing the building or area, call 911. This event will most likely take an extended amount of time to deal with in order for the police and fire departments to evaluate the device and if necessary, call out the bomb squad from Wichita Kansas. (The Fire Department will arrange matters with the FBI out of Wichita for the dispatching of the bomb squad.)

Immediate Response Actions for a Bomb Threat

Upon receiving a threat of a bomb either by phone, text, in person, etc. the objective is to calmly obtain as much information as possible. Specific information is needed in order to effectively respond to the threat and then determine who is responsible. It is important that vital information be obtained and it is also vital that the person receiving the threat pay attention in order to gather as much evidence as possible by what is being said and how it is being said. Be calm and you might even “play dumb” in order to have the person making the threat answer as many questions as possible and repeat their answers or statements in order to illicit as much information as possible. Most important is the location and time such threat will be carried out. If at all possible, ask the person for a motive; as to why the threat is being made.

1 Stay levelheaded/poised as best you can.
2 Note date and time.
3 Listen first to caller - let him/her talk - take notes and encourage the caller to keep talking by asking him or her to repeat or clarify.
4 Questions to caller - prolong conversation - use Threat Call Check List.
   A. Where is the bomb?
   B. When is this bomb going to explode?
   C. Why would you do this?
   D. Who are you angry or mad with?
   E. Why would you want to hurt innocent people?
   F. What can we do so that this does not have to happen?
   G. Tell me again what you want me to do...
   H. Take the caller you want to write this down so you get this info correct, etc.

SCCC Security 620-417-1180, All Campus phones require 9-then your number.
Email: security@sccc.edu, text confidential: 620-482-3756
Non-Emergency Police, Fire, Medical-620-626-0151
5  **Listen for clues - use the Threat Call Check List.**

   A. Background noises.
   B. Distinguishing voice characteristics.
   C. Knowledge of facility
   D. Take notes.
   E. Try to trace the call.

6  **DO NOT:**
   A. Hang up the phone - use other phone or have someone else call authorities.
   B. Use two way radios - it could trigger the device.
   C. Use cell phones - it could trigger the device.
   D. Agitate, offend or provoke caller.
   E. If suspected device is found - **DO NOT TOUCH.** Evacuate, isolate and contain the area.

7. If you can manage to keep the caller on the phone as long as possible, more clues as to their identity and location may be given.

Continued on next page
### Bomb Threat Checklist

#### TYPE OF PERSON

<table>
<thead>
<tr>
<th>Male</th>
<th>Sober</th>
<th>Speech Impairment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>Accent</td>
<td>Tone of Voice</td>
</tr>
<tr>
<td>Age</td>
<td>Sounds Like</td>
<td>Is Voice Familiar</td>
</tr>
</tbody>
</table>

#### CALLERS VOICE

<table>
<thead>
<tr>
<th>Calm</th>
<th>Soft</th>
<th>Excited</th>
<th>Clearing Throat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nasal</td>
<td>Angry</td>
<td>Ragged</td>
<td>Deep Breathing</td>
</tr>
<tr>
<td>Rasp</td>
<td>Loud</td>
<td>Distinct</td>
<td>Crying</td>
</tr>
<tr>
<td>Rapid</td>
<td>Slow</td>
<td>Laughter</td>
<td>Stutter</td>
</tr>
<tr>
<td>Deep</td>
<td>Lisp</td>
<td>Disguised</td>
<td></td>
</tr>
</tbody>
</table>

#### BACKGROUND NOISE

<table>
<thead>
<tr>
<th>Street Noise</th>
<th>Clear</th>
<th>Animal Noises</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA System</td>
<td>Static</td>
<td>House Noises</td>
</tr>
<tr>
<td>Machinery</td>
<td>Music</td>
<td>Office Noises</td>
</tr>
<tr>
<td>Factory Noise</td>
<td>Voices</td>
<td>Other</td>
</tr>
</tbody>
</table>

#### THREAT LANGUAGE

<table>
<thead>
<tr>
<th>Well Spoken</th>
<th>Foul</th>
<th>Irrational</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incoherent</td>
<td>Taped</td>
<td>Message Read By</td>
</tr>
</tbody>
</table>

Threat Against Who/What: ________________________________

Continued on next page
8. **After the threat has been received:**
   A. If the threat is immediate, initiate actions for the evacuation of the building(s) to be done. Pull fire alarm(s) to expedite the evacuation.
   B. If not immediate call SCCC Security, who immediately alerts Security Supervisor and/or Building Coordinator/Monitor and SCCC Crisis Management Team.
   C. All building(s) evacuate at least 300 feet or more away from the building- Advise students where to go and ask them to stay there until contacted again.
   D. Security coordinates with the Building Coordinator/Monitor, SCCC Crisis Management Team and 911 emergency responders.
   E. Check absentee list of students, teachers, and other employees for clues to an insider who might have called in the threat.
   F. Relocate to another building in case of inclement weather.

9. **Building Coordinators/Monitors/ Employee Assignments:**
   A. Along with faculty and staff, assist with evacuation.
   B. Prevent entry and re-entry.
   C. Report location and severity of injured or disabled.
   D. Direct persons on where they need to go in order to have a safe distance away from the threat area.
   E. Monitor statements being made as this may be useful in the future.
   F. Managing and controlling information is vital in helping prevent false information from getting out as many people may be prone to spreading speculations, assumptions and exaggerations. Be aware of how social media is being used and if you choose to respond to such media, be sure that you protect confidential information and use or refer to the relevant facts.

Last modified Feb. 2014 DKM701
BULLYING

DEFINITION:
Bullying is dangerous and disrespectful behavior used for the purpose of intimidating and/or demeaning a person. Bullying can be physical, verbal and written expression. Most legal standards of bullying is conduct severe, persistent and persuasive enough to create an educational environment that is abusive, hostile and intimidating to the victim. There is also an imbalance of power between the bully and the victim.

ADDRESSING BULLYING
1. It will not be permitted or tolerated. Report this to either Security (620-417-1180) or supervision and if a threat is perceived along with such behavior, you may also call law enforcement. (911, 9-911 campus phone if in danger or 620-626-0151 for non-emergency)
3. Assess bullying on campus.
4. Monitor all places bullying may occur.
5. Investigate all complaints and suspicious behavior.
7. Report anonymously or personally.

RESOLUTIONS FOR BULLYING
1. Directly approach person (with another person) believed to be involved in bullying and tell him/her that his/her behavior is unacceptable and unreasonable and cannot be tolerated.
2. Politely ask the person(s) to stop.
4. Tell the person(s) this behavior will not be tolerated and may be reported.
5. Find support and assistance for parties involved.
7. Inform parents of both bully and victim.
8. Recognize bullying behavior and who it can involve.

Bullying Behavior

Bullying behavior can include the following forms of:

1. Physical aggression including, but not limited to:
   - Hitting
   - Spitting
   - Pushing
   - Stalking

2. Verbal aggression including, but not limited to:
   - A. Name calling.
   - B. Teasing.
   - C. Making remarks that are insulting, threatening, disrespecting or demeaning to a person’s race, disability, appearance or sexual orientation.

Continued on next page
3 Emotional (relational) aggression including, but not limited to:
   A. Spreading rumors.
   B. Isolating from a peer group through hurtful gossip.

4 Sexual aggression including, but not limited to:
   A. Any unwanted sexual advances or actions intended to make the other person uncomfortable, embarrassed, or humiliated.
   B. Might include obscenities, gestures, exposure or physical contact.

5 Cyber bullying including, but not limited to using the:
   A. Internet
   B. Interactive and digital technologies
   C. Mobile phones
   D. Communication of words, images and language directed at specific persons that has the harmful effects

6 Bullying is not to be tolerated at SCCC and all employees are mandated to assist any victim and report such event in a timely manner. Employees are to make a verbal and/or written report of such bullying to their supervisor and security@sccc.edu as soon as feasible to do so. This report in email format is to document all of the known facts and circumstances for reference into an investigation.

Last modified Feb. 2014 DKM701
DEATH, HOMICIDE OR SUICIDE THREAT

DEATH, HOMICIDE OR SUICIDE ON OR OFF SCHOOL GROUNDS

1. Scan for any additional threat and vacate the area if you are in any danger.
2. Immediately call Security at 620-417-1180 and provide location and possible name of victim if known. (Security is to call supervision as soon as feasible.)
3. Security calls 911. This is a mandatory reportable offense. It shall be referred to 911 emergency services for official investigation.
4. Isolate area. **DO NOT allow the scene to be altered, cleaned or tampered with.** Every death is to be investigated as if it is a homicide until factual evidence shows otherwise.
5. Attempt to locate witnesses.
   A. Don't let them leave.
   B. Isolate witnesses from other witnesses in order help prevent their recollection of the events clear and concise.

DO NOT TAMPER WITH EVIDENCE

1. Don't move victim.
2. Don't touch, move or walk in immediate area of victim.
3. Do not allow others to touch, move or walk in immediate area of victim.
4. Leave the scene alone.
5. Law enforcement will conduct investigation.
6. Coroner will be summoned by law enforcement to confirm death.

Any employee who learns of a death of a student or other employee who was off-campus at the time of the event is directed to immediately contact their supervisor and/or security@sccc.edu

Suicide Threat

1. Call Security at 620-417-1180 – Provide location - take threat seriously. (An Incident Report is mandatory.)
2. If you feel your personal safety is in danger of great imminent bodily harm or death:
   A. Leave immediately.
   B. Call 911
3. If no immediate danger:
   A. DO NOT ABANDON THE PERSON.
   B. Try to keep the person calm, and let him/her speak at will.
4. Ask how he/she intends to harm themselves. Is there a plan?

Continued on next page
If the person has ingested drugs, or has done or said something that would lead a reasonable person to believe that an emergency response should be done, call 911 and an ambulance and law enforcement will respond. If law enforcement has reason to believe the person is a danger to self or another because of such mental state, a custodial arrest and evaluation will be done.

Call Vice President of Students (Celeste Donovan @ 620-417-1016, 620-629-5589.) Celeste will decide which referral this incident is to be given to.

Isolate the area, do not allow person to talk to spectators.

Maintain CONFIDENTIALITY.

If facts and circumstances would lead a reasonable person to believe this threat was a request for help and that actual death was not actually being considered, counseling, therapy, or other administrative action may be given. Security is to complete and forward an Incident Report to Administration.

If death occurs - refer to Death Procedure page and continue with the following steps:

A. Security calls law enforcement, Security Supervisor and the SCCC Crisis Management Team.
B. Security is to protect the scene and provide guidance and direction to others for assistance

NATIONAL YOUTH CRISIS HOTLINE - 1-800-448-4663
(See other references at the beginning of this guideline packet for other resources)

All employees are mandated to provide immediate assistance within their capabilities and are to notify supervisor and/or SCCC-ATS Security as soon as possible to any and all suicide threats as well as any other incident in which there is or may be a risk to themselves or another person.

Last modified Feb. 2014  DKM701
EXPLOSION

Explosion Response Guidelines

1. Call Security (620-417-1180) and give a location and severity. If there is injury or loss of life, immediately call 911, if on a campus phone: 9-911 to expedite emergency response time.

2. Security calls 911, issues a PA announcement and arranges for a RAVE, and any other coordinated information to be put out as soon as possible.

3. Pull fire alarms, assist and direct people as needed to available safety.

4. Evacuate building(s).

5. Security communicates with 911 Emergency Responders and assists as needed.

6. Security notifies maintenance, utilities, and/or fire department to turn off gas and electric.

7. Building Coordinator/Monitor, SCCC Crisis Response Team gathers info on all students, customers, visitors, and other employees who were in the building(s) before the explosion.

8. Building Coordinator/Monitor and Emergency Response Team determine locations of missing individuals. (Coordinated effort with 911 personnel)

9. Building Coordinator/Monitor, Crisis Response Team assist in evacuation of injured and/or immobile individuals. (Coordinated effort with 911 personnel)

FIRE OR SMOKE

Fire or Smoke Response Guide

Upon immediate awareness of smoke or fire, it is always best to evacuate as soon as possible. Leave your belongings and exit the building via the closest/safest route, away from the fire or smoke. An assessment can then be made of how to further respond. If possible and while ordering an evacuation, try to extinguish the smoke or fire with fire extinguishers. If it is not safe to stay to extinguish the fire, exit/evacuate as fast as possible, as fire has the potential to intensify rapidly. All fires and smoke are to be reported to SCCC Security as this is a mandatory reportable offense to the U.S. Department of Education. (Clery Report)

Continued on next page
1 Call Security (620-417-1180) and provide location and severity. If flames are seen, go ahead and immediately call 911, campus phone 9-911 and then call Security.

2 Pull fire alarm(s) and direct people to leave and how to exit. Provide assistance as needed.

3 Security calls 911 and sends or requests a RAVE alert to announce all persons to stay away.

5 If contained – The fire department may still be needed to confirm the fire is completely out and/or the source is no longer a threat. All fires, no matter how small have to be reported for mandatory reporting to the U.S. Department of Education (Clery Report).

6 If not contained - Faculty or Staff Member, Building Coordinator, Crisis Response Team and Security direct, or continue to direct the evacuation of the building(s) and provide assistance as needed.

7. Report the location of disabled individuals, or anybody else that is thought to still be inside to emergency responders.

8. Maintenance shut off gas. (If safe to do so), Director of Building and Grounds and/or any knowledgeable employee should advise Fire Department of any known hazards such as chemical storage, etc.

9. Security communicates with on-scene emergency personnel, the SCCC Crisis Response Team and directs others of what is needed, where to go and provides as much assistance as feasible.

10. Building Coordinators/Monitors, faculty and staff assist with the evacuation, provide assistance as needed and prevent entry/re-entry.

11. Report the location of disabled individuals, or anybody else that is thought to still be inside to emergency responders.

12. Building Coordinators/Monitors, Security and Crisis Response Team assist in keeping people out or away from the scene as an investigation will need to be done.

13. SCCC Crisis Management Team will then follow standard procedures
GAS LEAK

1. Evacuate building immediately - burning or not. Tell students to go to an upwind location and stay there until advised otherwise.

2. Call Security (620-417-1180) with location and severity.

3. Security will call the gas company, 911 and Emergency Response Team if needed.

4. Maintenance shuts off gas if safe to do so prior to the gas company responding.

5. If repairs are made with no damage or injury - end report.

6. If the gas has ignited a flame, do not try to extinguish the flame until the gas is shut off.

7. Protect nearby combustibles.

8. Security communicates with emergency personnel.

9. Building Coordinators/Monitors, faculty and staff assist with the evacuation and prevent entry/re-entry.


11. Building Coordinators/Monitors seal the building exits once the building has been evacuated, or from a safe distance, helps keep others away from the gas leak.

12. Follow any instructions as given and do not enter the area until you are advised it is safe to do so.

Last modified Feb. 2014 DKM701
HAZARDOUS MATERIALS-Major loss, break, contamination

NOTE: MOST CHEMICAL AGENTS DO NOT PRODUCE A VISIBLE CLOUD.

1. Call 911 upon immediate awareness so that you can either provide emergency information or be given emergency information. In some events, a mass chemical release may recommend that you stay inside whatever available shelter there is. If the chemical release originates from the building you are now in, vacate immediately and then call 911 as soon as possible from a safe distance away.

2. Call or direct another to call Security (620-417-1180) with location and severity.

3. Avoid toxic fumes. Stay away, use clothing or other to mask your breathing, avoid inhaling if at all possible. If you shelter in place, seal the building, close all rooms and windows and use clothing or whatever available material to help block vents, space beneath doors, etc.

4. If you choose to vacate, choose the most appropriate route that affords avoidance to the chemical, stay upwind and get out of the affected area. 1000 feet away is a general reference for distance and then more if beneficial.

5. A public announcement and RAVE alert is also to be done as soon as possible.

6. If not already done, Security will contact 911, the Building Coordinator(s) and the SCCC Crisis Management Team.

7. Security, Building Coordinator/Monitor, and Employees communicate with SCCC Crisis Management Team and 911 emergency response personnel and provides assistance as needed.

8. Security, Building Coordinators/Monitors, faculty and staff assist with the evacuation and prevent entry/re-entry.

9. Building Coordinators/Monitors, employees report the location(s) of disabled individuals to Security and 911 Emergency responders. (If at all feasible, employees are to do whatever is reasonable to assist any person to safety.)

10. Building Coordinators/Monitors, Security takes reasonable actions to keep people away from the hazard.

11. Report all injuries and symptoms to medical personnel and follow all directions as given.

12. After the event, a verbal and written report is to be made to supervisor and security@sccc.edu in email format providing the known facts and circumstance of the event for reference.

Last modified June 2016 DKM701
HAZARDOUS MATERIALS- Minor Break, loss, contamination

1. Quickly assess the spill or odor and its hazard(s). MAINTAIN DISTANCE, DO NOT TOUCH, DO NOT INHALE, use clothing or other to mask breathing, STAY UP WIND or GET AS FAR AWAY AS POSSIBLE. 300 feet is the general reference for distance.

2. If possible, choose an evacuation route that keeps students/others upwind and/or as far away from the source as possible. Generally, you should vacate the building to be cautious and go to the far end of the parking lot to meet and again call roll to see if everyone is accounted for. If persons are starting to show reactions, seek medical attention immediately.

3. If an injury or the event is or maybe considered critical or potentially critical in which further injury or death is possible, go ahead and vacate as soon as possible and then call 911.

4. Maintain order and distance - stay upwind and monitor persons for reactions. Provide medical assistance and/or transportation if necessary, requested or beneficial.

5. Check area or building for stragglers. If any are seen, direct them to vacate via safest route possible.

6. If you are sheltering in place, shut off or attempt to shut off or block ventilation to prevent further exposure. Use all reasonable options to block or keep away from being exposed!

7. Monitor, Building Coordinator, Director of Buildings and Grounds, or Emergency Response Team arrange for Clean-up. When in doubt, stay out or away and let the fire department handle cleanup.

8. Stay away or out until given the all clear.

9. Check on any injuries or on-coming symptoms of exposure.

10. Security communicates with emergency personnel and Emergency Response Team.

11. Building Coordinator/Monitors, faculty and staff assist with the evacuation and prevent entry/re-entry.

12. Report the location of disabled individuals if you are not capable of assisting them.

13. Seal the building entry and exits once the building has been evacuated.

14. After the event, a verbal and written report is to be made to supervisor and security@sccc.edu in email format providing the known facts and circumstance of the event for reference.

Last modified Feb. 2014 DKM701
Prevention is best. Pre-planning for an event should always be done in order to better control and manage the situation, before, during and after the event. Before the event, a meeting should be held to determine the objectives of the event and how to carry out such objectives. Contingencies should be considered and an action plan should be in place and known to all persons involved in the process of making this event happen. Key to the success of any event is the availability of information to all persons involved; including those that attend such event.

At the first sign of there being a disturbance, those people being involved in the disturbance should be directed to immediately stop what they are doing. If necessary, stop the entire event until such disturbance or potential for such disturbance has been stopped. Emergency exits are to be kept clear at all times and if any assistance is needed. After the event, a post-briefing should be done and a record should be kept to log any items that can be improved upon if and when such event is held again.

1 Call Security (620-417-1180) with location and status of disturbance.

2 If incident is life threatening or injuries have been sustained, call 911, campus phone 9-911 immediately to expedite emergency response. Law enforcement will automatically respond whenever an ambulance has been dispatched to a disturbance.

3 Maintain order and panic of the crowd to the best of your ability by providing guidance using clear and specific language. Tell people what they need to know. Tell people what they need to do. Give directives such as “Stop, stop, stop!!!” “Stay back!” or “Leave now!” Say these commands as many times as necessary.

4 Make sure exits and entrances remain clear.

5 Stop the event if necessary in order to redirect the persons involved in the disturbance and/or direct others as to what they need to do.

7 If you are a spectator, family or friend of a person involved in the disturbance, do not contribute to the wrongful actions taking place or you may also be charged. Instead, you are advised to remain quiet and keep your distance, follow all instructions and leave if necessary in order for the situation to be better dealt with. SCCC will not tolerate violence or intentional destruction of property.

8 If you are a witness to any crime, you are always encouraged to call, text or email security@sccc.edu or contact law enforcement.
MEDICAL EMERGENCY

Response Guide for Medical Emergency

1. Call Security with Location and severity. **If an obvious life threatening event is happening right now, call 911 immediately** (Campus phone 9-911) and then call security at 620-417-1180.

2. Security calls 911 if not done so already.

3. Request someone go outside and flag EMS upon their arrival to expedite their response time to the proper location.

4. Stabilize and stay with individual until EMS arrive. Do not move the injured person if at all possible.

5. If major/serious condition:
   A. If possible administer First Aid.
   B. **DO NOT** move the individual unless needed to avoid more serious risk.
   C. If not done so already, direct others to go and get more assistance.

6. If minor condition:
   A. Move individual to more discreet place.
   B. If needed, administer First Aid.

7. Call immediate supervisor and provide a briefing of the incident. Follow further instruction if given.

8. Notify parent/guardian, spouse or other person of significant importance. (This can be arranged via SCCC Security or the Vice President of Students.)

9. Report this incident to your supervisor and file Incident Report. (Email containing all relevant facts and circumstances known about the incident.) Report to be sent to your supervisor and security@sccc.edu

10. If incident is employee related, the Human Resource Director is to be advised as soon as possible.

Universal Precautions in Medical Emergency

1. Prevent exposure to blood and other bodily fluids.
2. Wear gloves, masks and protective eyewear.
3. Wash hands and exposed skin surfaces. Report the exposure.
4. Use protective resuscitation masks for CPR.
5. Use care with sharp objects.
6. Disinfect all contaminated surfaces, including clothing, shoes, etc.
7. Dispose of waste in proper disposable containers.
Medical Emergency on Bus

1. Driver stops and evaluates the severity and symptoms of medical emergency.

2. Call 911 and provide location and explain what is happening. If you do not know the location, describe the area to the dispatcher as best you can.

3. Driver will perform first aid and direct others to the best of their ability.

4. Driver will maintain contact with dispatch.

5. Driver can designate a passenger to relay messages.

6. Driver will release patient to authorized medical personnel, school official, or parent/guardian.

7. Driver will call SCCC/ATS Security Officer (620-417-1180) so that administrative notification can be made. Driver is to also call immediate supervisor as soon as possible in case further instruction is to be given.

8. Driver will fill out Incident Report. (Email to supervisor and security@sccc.edu to provide known facts and circumstances of the event.)

**NOTE:** If driver is fortunately close enough to a medical facility/hospital, he or she may, if safe to do so, drive to such location.

Last modified Feb. 2014 DKM701
MISSING PERSON PROCEDURE

PURPOSE:
Seward County Community College/Area Technical School has an established procedure
for response to a report of a missing student in compliance with Higher Education
Opportunity Act (HEOA) 2008, Section 485

DESCRIPTION:
A person will be considered missing if a roommate, classmate, friend, faculty/staff
member or other campus person(s) has not seen the person in a reasonable amount of
time. (Based on Totality of facts and circumstances present at the time of
consideration)

REPORT TO:
1. Security: (620-417-1180) (Security is to contact supervision)
2. Vice President of Students
3. Local Law Enforcement
4. Parents/Guardians
5. Counselors/Chaplains
6. Family Members

Investigation Guide for Missing Person

1. Call Security at 620-417-1180 who will gather all necessary information:

   A. Search of campus investigation (See all of the following and establish priority task list)
   1. Gather name and physical description.
   2. Where person was last seen?
   3. Was person with anyone? Friends, classmates, fellow athlete or close associates.
   4. Check for concerns of mental or physical condition.
   5. Conduct a thorough search of campus for person.
   6. Check for missing person's vehicle on campus.
   7. Interview students, friends, acquaintances, faculty, staff, other campus persons,
      classmates and anyone stating they have information.
   8. Contact Student Living Center Manager for a room check (if applicable) for any
      clues, notes, planned departure, etc.

   B. After search of Campus Security Investigation
   1. Security officer will contact Director of Security who will review actions taken and
      consult with Vice President of Students. From this, further actions will be decided
      upon which may include the following: (In any prioritized order)

Continued on next page

SCCC Security 620-417-1180, All Campus phones require 9-then your number.
Email: security@sccc.edu, text confidential: 620-482-3756
Non-Emergency Police, Fire, Medical-620-626-0151
1a. Contact with parent or guardian
2b. Ask campus community to help locate missing person.
3c. File a Missing Person Report with local law enforcement.
4d. Door access cameras.
5e. Signed in guests.
6f. Meal plan utilization.
7g. Mailbox activity.
8h. Class attendance.
9i. If the person is a college athlete, check with coaching staff. If the student is an international student, check with host. If the student is employed, check with employer. Etc.

Last modified Feb. 2014 DKM701

**SEXUAL ASSAULT**

Seward County Community College-Area Technical School has an obligation to respond to any and all sexual conduct that is or may possibly be illegal, deviant, immoral, unethical, and/or at a minimum questionable. Domestic Violence, dating violence, sexual assault, sexual harassment, stalking, and any other form of sexual crime, whether criminal and, or civil, including any and all policies related to an employee’s and, or student’s conduct, on-campus or off, shall be reported, investigated, documented and responded to as the Federal Guidelines of Title 9 mandate.

All employees are hereby advised upon reading this that they **now** have the obligation to refer a victim (Survivor) to the Title 9 Coordinator, Dennis Sander at 620-417-1018, or at dennis.sander@sccc.edu. This notification can be made through the Supervisor or Department Head, but ultimately, the Title 9 Coordinator is to be aware of such incident as soon as possible. (*This includes incidents that the employee learns of either directly or indirectly, including information learned from a media site. The employee is also hereby advised that even a reluctant victim, and/or the incident itself, if the identity of the person or persons is unknown, be referred to the Title 9 Coordinator. It is always best to act on the side of caution and refer all acts of victimization as well as any form of harassment to the Title 9 Coordinator.*) Remedial action, including termination may be taken against any employee found to have ignored, hindered or obstructed a Title 9 incident.

**Title IX**

The U.S. Department of Education’s Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Continued on next page
Sexual Assault Victims Bill of Rights:

1) Survivors shall be notified of their options to notify law enforcement. 2) Accuser and accused must have the same opportunity to have others present. 3) Both parties shall be informed of the outcome of any disciplinary proceeding. 4) Survivors shall be notified of counseling services 5) Survivors shall be notified of options for changing academic and living conditions.

Response Guidelines:

1. For an immediate event in which violence has or allegedly has happened, call Security (620-417-1180) and notify them of the location of victim/scene. Advise the victim that he/she is strongly encouraged to notify law enforcement. If there is any injury, call 911 as soon as possible, or arrange transportation to the hospital so the victim can be cared for and evidence can be gathered and protected. If you are unsure, proceed with the following steps:

2. Call Security (620-417-1180). (Security is to immediately contact the Security Supervisor as this is a Clery mandatory reportable offense and Title 9 Investigation.)

3. All SCCC Employees are to make a verbal notification either in person or by phone to their Supervisor or the Department Head as soon as feasible after becoming aware of such incident. All employees who learn or sense that a sexual incident is or has happened are to make such notification. Supervisor and/or the Department Head is to then notify the Dean of Students and/or Title 9 Coordinator as soon as possible.

4. Employees are to be mindful of their own mannerisms and verbal statements in order to better avoid saying something that may further bother, disturb or anger the victim (survivor) and, or suspect (respondent). If you do not know what to say or how to respond, simply advise the victim (survivor) that you are required to refer this incident to your supervisor in order to better ensure that he/she gets the care and response that he/she is entitled to have.

5. If the SCCC Employee and, or Security Officer notices any injury, intoxication or other behavior that would lead a reasonable person to believe that 911 medical and, or law enforcement services should be provided, then act with prudence and call 911 (9-911).

6. If a crime scene is known or discovered, make every reasonable attempt to protect it. Then call SCCC Security (1180) (620-417-1180) and have Security respond in order to protect and gather evidence, or refer such to law enforcement.

7. Sexual offenses happening on or off campus, in which the person or persons are connected either directly or even indirectly to a college, are mandatory reportable offenses for which there are strict guidelines to adhere to. The Title 9 Coordinator of SCCC is to be contacted as soon as feasible on any and all suspected or known sexual crimes/incidents happening on or off campus in which a student, employee, customer or visitor is involved with any and all SCCC matters.

Continued on next page

SCCC Security 620-417-1180, All Campus phones require 9-then your number.  
Email: security@sccc.edu, text confidential: 620-482-3756 
Non-Emergency Police, Fire, Medical-620-626-0151
SCCC has a legal obligation to investigate and respond accordingly and due diligence shall be applied in seeing that all of the duties and obligations of protection have been afforded to both the victim and respondent in the most effective manner possible. This response is based on the known facts and circumstance at the time such decisions are made. (This advisory has been intentionally repeated for advisory and clarification purposes.)

DO NOT:

1. Leave victim (Survivor) alone.
2. Allow victim to alter physical condition by washing. (Body fluids, hair, fiber and other DNA evidence needs to be collected as evidence)
3. Allow crime scene to be entered, or altered in any way if at all possible.
4. Allow witnesses to discuss incident with anyone until officially interviewed.
5. Discuss this event with anyone outside of medical services, law enforcement and direct supervision. If you hear of anyone not officially involved with this matter, you are highly encouraged to advise the person to stop and direct them to a supervisor or Vice President of Students.
6. DO NOT assume, characterize, judge or act in a biased manner. Your job is to provide protection and services in a truly professional manner regardless of how or what you think of the situation.

STALKING

1. If you believe you are being stalked, contact Security at 620-417-1180. You may, as with any crime you believe you are the victim of, report such to Law enforcement as soon as you like. (This is a mandatory reportable offense to the Security Supervisor so that a Clery Report can be made).
2. Do not communicate in any form, written, verbal, text or other to the alleged stalker.
3. Report all incidents of stalking (including telephone calls, emails, etc.) to Security. An Incident Report is to be completed and forwarded to Administration.
4. **If you believe you are in immediate danger, call 911** and immediately go to a well lit and/or area where there are other people to serve as witnesses if necessary. If you are in a vehicle and being followed, drive directly to a law enforcement agency’s parking lot or a well-populated area such as Walmart, Dillons or the hospital and repeatedly honk your vehicle’s horn.
5. Keep all emails, letters, packages, etc. sent to you by the individual.
6. You may be asked to file a protection order and submit to a search of your email, cell phone or other so evidence can be gained.
7. If you would like an escort between classes or to your vehicle, contact Security.

Continued on next page
Security is to make every reasonable attempt to identify and advise the suspect stalker to stop, stay away and to not communicate in any way, shape or form with the alleged victim.

A. If the stalker is a student or other person having employment or service connection with SCCS, such person is obligated to cooperate in this administrative investigation. If cooperation is not provided, then administrative action may be taken as well as a referral to law enforcement.

B. If the suspect stalker is not a student or employee and cooperates in providing identifying information, include such identifying information in the Incident Report. If such person does not cooperate, notify law enforcement. Provide information necessary for a law enforcement investigation to be done and obtain a case number to be included in the Incident Report.

If the situation escalates, Security contacts the Vice President of Students and/or the Emergency Response Team.

SUSPICIOUS PACKAGE/UNKNOWN HAZARDOUS MATERIAL or WASTE

Guide for Response to a Suspicious Package/Hazardous waste

1 Upon immediate awareness, do not touch and make the most of whatever distance you have. Clearly announce that such package is suspicious and for no one to touch or come near it. In this day and age, criminals sometimes intentionally place items that can injure others. Other criminals may also throw away waste products that can injure another, such as waste products from drug usage (Meth, used needles, etc.) As for any possible, known or suspected threat, the person being aware of such threat should announce the threat, isolate and contain the area and keep people as far away as is safely possible. Then immediately report it so that such concern can be dealt with. Other general procedures are listed further in this section.

2 DO NOT:
   1 Sniff 3 Touch 5 Look Closely 7 Examine
   2 Taste 4 Shake 6 Empty Contents

It is always best to err on the side of caution. If you think the package is suspicious, treat it as a hazard until proven otherwise. The fire department, using a hazardous material program, is set up and/or able to coordinate efforts with other agencies to ultimately deal with packages that are considered or suspected as being unsafe and potentially deadly.

Continued on next page
3 Wash hands and face if there has been any physical exposure. Seek medical attention immediately if there is any sign of reaction.

4 Alert others of the suspicious item and advise them to stay away.

5 Leave package alone - leave it where it is. Make the most of whatever distance you have. This distance is most usually outside of the room, or building after an evacuation process has been done.

6. Contact SCCC Security at 620-417-1180 and provide the location and item of interest.

5 The fire department/law enforcement or other investigating agency will eventually want to know more information regarding the package, the delivery of such package, and who had contact with it, etc. If at any time, more relevant or pertinent information becomes known, such information should be made known as soon as possible.

### Suspicious Package/Common or basic Identifiers

1. Excessive postage.
2. Handwritten or poorly typed addresses.
3. Misspelling of common words.
4. Strange or no return address.
5. Incorrect titles.
6. Titles without name.
7. No specific person addressed to.
8. Marked with restrictions such as Personal, Confidential, or Do Not X-ray.
9. Excessive weight.
10. Ticking noise.
11. Protruding wires or aluminum foil.
12. Clear pop or soda bottle but has a chemical appearance within, obviously not the type of soda as advertised. (This may be waste from meth and can be explosive.)
13. Sharp objects, blade, needles. Make a habit of always looking before touching, and if there is any suspicion, do not handle or handle with extreme care.

### Appearance

1. Powdery substance felt or seen.
2. Oily stains.
3. Discolorations.
4. Odor.
5. Lopsided or uneven.
6. Excessive package material like tape, string, etc.
Tornado or Severe Storm On Campus *(Shelter Map listed on Page #53)*

If a tornado or severe storm watch has been issued, an assessment is to be made as to what action is to be taken. An evacuation to the nearest shelter is recommended. If a tornado warning or an actual site or hit is impending, the following is to be taken:

1. If tornado warning has been issued, go to the closest emergency shelter as soon as is feasible. If a tornado has been sited, immediately evacuate to the nearest shelter location, shouting for others to get to the nearest tornado shelter immediately. **DO NOT GO LOOKING FOR THE TORNADO!** If you cannot make it to the nearest shelter, immediately get into or under an area that provides the most structural support and cover yourself as best you can.

   **IF YOU LEAVE, YOU LEAVE AT YOUR OWN RISK.** If you leave, you are strongly advised and recommended to immediately travel to the safest place until the event is over.


3. If tornado misses, or threat expires with no damage, Security will call an all clear. Be cautious of other threats such as structural damage.

4. If building is hit, stay in place as best you can and wait for further instruction. If you have not received further instruction or nobody has come to your aid after a fair amount of time, phone for help if possible. 911 emergency operators and responders will most likely already be overwhelmed. Be patient. If you believe you can safely evacuate after it is known the event is over, proceed at your own caution and travel to the nearest 911 responder.

5. Provide basic first aid which will most likely be bleeding and broken limbs. As best you can, apply pressure to the open wound and try not to move a person having broken bones as this may cause further injury. Moving the person should only be done if doing so removes them from further risk.

5 Building Coordinator, faculty and staff, Emergency Response Team and Security are to provide first aid if possible, and help evacuate and tend to the injured. *(Coordinated effort with 911 personnel if present)*
Tornado While on Bus

The driver should always review the route prior to travel and have a plan for alternate routes, safe locations for temporary breaks, meals, fuel, shelters, etc. This plan should be coordinated with at least one other designated person not on the bus, who can relay such information if needed. The driver should have a working cell phone with emergency numbers written down or saved on the phone and a phone charger prior to travel. The driver should also know who and/or how many passengers there are on the bus at all times. (Use a roster) Driver should safely travel to the nearest safe location upon a tornado watch or warning being given to avoid any unnecessary risk. If during travel a tornado is seen approaching, the following action is to be taken:

1. Driver will immediately stop the bus and vacate it. Do NOT try to outrun a tornado. The bus or any vehicle is more likely to be lifted and severely wrecked. You are safer outside of the vehicle.

2. Passengers are to seek a low lying area, on the side of the road where there are no power lines.

3. Lay down, flat on your stomach. You will experience high wind with dirt, gravel or other debris. Do not get up and run during this event. Stay on the ground until the event is over.

4. After the event, call 911 and give your location. Conduct a roll call, search immediate area for others if necessary, give first aid if needed and wait for emergency responders.

5. Call SCCC/ATS Security (620-417-1180) as soon as possible and provide officer with location, injuries and general status and to confirm a call back number(s).

6. Security Officer is to notify Security Supervisor. The SCCC Emergency Response Team is to be notified as soon as possible in order for procedural process to be initiated.
EMERGENCY SHELTERS:

Basement in AA Area of Academic Building, West side of building by elevators. Stairs located across from AA144.
Basement in SW Area Student Union. Stairs by cafeteria and on south side of main entrance next to gym.
Basement in SLC-CDE (North Mansion building) stairs located on north end of the north mansion.
TB Building at ATS, Room TB 155, Natural Gas Compression, South-West Corner of TB Building
Colvin Building: Go to center of building, away from windows
Cosmetology Building: Options are to shelter in place or go to AA Basement or TB Building
Epworth Building: Go to basement floor

If you cannot get to a shelter: Go to the inner smallest room and/or get under a desk or table.
VEHICLE ACCIDENT

1. Check for any injuries.

2. **If there are any injuries call 911 if necessary.** If there are any injuries to the other driver or occupants, you shall call 911 and request medical attention and a traffic investigation be done. Obtain the phone # of the law enforcement agency, officer’s name (obtain the business card) and case # or incident # so that our college’s administration and insurance company can obtain reference information.

3. Provide first aid if needed while waiting for emergency services.

4. If the accident is an injury accident and keeping the vehicle where it has come to rest will most likely not create or cause another accident, do not move the vehicle.

5. If anyone complains of a head, neck or back injury, be very cautious in not moving or allowing the person or persons to move and call for emergency medical services to assist.

6. Fully cooperate with law enforcement and assist as needed. Provide the officer with your driver’s license and the vehicle’s insurance, which is kept in the glove box of each vehicle.

7. **Before law enforcement leaves, notify your immediate supervisor and/or a member of administration so that further information or instruction can be obtained or provided.** (Administration will coordinate communication with family members and other logistical operations.)

8. Obtain from the investigating officer, a case #, the officer’s name, agency name and phone number in order for SCCC to later coordinate and obtain reports, etc.

9. Obtain address and phone numbers of where victim(s) are being treated and where any towed vehicles are being taken. (Law Enforcement can provide this.)

10. Provide your supervisor and/or administrator with updated information as it is made available.

11. Administration is to arrange the following if needed:

   A. Meeting to organize an operation plan regarding specific events related to the accident.
   B. Media release if decided upon.
   C. Inform faculty and staff of status, and immediate plan of action.
   D. Recommend how faculty and staff deal and respond to questions and stress of event.
   E. Inform faculty and staff of support options.
   F. Contact with SCCC Insurance and legal representation.

Continued on next page

SCCC Security 620-417-1180, All Campus phones require 9-then your number.
Email: security@sccc.edu, text confidential: 620-482-3756
Non-Emergency Police, Fire, Medical-620-626-0151
G. Contact with any other person or agency that can be of assistance to the event.
H. Remove victim's name from mailing lists, billing lists, memos, rosters, etc.
I. Arrange for the family to gather victim's personal belongings.
J. Arrange for the SCCC vehicle(s) to be repaired, towed, returned or salvaged.

Last modified Feb. 2014 DKM701

VEHICLE-BUS ACCIDENT

1 Secure the vehicle.
2 Survey individuals involved for injuries.
3 Try to maintain order and keep victims calm.
4 DO NOT MOVE VEHICLE, unless other danger is present.
5 Call 911 Dispatcher and provide:
   A. Location of accident.
   B. Bus number or route number.
   C. Injury update.
   D. Vehicles involved.
6 Display appropriate warning devices.
7 Keep students on bus unless safety warrants removal.
8 If fire threat, move victims to safe location approximately no less than 100 feet away.
9 Administer first aid to the best of your ability.
10 Update 911 if necessary.
11 Make a list of students with name, address, phone number, seat placement and type of injury.
12 Give license, vehicle and insurance and witness information only to investigating officers, school officials and emergency personnel. Obtain the investigating agency's case number, and department information so that a copy of the accident report can be obtained later.
13 After all emergency or critical steps have been taken care of and as soon as possible, call your immediate supervisor, security at 620-417-1180 or a member of administration so that administrative arrangements can start to be coordinated. See #8 in Vehicle Accident Section.

Continued on next page
14 Passengers are released and cleared by law enforcement to authorized medical personnel, school officials, parent/guardian or another bus to complete route.

15 Driver will notify SCCC Security as soon as possible. Give officer your name, location, status of injuries and damage and confirm an immediate call back number(s).

17. Security Officer is to contact Supervisor or SCCC Emergency Response Team so administrative process can be initiated.

Last modified Feb. 2014  DKM701

VEHICLE-BUS- UNAPPROVED INTRUDER

A person forcing their self into a vehicle is most commonly thought of as a hostile event and/or threat to safety. Reasonable force can be used to do whatever is necessary to protect yourself and passengers. Before leaving, a third person should have been advised of your travel plans, including time, route and destination. You should periodically check in and update your status. Make a habit to travel with the doors locked and do not go to unsafe or unauthorized areas as this will be at your own risk and liability.

Response Guide for Unapproved Intruder Attempting To Board Vehicle or Bus:

1 If vehicle or bus is stopped by another vehicle pulling in front to block route:

   A. Do not open vehicle or bus door. Use the horn and attempt to back away or drive around.
   B. Call 911 or Kansas Highway Patrol @ 1-276-3201 and give location and description of intruder. If you are in another state, the Kansas Patrol will radio and/or teletype your current location.
   C. If a weapon is present; direct the students/passengers to slide down in the seat below the window line. If necessary, use the vehicle as a weapon.
   D. Try to keep passengers calm and go around the vehicle or back up away from it in order to gain distance and/or maneuver out of the immediate area. Drive to a law enforcement agency or well-populated area and draw attention to the vehicle or bus so that as many witnesses as possible, can see what is happening and access to other help is more available. Honk horn, flash lights

2 If intruder manages to get into the vehicle or onto the bus:

   A. Driver is to tell the intruder to stop and ask them to leave.
   B. If intruder refuses, driver is to contact 911 and give location and description of intruder, (name if known).

Continued on next page
3. If intruder gets into the vehicle or boards bus with weapon and is an immediate threat:

A. Evaluate severity
B. If necessary, act with aggression and use any and all necessary force to defend yourself and stop the threat. This may involve using an object to throw at the person and then tackling him/her in order to subdue and gain control of the person/weapon.
C. Remove the weapon or neutralize it by putting it in bag or container. Notify law enforcement and as soon as law enforcement arrives, advise the officer(s) of the weapon and its location, asking him/her what he/she wants done with it. Follow the instructions as given.

4. Regardless of event, safety and security is the top priority. Without bringing or adding unnecessary harm or danger to yourself, your passengers, and others on the roadway, try to do whatever it takes to reasonably protect yourself and all others involved from this intruder. Contact law enforcement as soon as possible. If you think your vehicle is being followed or road rage is being presented toward you, call or direct a passenger to call law enforcement as soon as possible and drive to well-lit and populated area and use the horn to gain as much attention as possible. Try to give as good as description as possible of the vehicle, tag number and location to the 911 Dispatcher.

Last modified June 2016 DKM701

WATER BREAK OR LOSS


2. If water can reach or is exposed to any electrical, mechanical or chemical source that can ignite, spark, combust, etc. vacate the area immediately and then call security for an emergency shut off. The Building Coordinator/Monitor, SLC Manager and assistants should also know how water shut offs are performed.

3. If the emergency fire sprinklers have been activated, exit the building immediately.

4. If there are any injuries or potential for injury, then go ahead and call 911, 9-911 for emergency service.

Last updated June 2016
WELLNESS CENTER and NATATORIUM EMERGENCY ACTION PLAN

Emergency Action Plan

The emergency plan for the Wellness Center and the Natatorium includes the coordinated efforts of the Wellness Director, the Aquatic Director, the Front Desk Manager, lifeguards, coaches, instructors, and other staff.

EMERGENCY PROCEDURES: GUIDE TO PROCEDURES AND EMERGENCIES
This guide is written to serve as a reference for all those who provide coverage for the Wellness Center and the Natatorium, during open swim, classes, practices, and events of SCCC. It shall serve also as the primary tool for planned periodic review of such procedures so that all involved know what to do in the event of an emergency situation.

Emergency Action Plan
This plan is set into motion when a serious or catastrophic injury occurs. A serious injury is one in which it is obvious that the participant will need to be hospitalized and that action taken must be immediate. Examples of this are respiratory arrest, severe bleeding, obvious fracture, possible neck or back injury, or a serious head injury.

1. The Wellness Center staff who recognizes the emergency (first responder) attends to the injured participant, evaluates the situation, and implements the emergency procedures below.

2. If the incident involves a life-threatening emergency, someone must summon EMS personnel by immediately calling 911 and security using the radio. A staff member usually makes this call, but it might be made by a patron or other bystander, the emergency numbers and instructions are listed by the phone. A staff member or patron will be directed to meet the ambulance at the entrance to the gym, and direct them to the appropriate facility.

   Call 9-911. Provide the following information:
   - Your name and title
   - Nature of injuries to the participant
   - Location of injured participant (Wellness Center or Natatorium)

3. If another staff or a patron is available, they should assist the first responder during the emergency, retrieving the AED, calling/radioing SCCC security and directors, and controlling the crowd. The second and third responders may also be called on to provide other care as needed such as extricating the victim from the water and providing CPR. If only two staff are available then the staff should ask for assistance from bystanders (meeting the ambulance, calling 911, retrieving the AED, etc.).

4. After the emergency has been resolved, staff members must report the incident or accident in a report as quickly as possible after providing care. Collect the required information about the victim and the factual information from the incident. Depending on the nature of the incident, you may need to advise the victim on what to do next. If a non-emergency, provide care as needed and direct the victim to follow up with a healthcare provider if needed. In a serious or life-threatening emergency, the EMS or
SCCC Emergency Situation Procedures

As in all medical situations, yield to the highest medical authority. It is our desire to control these situations in an orderly, efficient, and competent manner. For example, the non-certified staff shall yield to the staff certified in CPR and Lifeguarding, who in turn shall yield to the EMS. The staff certified shall be ready to make recommendations as to procedure and offer assistance as needed.

**Unconscious Victim - Not Breathing**

Roll the victim, if prone, and open airway. Be ready to administer CPR.
Send someone to call for help (911), then call SCCC security (use radio) and Wellness Director or Aquatic Director.
Dispatch someone to help guide ambulance.

**Unconscious Victim – Breathing**

Do not move the victim or allow the victim to move while assessing the cause of unconsciousness. Proceed through primary and secondary assessment.
Send someone to call for help (911), then call SCCC Security (use radio) and SCCC Wellness Director or Aquatic Director. Continue to monitor vital signs. Dispatch someone to help guide ambulance.

**Conscious Victim - Prone Position**

Don’t move or allow the victim to move. Calm the victim, if necessary. Determine the chief complaint, and perform a secondary assessment.
Call 911, as appropriate for the situation.

**Head, Neck, Spinal Injuries on Land**

If head, neck, spinal injury is suspected on land, activate the EAP and follow the general procedures for injury or sudden illness on land.
Size up the scene. Summon EMS personnel. Perform a secondary assessment. Provide the appropriate care.
For a non-standing victim, have the victim remain in the position in which they were found and protect them from further injury until EMS arrive and assume control. If the victim is not breathing begin CPR. Only move the victim’s head in line with the body if you cannot maintain an open airway.
For a standing victim, activate the EAP, have someone bring a chair and have the victim sit so they don’t fall. Protect them from further injury and comfort them until advanced care arrives. Minimize movement of the victim’s head by telling the victim to remain still and avoid turning or twisting their head, neck, or back.

**Injuries and Illness - Non Emergency**

Examples of this type of injury include nosebleeds, possible fractures, lacerations, and other orthopedic problems needing early medical attention, non-traumatic medical problems, and sudden illness. Follow the general procedures for injury or sudden illness and use appropriate personal protective equipment, disposable gloves and CPR breathing barriers.
All lifeguards will carry a few first aid supplies in the hip pack but other first aid supplies are located behind the front desk in the Wellness Center and by the phone in the Natatorium (pool).
For non-traumatic medical problems, such as injury or illness, the staff should perform a secondary assessment of the victim. If any life-threatening conditions develop or are found during the secondary assessment, stop the assessment and provide appropriate care immediately. If additional staff are available, delegate care and activate the EAP as needed.
Emergency Action Plan

Activate the EAP first by pressing the RED emergency button on the south pool wall to notify the staff in the Wellness Center. The on duty lifeguard can communicate with the Wellness Center staff through the emergency speaker at this point. The lifeguard should clear the pool with one long blast. If there are other staff in the pool area, alert them of an emergency with three short whistle blasts, non-rescuing guards should either ensure backup zone coverage or clear the pool at this time. Once you have given the signal, choose the appropriate rescue for the situation and provide care to the victim as necessary. Some rescues may require additional lifeguards to enter the water and assist with the water rescue.

If the incident involves a life-threatening emergency, summon EMS personnel by immediately calling 911 and SCCC security using the radio. A staff member usually makes this call, but it might be made by a patron or other bystander, the emergency numbers and instructions are listed by the phone. A staff member or patron will be directed to meet the ambulance at the entrance to the gym, and direct them to the appropriate facility.

Head, Neck, Spinal Injuries in the Water

If head, neck, spinal injury is suspected in the water:
Activate the EAP. Safely enter the water and perform the rescue providing manual in-line stabilization. Move the victim to safety. If in the deep water, move to shallow water if possible. Check for responsiveness and breathing. If the victim is breathing, proceed with the spinal back boarding procedure to remove the victim from the water. If the victim is not breathing, immediately remove the victim from the water using the passive victim extrication technique and provide CPR. Do not delay care.

Lightning Safety Policy

The purpose of this document is to establish a written lightning safety policy for Seward County Community College Wellness Center/Pool. It is imperative that all Seward County Wellness Center staff and personnel are aware of lightning hazards and the specific safety protocols. The following policy is based on recommendations as stated by the National Lightning Safety Institute, the National Athletic Trainers Association (NATA), and by the American Red Cross (ARC).

In the event of lightning during open pool hours, precautions must be taken to ensure the safety of the participants. In any event, the Aquatic Director, in conjunction with the Wellness Center Staff and/or Lifeguards, will be responsible for monitoring inclement weather.

SCCC Aquatic Director and wellness staff will utilize a mobile weather monitoring system to determine participation status.

WeatherBug Monitoring System:
WeatherBug is a smartphone based application system that alerts users to inclement weather. The user can plot the location on the radar maps and set rules to notify when lightning occurs.
Will show map of current local conditions via alerts/notifications including weather patterns, temperature, humidity, radar, satellite, forecast, and NWS bulletins by the hour.

In the event that the WeatherBug monitoring system is unavailable, SCCC wellness staff will utilize the Flash-to-Bang method:

To use the flash-to-bang method:
- Count the seconds from the time lightning is sighted to when the clap of thunder is heard.
- Divide this number by five (5) to obtain how far away in miles the lightning is occurring.
- For example, if an individual counts 30 seconds between seeing the flash and hearing the bang, 30 divided by 5 equals 6; therefore, the lightning flash is approximately 6 miles away.
- 8 miles will be the standard distance for postponement of the use of the pool.

Once activities or events have been suspended, the Aquatic Director, with assistance of the Wellness staff, if necessary, will use discretion in declaring return to participation. It is the NATA Position Statement recommendation to wait at least 30 minutes after the last visible strike before resuming activity. The use of the mobile monitoring system in tracking the weather pattern will be informative in making this decision.

WeatherBug Lightning Notification
- Monitor lightning activity via the WeatherBug lightning notification.
- 8 miles will be the standard distance for postponement of all SCCC pool activities.
- Participants, coaches, and staff are notified of lightning activity.

The SCCC Aquatic Director will monitor the weather and notify the wellness staff of the dangerous situation and recommend suspension of the pool activities in the event of lightning.

During open swim, the Aquatic Director will inform the wellness staff of threatening lightning conditions in the Liberal area. If an Aquatic Director is not on site the front desk manager or other wellness staff will assume responsibility of monitoring threatening lightning conditions and immediately instruct the participants to clear the water and stay in safe dry areas and away from unsafe areas such as electrical equipment, metal objects, and water, including showers.

Suspension of Activity
WeatherBug Lightning Notification reports lightning activity within the 8 mile range regardless of visible lightning.

Return to Activity
Once activities or events have been suspended, the wellness staff will use discretion in declaring return to participation. It is the National Lightning Safety Institute and NATA Position Statement recommendation to wait at least 30 minutes after the last visible strike before resuming activity. The use of online monitoring systems in tracking the weather pattern will be informative in making this decision. The 30 minute time frame will immediately start over with each additional lightning strike.
Fecal Incident

**Formed fecal matter (poop) in the water**

1. Clear and close the pool. Do not allow anyone to enter until the disinfection process is completed. Contact the Aquatic Director for further instruction on the disinfection process.
2. Remove as much of the fecal matter as possible (for example, using a net or bucket) and dispose of the fecal matter in a sanitary manner. Clean and disinfect the item used to remove the fecal matter (for example, after cleaning, leave the net or bucket immersed in the water during disinfection). VACUUMING FECAL MATTER FROM THE WATER IS NOT RECOMMENDED.
3. Using unstabilized chlorine (for example, sodium hypochlorite), raise the water’s free chlorine concentration to 2 parts per million (ppm), if less than 2 ppm. Maintain free chlorine concentration at 2 ppm and water at pH 7.5 or less for 25–30 minutes.
4. Confirm that the filtration system is operating while the water reaches and is maintained at the proper free chlorine concentration and pH for disinfection.
5. Allow swimmers back into the water only after the required CT inactivation value has been achieved and the free chlorine concentration and pH are within the operating range allowed by the state or local regulatory authority.
6. Establish a fecal incident log.

**Diarrhea in the water**

1. Clear and close the pool. Do not allow anyone to enter until the hyperchlorination process is completed. Contact the Aquatic Director for further instruction on the process.
2. Remove as much of the fecal matter as possible (for example, using a net or bucket) and dispose of the fecal matter in a sanitary manner. Clean and disinfect the item used to remove the fecal matter (for example, after cleaning, leave the net or bucket immersed in the water during hyperchlorination). VACUUMING FECAL MATTER FROM THE WATER IS NOT RECOMMENDED.
3. Using unstabilized chlorine (for example, sodium hypochlorite), raise the water’s free chlorine concentration and maintain water at pH 7.5 or less. Raise the free chlorine concentration to 20ppm for 12.75 hours or 10ppm for 25.5 hours.
4. Confirm that the filtration system is operating while the water reaches and is maintained at the proper free chlorine concentration and pH for hyperchlorination.
5. Backwash the filter thoroughly after reaching the CT inactivation value.
6. Allow swimmers back into the water only after the required CT inactivation value has been achieved and the free chlorine concentration and pH are within the operating range allowed by the state or local regulatory authority.

Vomit and Blood Contamination

Vomiting in the pool while swimming is a common event. Often, vomiting results from swallowing too much water, meaning that the vomit is probably not infectious. However, if the contents of the stomach are vomited, it is important to act immediately.

**Responding to a vomit incident (when vomit contains more than regurgitated water)**

The germs most likely to be spread by vomit are noroviruses (also known as Norwalk-like viruses). Respond to the vomit incident as you would respond to a formed fecal incident. The time and chlorine level combinations needed to kill noroviruses and Giardia are similar. Since killing Giardia is the basis for CDC’s formed fecal incident response recommendations, this protocol should be adequate for disinfecting a potentially infectious vomit incident.

Germs found in blood (for example, Hepatitis B virus or HIV) are spread when infected blood or certain body fluids get into the body and bloodstream (for example, by sharing needles or by sexual contact). Chlorine kills germs found in blood and CDC is not aware of any instances in which a person has become infected with these germs after being exposed to a blood spill in a pool.

1. Clear the pool and clean up the vomit or blood using personal protective equipment.
2. Contact the Aquatic Director.

https://www.cdc.gov/healthywater/swimming/aquatics-professionals/vomit-blood-contamination.html

Revised: 01/19
Crime most often happens because there is an opportunity for it to happen.

If you want to have a safe and secure college campus, then make it one!

Be responsible and always think of how to keep yourself and others from being victimized.

We will defend ourselves and others against crime.

We are the Saints!!!