1. INTRODUCTION

1.1 Purpose of the Plan

This Emergency Response Plan (ERP) provides the administrative procedures necessary to manage most campus emergencies. Indian Hills Community College’s (IHCC) overall ability to respond to an emergency will also rely upon tactical and business continuity plans developed by specific departments.

The purpose of this plan is to enable emergency responders and staff to perform essential emergency planning and response functions that will save lives; to establish responsibilities necessary to performing these functions; to prevent, minimize and repair damage; and to ensure continuity of operations so that essential services may continue to be provided to the College.

This plan assigns roles and responsibilities to individuals directly responsible for emergency response efforts and critical support services. This plan also provides a management structure for coordinating and deploying essential resources.

A separate Emergency Reference Manual, which serves as a quick reference for emergency response procedures and resources available to all members of our campus community. The information contained in this guide has been excerpted from the Indian Hills Community College ERP. A “Quick Reference Guide” format has been developed to assist you in finding information very quickly during an emergency situation.

Employees should become thoroughly familiar with this plan and with the companion Emergency Reference Manual, particularly for events that relate to or impact an employee’s work environment and safety.

Questions about this plan should be referred to the Vice President, Student Development & Operations (641) 683-5207 or the Director, Campus Safety and Security (641) 683-5266.

1.2 Scope of the Plan

Numerous natural or man-made disasters and hazards can affect IHCC and pose an actual or potential threat to the health and safety on campus. The emergency response plan ensures the protection of students, employees, and the public from the effects of critical incidents and emergencies.

This plan is designed to enable faculty, staff, and students to successfully cope with campus critical incidents and emergencies. This plan, while primarily local in scope, should be capable of supporting a comprehensive, all-hazards approach to domestic incident management across a spectrum of activities including mitigation, preparedness, response, and recovery.

An ERP may be activated during any of the following incidents, and can include, but are not limited to:

- Active Shooter
- Aircraft
- Bomb Threat
- Criminal Activities (specific)
- Chemical & Hazardous Material
• Demonstrations & Protests
• Explosion
• Fire
• Medical Emergency
(Severe or Mass Casualty Incidents)
• Psychological and Emotional Trauma
• Severe Weather and Natural Disasters
• Structural Collapse
• Utility Emergency
• Other

1.3 Statement of Policy

This Plan is a comprehensive administrative plan for the protection of life and property of IHCC.

1.4 Plan Applicability

The policies and procedures contained in this plan will be followed by all employees, whose position and/or duties are expressly addressed or are implied by this Plan. Campus emergency operations will be conducted within the framework of the policies and procedures of all applicable local, state, county, and federal laws, ordinances, and regulations.

1.5 Plan Implementation

Whenever an emergency affecting the campus reaches such proportions that it cannot be handled by routine measures, the Campus Emergency Response Team (CERT) declares a State of Emergency and shall initiate implementation of this Plan.

1.6 Procedural Flexibility

Since any emergency may occur suddenly and without warning, this Plan must be flexible enough to accommodate conditions as they occur.

1.7 Exceptions to Plan Functions and Responsibilities

Any exceptions to this Plan, policies, and procedures may only be conducted after the approval from the Campus Emergency Response Team (CERT) is obtained.

1.8 Plan Changes and Recommendations

The maintenance of this Plan is the responsibility of the Director, Campus Safety and Security.

1.9 After Action Reports

Immediately after the conclusion of emergency operations concerned with a critical incident, crisis, or disaster, the Vice President, Student Development & Operation shall initiate the preparation and publication of an After Action Report (AAR).

The AAR shall be written by the Director, Campus Safety and Security with the assistance of any other section of the Campus Emergency Response Team. AAR documents shall be submitted within 30 days of termination of incident.
The AAR shall detail all facts and circumstances known about incident causation, the quality and nature of the response effort, and the incident resolution. In addition, the AAR shall determine both deficiencies and highlights that occurred during the resolution of the incident and shall make recommendations about planning, training, and operational needs and improvements that could enhance the efficiency of future responses.

Each original AAR shall be retained on file within the office of the Director, Campus Safety and Security.

1.10 Three types of Emergencies/Levels of Response

- **Critical Incident (Minor Emergency)**
  - A critical incident or minor emergency is any event whose initial impact is limited to a specific segment or subgroup of IHCC. A critical incident causes significant disruption to the subgroups which they affect, but do not disrupt overall campus operations. During a critical incident an Incident Command Post (ICP) may be established as determined by the Director, Campus Safety and Security or their designee.

- **Crisis (Major Emergency)**
  - A crisis or major emergency is any event which disrupts the orderly operations of IHCC or its institutional missions. A crisis affects all facets of the College and often raises questions or concerns over closing or shutting down the College for any period of time. Outside emergency resources will probably be required, as well as a major effort from available campus resources. A crisis on campus will require establishment of an ICP and may require an Emergency Operations Center (EOC). Major Policy considerations and decisions will usually be considered by the IHCC administration during a crisis.

- **Disaster (Severe Emergency)**
  - A disaster is an event whose nature and impact extends beyond IHCC and disrupts not only operations and functions of IHCC, but also those of surrounding communities. During a disaster, resources that we might typically rely on may be delayed or unavailable because they are being employed within the broader community. In some instances, mass casualties or severe property damage may have been sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation and outside emergency services and resources will be essential. In all cases of a disaster, an ICP and EOC will be activated, and appropriate support and operational plans will be executed.

2. GENERAL ASSUMPTIONS

2.1 Introduction

The IHCC ERP can provide a realistic approach to the problems likely to be encountered on campus during a critical incident, crisis, or disaster. Therefore, the following general assumptions can be made:

2.2 An Emergency may occur at any time

A critical incident, crisis, or disaster may occur at any time of the day or night, on weekends or holidays, and with little or no warning.

2.3 Most Incidents are handled locally

Almost all incidents are handled locally, but some incidents may require the support and resources of local, county, state, federal governments, and/or private institutions, and other entities.
2.4 Incident plans must be flexible

The succession of events in any incident are not fully predictable, therefore, this ERP and any other incident action plan devised prior to or at the time of the event, will serve primarily as a guide or checklist, and may require modifications in the field to mitigate injuries, damages and/or to recover from the incident.

2.5 Outside resources or assistance may be delayed

An emergency or a disaster may additionally affect residents within close proximity to IHCC, therefore city, county, state, and federal emergency services or resources may not be immediately available. In such cases, a delay in the delivery of effective off-campus emergency services may typically be expected for a period of up to 48 to 72 hours.

2.6 Media events must be properly addressed

Any incident that is likely to result in media coverage should be promptly reported to the Executive Dean, Advancement. Assessment of received information and its accurate reporting to all will negate the spread of unfounded rumors, panic, and the effects of misinformation.

2.7 Operational requirements must be sustainable

During any incident which is perceived to require operations for longer than 24 hours, at the discretion of the President or their designee, impacted personnel shall be assigned to appropriate shifts with cancellation of vacations, holiday, or regular time off from work shift assignments, as appropriate.

2.8 Communications are likely to be disrupted or compromised

During an emergency or disaster, there is a likelihood of the disruption of communications due to damage to related infrastructure or by the burdens on communications systems due to high levels of usage. This is especially true of cellular telephones. Prior agreements with cellular companies can be in place to secure usable operating channels during any emergency by arranging for Wireless Priority Service (WPS).

2.9 Declaration of a Campus State of Emergency

The decision to declare a Campus State of Emergency (CSOE) rests solely with the IHCC President or their designee, unless the crisis conditions necessitate immediate declaration by the Director, Campus Safety and Security with no time to notify the President. Upon notification of a critical incident or emergency by the Director, Campus Safety and Security, if the President decides that a CSOE declaration is necessary, they shall inform the Director, Campus Safety and Security, who will then set into motion certain notifications, pre-planned by IHCC.

2.10 Involvement of the Campus Safety and Security Department is required

Whenever conditions are present that meet the definition of a crisis or disaster, or whenever a CSOE is declared, the Campus Safety and Security Department and IHCC administration will immediately place into effect procedures that are designed to meet the emergency by safeguarding persons and property and maintaining the overall functioning of IHCC.

On-duty Department, Safety and Security officers shall immediately consult with the Director, Campus Safety and Security, or their designee, regarding the emergency and shall initially follow any notification procedures outlined in this Plan.
2.11 Persons on campus must be controlled

During a CSOE, only current students, faculty, and staff are authorized to enter or remain on campus. Persons who cannot present proper identification (such as an ID badge) will be directed to leave the campus. Unauthorized persons remaining on campus may be subject to detention or arrest in accordance with applicable laws.

2.12 Nonessential person shall be restricted from the Incident Site

Only employees who have been assigned to Incident Control duties will be allowed to enter the immediate incident site. 

Terrorist Acts: Because any terrorist incident is a criminal act, the incident site is to be managed as a crime scene that requires the collection and preservation of evidence and other procedural requirements that are critical to the performance of a criminal investigation. Acts of terrorism require notification of the FBI by the Director, Safety and Security.

2.13 Communications and Media Relations duties

Effective communications plays a critical role during any emergency. In almost all emergencies, IHCC will need to communicate with internal audiences, including students, faculty, and staff. Depending on the severity of the situation, it is likely that IHCC will need to communicate with external media sources and through them to wider audiences.

All media inquiries should be directed to the Executive Dean, Advancement. It is important that information provided to outside media persons be coordinated with the Executive Dean, Advancement to ensure consistency concerning communications about the status of IHCC during a critical incident or emergency.

2.14 Mutual Aid Agreements

IHCC should maintain Mutual Aid Assistance agreements or a Memorandum of Understanding (MOU) with appropriate law enforcement agencies. These details can be obtained from the Campus Safety and Security Department.

All such agreements may be placed into effect during an incident after.

2.15 Other Notifications

It is critical that adjoining jurisdictions be notified whenever an incident has actual or potential impact on residents, buildings, traffic, or otherwise has an impact on civic health or wellbeing. The PIO, in coordination with the Campus Emergency Response Team (CERT), shall determine when and by what methods to appropriately issue timely warnings, emergency alerts, and other informational releases to key government officials, community leaders, emergency management response agencies, volunteer organizations, and any other persons and entities essential to mounting a coordinated response to the incident.

Sufficient factual information should first be gathered and evaluated for accuracy to minimize the effects of spreading false rumors and misinformation, prior to disseminating any release of information.

3. CAMPUS EMERGENCY RESPONSE TEAM

3.1 Introduction

The Campus Emergency Response Team (CERT) will consist of those individuals responsible for managing an emergency incident and its coordination on-campus, including overall command, coordination of contributing agencies, the order and release of resources, and release of information pertaining to the incident.
3.2 Campus Emergency Response Team

**Emergency Response Leader**: President (Matt Thompson)

**Emergency Response Manager**: Vice President, Student Development & Operations (Brett Monaghan)

**Operations Coordinator**: Director, Campus Safety & Security (Cameron Vorhies)

**Logistics Coordinator**: Director, Maintenance (Rick Fosdyck)

**Public Information Coordinator**: Executive Dean, Advancement (Bianca Myers)

**IT Coordinator**: Chief Technology Officer (Cory Lamb)

**Student Affairs Coordinator**: Associate Dean, Student Development (Alix McPherson)

**Finance Coordinator**: Chief Financial Officer (Taren Ferguson)

**General Counsel**: Director, Student Life (Erica Ashbacher); Executive Dean, Centerville Campus & Academic Services (Noel Gorden); Vice President, Learning & Engagement (Jill Budde); Vice President, Business Solutions (Jennifer Wilson); Director, Human Resources (Zeke Flick)

Ricky Webster (Net Center), Joni Kelley (Bennett), Kim Dreaden (North Campus), Lori Kielkopf (RHEC/ Rosenman), Daniel Terrian (ATC), Don Waltenburger (Arts & Sciences)

Typically, the Operations Coordinator will be either the on-scene Incident Commander (at the ICP) or will be a member of the IHCC CERT.

CERT should be established in a room designated as the CERT Emergency Operations Center (EOC), equipped with the necessary communications and other materials necessary to manage the incident. (An alternate EOC should be designated in the event the primary is within the area of the incident).

3.4 Operations Staff

**Operations Coordinator**: Director, Campus Safety and Security

- Police Operations
- Fire Operations
- Medical Operations
- Agency Representatives
- Safety & Security Staff
- Staging Operations

Once the CERT EOC has been activated, the Operations Coordinator will respond to the EOC.

3.5 Logistics Section Staff

The Logistics Staff shall serve in a direct support capacity to the Campus Emergency Response Team. This team will consist primarily of those individuals representing internal IHCC offices responsible for securing necessary supplies, providing staging areas, ensuring internal and external communications networks are maintained, etc. in support of the Campus Emergency Response Team. They will be supervised by the Logistics Coordinator. The Logistics Section Staff shall include, but is not necessarily limited to the following individuals:

**Logistics Coordinator**: Director, Maintenance

- Supply Liaison: Administrative Assistant for Director, Maintenance
- Equipment/Maintenance Liaison
- Planning
3.6 Information Technology Section Staff

The IT Section Staff shall serve in a direct support capacity to the Campus Emergency Response Team. This team will consist primarily of those individuals representing internal IHCC offices responsible for securing necessary computer, telecommunication, and networking services and supplies, ensuring internal and external communications networks are maintained, etc. in support of the Incident Control Team. They will be supervised by the IT Coordinator. The IT Staff should include, but is not limited to the following individuals:

**IT Coordinator** - Chief Information Officer
- Information Services
- Communications Liaison
- Public Information Officer and staff (see below):

3.7 Student Affairs Section Staff

The Student Affairs Staff shall serve in a direct support capacity to the Campus Emergency Response Team. This team will consist primarily of those individuals representing internal IHCC offices responsible for on campus students and securing necessary supplies, providing staging areas, lockdowns and communication to students, etc. in support of the Incident Control Team. They will be supervised by the Student Affairs Coordinator. The Student Affairs Staff shall include, but is not necessarily limited to the following individuals:

**Student Affairs Coordinator** - Associate Dean, Student Development
- Students
- Residence Life Staff
- Psychological Victim Assistance

3.8 Finance Section Staff

When there is a specific need for financial, reimbursement (individual and agency or department), and/or administrative services to support incident management activities, a Finance/Administration Section should be established. The Finance/Administrative Section includes the Compensation, Claims, Cost, Procurement, and is headed by the Finance/Administration Coordinator.

In addition to monitoring multiple sources of funds, this Section Chief must track and report to the CERT team the financial “burn rate” as the incident progresses. This allows the CERT team to forecast the need for additional funds before operations are negatively impacted. This is particularly important if significant operational assets are provided under contract by private sector suppliers.

The Finance Section Coordinator may also need to monitor cost expenditures to ensure that statutory rules which apply are met. Close coordination with the Logistics Section (and planning there under) is essential so that operational records can be reconciled with financial documents. Note that, in some cases, only one specific function may be required (e.g., cost analysis), which a technical planning specialist assigned under the Logistics Section could provide.

The Finance Coordinator will determine, given current and anticipated future requirements, the need for establishing specific subordinate units. In some of the functional areas (e.g., procurement), an actual unit need not be established if it would consist of only one person. In such a case, a procurement technical specialist would be assigned under the Logistics Section. This Section Coordinator may also have an assigned deputy.

**Finance Coordinator** - Chief Financial Officer
- Controller
- Human Resources Director
3.9 Public Information Staff

Preparedness and training for emergency media communications procedures shall be conducted under the direction of the Public Information Coordinator (PIO).

The PIO will coordinate all communications functions during a CSOE. Using information provided by others, the PIO will provide timely information on the status of the College and information regarding any emergency measures being undertaken.

**Public Information Coordinator:** Executive Dean, Advancement

**Communications methods may include but not limited to:**
- Text messages
- E-mail messages
- Voicemail messages
- Web-based messages
- Emergency signage
- News releases to the media
- News conferences for the media

3.10 Emergency Incident Guidelines

- Only authorized spokespersons such as the Director, Communications (PIO) will meet or talk with the media.
- Only factual information is released; no speculation is to be offered.
- All executive and supervisory personnel are required to report emergencies to the police and/or the Campus Safety and Security Department. They also should be reminded not to discuss the situation and instruct their subordinates not to discuss the situation with anyone, on behalf of IHCC.
- The President, other senior administrators, and the Director, Campus Safety and Security are to be immediately informed of an existing emergency. Complete details are to be made available to these officials.
- The Campus Emergency Response Team shall confer and decide on appropriate actions.
- All calls from the news media are to be referred directly to the PIO.

3.11 Additional Command Staff Positions

Additional Command Staff positions may be necessary depending on the nature and location of the incident, and/or specific requirements as established by the IC. For example, legal counsel may be assigned directly to the Command Staff to advise the IC on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access.

Similarly, a Medical Advisor may be designated and assigned directly to the Command Staff to provide advice and recommendations to the IC in the context of incidents involving medical and mental health services, mass casualty, acute care, vector control, epidemiology, and/or mass prophylaxis considerations, particularly in the response to a bio-terrorism event.

3.12 EOC Equipment List

- All equipment contained within an ICP.
- An emergency power source (for 72 hour period).
- Tables, desks and chairs sufficient to accommodate IC Staff and all support staff, to include a refrigerator and coffee maker.
- Two-way radio base station, battery operated AM/FM radio.
Sanitary facilities.
- Campus maps, drawings/blueprints of the building, HVAC systems, etc.
- Computer workstation and printer.
- Pad, envelopes, writing implements and other office supplies.
- Cots suitable for temporary sleeping areas.

### 3.13 Staging areas

One or more staging areas for arriving off-campus responders, equipment, and other resources shall be established by the Logistics Coordinator.

Staging areas should be located either on or as near to the campus as possible, but not in such close proximity to the incident site as to interfere with site operations or to be endangered by the incident.

### 3.14 Media Center/Joint Information Center (JIC)

If a campus incident is expected to last for more than eight hours, a site for a Media Center/Joint Information Center (JIC) will be established. Parking adjacent to these facilities will be reserved for media and staff vehicles.

The Media Center/JIC will include space for the media reporters, a podium, a multimedia box, backdrop, and appropriate signage. If a JIC is established, the site should contain enough space for meeting rooms and have the capacity to support JIC operations.

### 4. NOTIFICATION

#### 4.1 Initial response to a reported emergency

Each emergency occurring on-campus shall be reported immediately to the IHCC Campus Safety and Security Department. Upon receiving notification of a reported emergency, the Campus Safety and Security Department shall initiate the following order of events:

1. Dispatch a Security Officer to the scene
   - One or more Security Officers shall be dispatched to the scene to confirm the existence of a critical incident, crisis, or disaster.
2. Dispatch Appropriate EMS/Fire Services
   - Campus Safety and Security Department shall request appropriate assistance from Fire or Emergency Medical Services personnel.
3. The Director, Campus Safety and Security Department shall immediately contact IHCC Vice President, Student Development & Operations.

#### 4.2 Key Personnel Emergency Notification System Notification Procedure

In the event that the IHCC Director, Campus Safety and Security Department (or their representative) becomes aware of information as to a potential or actual emergency occurring that may require activation of the Emergency Response Plan and/or sending an Emergency Alert, they will immediately communicate that information to the IHCC Vice President, Student Development & Operations (or their designated representative). A decision will then be made as to the appropriate action(s) to be taken. The Campus Safety and Security Department Director will assign one of the following three emergency status conditions to the incident and shall activate the Emergency Notification System, if appropriate:
Three emergency status conditions

- **Critical Incident (Minor Emergency)**
  - During a Critical Incident or Minor Emergency, Emergency Notification System may be activated. Campus Emergency Response Team members may not necessarily meet as a group, but will still be advised of conditions. An Incident Command Post may be established.

- **Crisis (Major Emergency)**
  - During a Crisis or Major Emergency, Emergency Notification System will be activated. Campus Emergency Response Team members shall report as directed by the Emergency Response Leader. An Emergency Operations Center may be activated at an approved location. An Incident Command Post shall be established.

- **Disaster (Severe Emergency)**
  - During a Disaster, the Emergency Notification System will be activated. All Campus Emergency Response Team members shall report to the Incident Command Post or Emergency Operations Center as directed. If a primary site is not available, an alternate Incident Command Post or Emergency Operations Center site will be established by the Emergency Response Leader.

**If the decision is made to activate the Emergency Response Plan:**

- The **Emergency Response Team Manager** will notify the Operations Coordinator first, followed by CERT members.
- The **Operations Coordinator** will establish the Emergency Operation Center and act as the Emergency Response Team Manager until the arrival of the ERT Manager.
- The **Public Information Coordinator**, after coordinating with the Operations Coordinator as to what changes should be made to previously developed text messages, will activate the IHCC Emergency Alert System.
- All other members will notify their administrative staff members as they deem necessary to maintain a business continuity plan.

**4.3 Emergency Notification of the Campus Community (IHCC Alert System)**

During any critical incident or emergency, the IHCC Campus Emergency Response Team will use several methods of communication to disseminate information to the campus community. All alerts will contain the nature and location of the emergency, along with immediate actions and follow-up alerts.

- Campus Emergency Notification System **IHCC Alert**: During an emergency, this system enables campus authorities to contact the subscribers through email, phone, and/or text messaging.
  - In order for subscribers to be contacted through **IHCC Alert** they must register their contact information.
  - All persons should keep their information current in the **IHCC Alert** database by using the link on the Security page at www.indianhills.edu/alert.
- **AlertUs system**: This mass notification platform allows us to get the attention of our computer users immediately. When an emergency occurs, we will activate AlertUs. All IHCC owned PCs connected to IHCC’s network will have a full-screen, pop-up alert taking over the screen with a warning.

**Other forms of notification**

- Alarms
- Web-based messages
- Emergency signage
- News releases to the media
- News conferences for the media
This notification will take place immediately upon confirmation of a significant emergency or dangerous situation involving immediate threat to the health or safety of IHCC community occurring on campus, unless notification will compromise efforts to contain the emergency. Notification may be delayed if there is a professional determination that issuing the notice would put the community at greater risk. Emergency notifications will be conducted by Public Information Coordinator, Operations Coordinator, or by any trained CERT member or their designee.

Five criteria must be considered to determine if activation of the IHCC Alert system is warranted and which communications will be utilized:

1. **Hazard Type**
   1. What is the hazard? (fire, earthquake, flood, chemical hazard, dangerous individual, etc.)
   2. What is the impact to Indian Hills Community College? (Minor, major, disaster)
   3. What is the potential for the situation to worsen?
   4. Is the situation under control?

2. **Life Safety/Property Protection**
   1. What is the potential for death?
   2. What is the potential for serious injury?
   3. What is the potential for minor injury?
   4. What is the potential for damage?
   5. What is the potential for disruption to the normal course of business?

3. **Urgency**
   1. How soon does the message need to go out? (Seconds, hours, days)
   2. Is there time for approval?

4. **Audience**
   1. Who needs to be alerted? (Administration, faculty, staff, students, visitors)
   2. How many people need to be alerted? (dozens, hundreds, thousands)

5. **Capabilities / Limitations**
   1. What are the limitations of the system? (audience, delivery time, mass panic)
   2. Which system should be used? (Press conference, IHCC Alert, email, text, phone, etc.)
   3. How quickly can the messages be sent? (Immediately, minutes, hours)

4.4 **Deactivation of Emergency Incident Operations**

At the close of Emergency Operations, the Emergency Response Team Manager will notify the Operations Coordinator to begin the stand-down phase of operations according to the procedures developed as part of the Incident Action Plan for that incident.

4.5 **Incident Documentation**

Incident Documentation needs to be completed within 30 days of the incident. Each participating department, section, building, or function supervisor is responsible for documenting all activities and expenditures associated with the discharge of their emergency functions. Additionally, each emergency response entity will retain documents associated with its activities during the response. These documents, although local in origin, will be based primarily on the formats and purposes devised for federal ICS forms for the following purposes:

- Provide a basis to assess the emergency and evaluate the response.
- Identify areas where campus preparedness activities worked well and those areas that need improvement.
- Verify all emergency related expenses and document efforts to recover such expenses.
- Assist recovery in the event of litigation.
All documents, status sheets, daily logs, and forms shall be kept along with all financial records and photographs related to the emergency. The Finance Coordinator shall request documentation, including post-incident reports, from any responding agency that participated in the incident response.

During the selection of any stationary Emergency Operations Center location, an alternate site should also be selected, in the event that relocation of the Emergency Operations Center is required due to safety concerns or other reasons. This space is activated at the direction of the Operations Coordinator and remains so until the Emergency Response Leader decided to deactivate it.

5. EMERGENCY RESPONSE PROCEDURES

5.1 Fire

If a fire starts in the room you’re in

- Leave the room and close the door behind you to keep smoke and flames out of the hall.
- Sound the fire alarm by activating the nearest pull station.
- Leave the building by the closest exit.
- Call 911. Provide the building name, floor, room number, and type of emergency. Then report the fire to the Campus Safety and Security Department at (641) 683-5300 with the same details listed above.

If you hear a fire alarm

- Leave your belongings, Walk quickly towards exit; do not run.
- Exit via stairways. Never use the elevator, as you may be trapped or let out into a danger area.
- Before opening any door, touch it near the top with the back of your hand to see if it’s hot.
- If smoke blocks your path, there is often cleaner, cooler air nearer the floor level. Don’t stand. Smoke and deadly gases rise.
- If you see anyone struggling to exit, alert emergency personnel with their exact location and condition.
- Follow instructions of first responders.
- Once outside, move to a clear area at least 500 feet away from the affected area, or building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Wait for instructions, and do not re-enter the building until allowed to do so from IHCC officials or emergency personnel.
- Fight a fire only if you believe you can put it out without risking your safety.

Evaluate the following before attempting to fight a fire on your own

- If it appears safe to do so (you can fight the fire without blocking your exit path)
- If an extinguisher is readily available
- If you are familiar with the operation of the extinguisher
- If the fire is small enough for you to manage

Every activated fire alarm will be treated as an actual event. Evacuation of an affected building is mandatory and must begin when the alarm sounds. Campus Safety and Security Department, Residence Life Staff, and Maintenance personnel will assist and ensure the evacuation has been completed to include support for the physically impaired. All employees must become familiar with the evacuation routes for their respective buildings and any other assigned responsibilities to ensure the safety of students and visitors.

5.2 Explosion on Campus

In the event an explosion occurs on campus, the following action should be taken immediately:

1. Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.
2. Do not panic. After the effects of the explosion have subsided, notify the local law enforcement by dialing 911.
Give your name and describe the location and nature of the emergency. The Department, Campus Safety and Security should also be notified at (641) 683-5300.

3. If necessary, or when directed to do so, activate the building alarm.

4. When the building evacuation alarm is sounded or when told to do so by IHCC officials, walk quickly to the nearest marked exit and ask others to do the same.

5. If you notice someone struggling to exit the building, contact security. Do not use the elevators in case of fire.

6. Once outside, move to a clear area that is at least 500 feet away from the affected building and/or area. Keep streets and sidewalks clear for emergency vehicles and crews. Know the assembly points.

7. Once on the scene, the local law enforcement and Fire Departments are in charge until the situation is resolved.

8. Neither employees nor students should return to an evacuated building unless told to do so by an IHCC official or emergency personnel.

5.3 Bomb Threat

Bomb threats are serious emergencies that require prompt response. For most bomb threats, the caller announces that a bomb is set to go off at a certain time. Because routine bomb threat evacuations may spawn numerous hoax calls, consider the following:

- Most intended explosions have no warning. Usually, after the bomb is detonated, a party claims credit and then explains why the bomb was used.
- In cases where an actual device is located, the caller usually provides specific information for finding the device before the detonation time.

1. A person receiving a bomb threat over the telephone should remain calm and act courteously. If feasible, ask another person to listen on another extension. Take notes on the caller’s threat, tone, voice characteristics and background noise by completing the Bomb Threat Form.

2. A person receiving a bomb threat should notify the Campus Safety and Security Department at (641) 683-5300 to respond to the scene immediately to begin evacuation. Then call 911.

3. The Campus Safety and Security Department will:
   a. Notify the Director, Safety and Security.
   b. Direct the evacuation of the affected area unless otherwise directed.
   c. Confirm that the local law enforcement has been notified.
   d. Establish a perimeter of 500 feet from the building.
   e. Evacuate adjacent buildings where injuries could result from a blast.
   f. Assist the local law enforcement as requested.

4. The Maintenance Department and Residence Life Staff will assist with the initial search/evaluation.

5. Persons evacuating threatened buildings will:
   a. Follow fire drill evacuation procedures. Do not activate the fire alarm. Do not activate portable radios or cell phones in the area of the building(s).
   b. Proceed to a clear area at least 500 feet away.
   c. Stay together to help officials determine that evacuation is complete.
   d. Not return until authorized by a campus official.
   e. Follow directions of campus officials.

Bomb Threat in Written Form Letter, Note, Email, ETC.

1. Notify the Campus Safety and Security Department at (641) 683-5300.

2. Do a quick visual inspection of your area. Do not touch or move suspicious objects.

3. If possible, take a photo (with a personal device) of the threat before leaving the area.

4. Do not remove email which may aid in the investigation of the crime.
5. Do not over handle letters or notes which may compromise any evidence.
6. Do not use radios, pagers, or cell phones as they can trigger an explosive device.

**Communications for Bomb Threat Events**

1. The Director, Campus Safety and Security, upon notification of a bomb threat against any college resource, will assess the credibility of the threat and will inform the Vice President, Student Development & Operations or their designee.
2. The Vice President, Student Development & Operations or their designee will issue the order to assemble the Emergency Response Team if necessary.

**5.4 Suspicious Packages**

Suspicious packages should be reported to the Campus Safety and Security Department at (641) 683-5300. A suspicious package should not be touched or moved, and the immediate area surrounding the package should be cleared.

- Some letter and parcel recognition points of suspicious packages.
  - Excessive weight; excessive postage or no postage
  - Incorrect title or titles but no names
  - Handwritten or poorly typed; misspelling of common words
  - Oily stains or discolorations; protruding wires or foil
  - Excessive securing materials such as masking tape, string, etc.
  - No return address; restrictive markings such as confidential, personal, etc.
  - Rigid or lopsided or uneven envelope
  - Foreign mail, air mail, or special delivery
  - Strange odor

- Do not open the suspicious item. If you have opened it, remain calm.
- Call 911 immediately and notify the Campus Safety and Security Department at (641) 683-5300.
- Do not move the letter or package or examine it further.
- Keep others out of the area. Close off the area if possible.
- If possible, limit the use of two-way radios and cell phones near the suspicious item.
- If the package is leaking a substance or powder and you came into contact with the substance, keep your hands away from your eyes, nose, mouth, or any part of your face.
- Do not touch others or let others touch you.
- Wash your hands and arms from the elbow down with soap and hot water.
- Do not attempt to clean or cover anything that might have spilled from a package.
- Follow all instructions given by the Campus Safety and Security Department or emergency personnel.

**Communications for Suspicious Package**

1. The Director, Campus Safety and Security, upon notification of a suspicious package on IHCC property, will assess the package to determine the threat.
2. If the package is deemed a threat the Director, Campus Safety and Security, will inform the Vice President, Student Development & Operations or their designee.
3. The Vice President, Student Development & Operations or their designee will issue the order to assemble the Emergency Response Team if necessary.

**5.5 Civil Disturbance or Demonstration**

Demonstrations, protests, or work stoppages can have various consequences for the college. They can adversely affect the normal delivery of educational services. These events can also pose a threat to the safety and security of students and staff when coming to, using, and departing from college property.
Definition:
Civil disobedience: The public act of willfully disobeying the law and/or the commands of an authority figure, to make a political statement.

Communications for Demonstrations and Protests
A demonstration or protest is considered a planned event if the college has been notified and the event appropriately scheduled.

1. The Director, Safety and Security will coordinate with local authorities to ensure access to and from the college.
2. The Director, Safety and Security will request any necessary assistance to ensure students, employees and properties are provided the highest degree of protection available.
3. Every effort will be made to maintain a positive learning environment.

If an event occurs without notice, the college will take all necessary actions to maintain normal operating activities.

1. The Director, Safety and Security will coordinate with appropriate law enforcement and judicial officials to obtain support for the protection of college students, employees, and property as soon as possible.
2. The Director, Safety and Security, will inform the Vice President, Student Development & Operations or their designee.
3. The Vice President, Student Development & Operations or their designee will issue the order to assemble the Campus Emergency Response Team.
4. The Campus Emergency Response Team will assess the potential impact on college operations; and
5. Implement procedures to protect students, employees, and property.

Action Steps
If you observe unapproved demonstrations or protests or if they are taking place at unapproved locations, contact the Campus Safety and Security Department at (641) 683-5300.

1. If you are not comfortable with what is being said, do not stay in the area. Avoid provoking or obstructing demonstrators.
2. In the event of a civil disturbance, continue with your normal routine as much as possible. If the disturbance is outside, stay away from doors and windows.
3. If you observe destructive behavior at any time contact the Department, Campus Safety and Security at (641) 683-5300 or 911. Give your name and what you saw.
4. Leave immediately if violent behavior is observed and proceed to your workspace or an area away from the demonstration. Advise the appropriate supervisor and then wait for instructions.

5.6 Hazardous Material Spill

Contamination by hazardous materials can occur by physical contact or inhalation. At the college, hazardous material containers are required to be labeled with information regarding the health hazards of the substance. Individuals who believe they have been contaminated by contact with or inhalation of a known or suspected hazardous material should immediately seek emergency response assistance. They should advise college staff of where the material is located and type if known.

Decision Making for Hazardous Material Accidents
The Director, Safety and Security or Maintenance personnel upon notification of a hazardous materials incident will:
1. Determine the extent and nature of the accident;
2. Ensure that the scene is cordoned off;
3. Request contamination control assistance from Maintenance personnel if indicated;
4. Request medical assistance if indicated;
5. Request local governmental agency support as appropriate;
6. Notify Campus Emergency Response Team if indicated; and
7. Coordinate response efforts under leadership of the Campus Emergency Response Team if indicated.
Communications for Hazardous Material Accidents

1. The Director, Safety and Security will inform the Vice President, Student Development & Operations or their designee.
2. The Vice President, Student Development & Operations or their designee will issue the order to assemble the Campus Emergency Response Team if necessary.

Action Steps

1. Unless properly trained, do not attempt to clean up the hazardous spill. Call Maintenance at \( (641) 683-5139 \) (M-Th 7:30 a.m. - 4:30 p.m.) or Safety and Security \( (641) 683-5300 \) (after hours) or \( 911 \).
2. If known, provide the identity, amount, and location of the material.
3. If the release does not represent a hazard beyond its immediate location:
   a. Ask the occupants to leave the area
   b. If unsure about the hazard, pull the fire alarm and proceed with evacuation, directing people around the area of concern.
4. If the material is unknown or if it poses a hazard beyond its immediate location (e.g. large quantity, highly volatile, or toxic compound), evacuate.
   a. Confine the fumes by shutting the door to the room.
   b. Sound the building fire alarm. Begin evacuation procedures.
   c. Call the Department, Campus Safety and Security at \( (641) 683-5300 \). Give your name, department, location and specific information about the nature of the material involved.
   d. Leave the building and move to the designated location for the building. Do not obstruct emergency personnel or vehicles.
   e. Suspected gas leaks or suspicious odors should be reported to the Department, Campus Safety and Security at \( (641) 683-5300 \).
5. Suspected gas leaks or suspicious odors should be reported to the Department, Campus Safety and Security at \( (641) 683-5300 \). Eye or skin contact: Flush the affected area immediately with running water. If a corrosive material comes in contact with the eyes, seconds count — use any available water source to wash away the contaminant. Have someone call the Department, Safety and Security at \( 641-683-5300 \). Then call \( 911 \). Continue rinsing the skin or eyes until help arrives.

5.7 Utility Failures

These events include commercial failure of services (power/water/sewage) that adversely affect the ability of the college to deliver institutional instruction or maintain a safe environment for students and employees.

Decision Making for Utility Failures

Upon notification that a situation exists, the Director, Safety and Security and the Director, Maintenance will determine the nature, scope, and duration of the loss. The Director, Safety and Security and Director, Maintenance will advise the Campus Emergency Response Team if college activities can continue, need to be reduced, or if closure is appropriate.

Communications for Utility Failures

1. The Director, Safety and Security or the Director, Maintenance, will inform the Vice President, Student Development & Operations or their designee.
2. The Vice President, Student Development & Operations or their designee will issue the order to assemble the Campus Emergency Response Team.
3. The Campus Emergency Response Team will assess the potential impact on college operations; and Implement procedures to protect students, employees, and property.
Action Steps

1. If there is a potential danger to the building occupants or if the utility failure occurs after hours, on weekends, or on holidays, notify the Department, Safety and Security at (641) 683-5300 or 911.
2. If there is a major gas leak, do not activate the building fire alarms.
3. Leave the building and move to the designated location for the building (at least 500 feet away from the building). Do not obstruct emergency personnel or vehicles.
4. If you see anyone struggling to exit, alert emergency personnel with their exact location and condition.
5. In case of electrical failure, do not use the elevator. If stuck in the elevator, use the emergency phone to call for help.
6. Turn off appliances, tools, and computer equipment to prevent damage by voltage spikes or surges when power is restored, and to prevent accidents from unexpected restarting of equipment.
7. Candles, lighters, and other open flame devices should not be used. Keep flashlights on hand for power outages.

5.8 Hazardous Weather

A. Severe Thunderstorms: Thunderstorms consist of damaging winds, lightning, and hail. This type of storm could develop into a tornado. Notification for this type of weather is normally given over the local radio and television stations. They receive this information from the National Weather Service which will issue one of the following alerts:

B. Severe thunderstorm watch: A possibility exists that a severe thunderstorm with frequent lightning, damaging winds, hail, and heavy rain may develop.

C. Severe thunderstorm warning: A severe thunderstorm has developed and will probably affect the area for which the warning has been issued. When the National Weather Service issues a severe thunderstorm warning, it will be received on all Weather Alert Radio systems located on campus. Upon hearing the announcement of a severe thunderstorm warning, Campus Safety and Security Department will be responsible for notifying the Director, Safety and Security.

Communications for Severe thunderstorm warning

1. The Director, Safety and Security or their designee, will inform the Vice President, Student Development & Operations or their designee.
2. The Vice President, Student Development & Operations or their designee will issue the order to assemble the Campus Emergency Response Team.
3. The Campus Emergency Response Team will assess the potential impact on college operations; and
4. Implement procedures to protect students, employees, and property which could include an IHCC campus notification.

The notification will include the following information/instructions:

- IHCC is under a severe thunderstorm warning.
- Time thunderstorm warning expires.
- Stay inside.
- Move to the lowest floor away from windows and doors.
- Stay away from mechanical rooms and laboratories.
- Stay indoors until instructed otherwise.
- Avoid using the telephone or any electrical appliances.
- Turn off air conditioners and other electrical equipment.

If outside:

- Move to the interior of a building.
- If unable to move inside, stay away from trees or large structures.
- Lay flat in a depression or ditch, face down.
• Protect your face, head, and neck.
• If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet. Place your hands on your knees with your head between them. Make yourself the smallest target possible and minimize your contact with the ground.

2. Tornados:
A tornado is a violently rotating column of wind that can reach 200-400 miles per hour. The width of a tornado path ranges from 200 yards to one mile. A tornado, while suspended from a cloud, is in touch with the ground and can move at speeds of 30-75 miles per hour. It is virtually impossible to outrun a tornado. The centrifugal force of the rotating column of air creates a partial vacuum in the center of the vortex. It is the combined action of the whirling winds and the partial vacuum that produces a tornado’s extremely destructive force. The National Weather Service will issue warning using the following terms:

A. Tornado watch: Tornado formation in the area designated during the time designated is highly probable. When the National Weather Service issues a tornado watch, it will be received on all Weather Alert Radio systems located on campus. Upon hearing the announcement of a tornado watch, the Campus Safety and Security Department will be responsible for notifying the Director, Safety and Security.

Communications for a Tornado Watch
1. The Director, Safety and Security or their designee, will inform the Vice President, Student Development & Operations or their designee.
2. The Vice President, Student Development & Operations or their designee will issue the order to assemble the Campus Emergency Response Team.
3. The Campus Emergency Response Team will assess the potential impact on college operations; and
4. Implement procedures to protect students, employees, and property which could include an IHCC campus notification.

The notification will include the following information/instructions:
• HCC is under a tornado watch
• Time tornado watch expires
• Normal indoor routine will not be interrupted unless a tornado warning is issued; any outdoor routine immediately moves indoors
• If the weather radio or outside sirens sound indicating a tornado warning for the City Ottumwa, proceed immediately to the nearest designated tornado shelter.

B. Tornado warning: A tornado has actually been sighted or indicated by radar. A warning will provide the location of the tornado at the time of the sighting, the area through which it is expected to pass, and the time period during which it will pass the area. When the National Weather Service issues a tornado warning, IHCC Alert System will be activated. All individuals on campus will proceed to the nearest designated tornado shelter area in the building where they are located.

Occupants will:
• Proceed to the nearest designated shelter area in the building by the quickest route.
• Move quickly but in an orderly manner so that all may arrive safely.
• Take a seat in the shelter area (if seats are not available, calmly remain standing).

REMAIN IN THE SHELTER UNTIL THE TORNADO WARNING IS OVER. WAIT FOR THE “ALL CLEAR” SIGNAL BE GIVEN.

If you are in the open:
• Move at right angles to the tornado.
• Attempt to reach shelter, such as a building with a basement.
• If there is no time to escape or find shelter, lie flat in a ditch or depression, avoiding areas subject to rapid water accumulation or flooding in heavy rains.
Trouble areas/places to avoid:
• All outside walls, elevators, and windows of buildings.
• Any low-lying area that could flood.
• Vehicles---do not use for shelter.
• Building areas with a large roof span.

Campus Safety and Security Department
• Direct occupants to proceed in a quick and orderly manner to the nearest designated shelter area in the building.
• Instruct occupants not to leave the building.
• Provide assistance to persons with disabilities.
• Accompany occupants to the nearest designated shelter area in the building.

REMAIN IN THE SHELTER UNTIL THE TORNADO WARNING IS OVER. WAIT FOR THE “ALL CLEAR” SIGNAL BE GIVEN.

3. Winter Storms: A winter storm includes excessive accumulation of snow, intense cold, a breakdown of transportation, poor visibility, poor road conditions, and disrupted utilities.

The President or their designee, in conjunction with other appropriate IHCC personnel, will decide if the school should be closed, placed on a delayed schedule, or remain open. The IHCC Alert System will be used to notify the IHCC Community if there is a closure or schedule change.

4. Flash Flood: Flash floods are short-term events, occurring within 6 hours of the causative event (heavy rain, dam break, levee failure, rapid, snowmelt and ice jams) and often within 2 hours of the start of high intensity rainfall. A flash flood is characterized by a rapid stream rise with depths of water that can reach well above the banks of the creek.

A. Flood Advisory:
Flood advisory means that thunderstorms have produced heavy rainfall that may result in ponding of water on roadways and in low-lying areas, as well as rises in small stream levels, none of which pose an immediate threat to life and property.

B. Flash Flood Watch:
Flash flood watch means that conditions are favorable for flash flooding. When the National Weather Service issues a flash flood watch, it will be received on all Weather Alert Radio systems located on campus. Upon hearing the announcement of a flash flood watch, the Campus Safety and Security Department will be responsible for notifying the Director, Safety and Security.

Communications for Severe a Flood Advisory
1. The Director, Safety and Security or their designee, will inform the Vice President, Student Development & Operations or their designee.
2. The Vice President, Student Development & Operations or their designee will issue the order to assemble the Incident Control Team.
3. The Emergency Response Team will assess the potential impact on college operations; and
4. Implement procedures to protect students, employees and property which could include an IHCC campus notification.

The notification will include the following information/instructions:
• HCC is under a FLASH FLOOD WATCH
• Time flood watch expires

C. Flash Flood Warning: means that flooding is imminent or is already occurring.

If a flash flood warning is issued for your city heed all instructions and stay away from areas where flooding is occurring.
If you are indoors:
• Move to the highest floor possible.
• Follow the flash flood procedures for the building you are in.

REMAIN IN THE SHELTER UNTIL THE FLASH FLOOD WARNING IS OVER WAIT FOR THE “ALL CLEAR” SIGNAL BE GIVEN.

If you are outdoors:
• If you are outdoors and near a creek or stream when a warning is issued, climb to higher ground on foot immediately. Avoid drains, ditches, ravines, and culverts.
• Do not attempt to outrun a flood in a vehicle—cars will float in as little as one foot of water. Over half of all flash flood fatalities occur in vehicles.
• If your vehicle stalls or is surrounded by water, abandon it and move to higher ground on foot.

Other helpful information:
• Use caution after a flash flood as risk of electrocution, dangerous debris, and other hazards may exist.
• Use special caution at night because flood danger is more difficult to recognize.

Campus Safety and Security Department
• Direct occupants to proceed in a quick and orderly manner to the nearest designated shelter area in the building.
• Instruct occupants not to leave the building.
• Provide assistance to persons with disabilities.
• Accompany occupants to the nearest designated shelter area in the building.

5.9 Aircraft Incidents
The Aviation Department offers flight instruction. Although remote, the potential exists for incidents involving college owned aircraft during instructional activities.

Decision Making for Aircraft Incidents
The Director, Safety and Security will be notified of any accident involving college owned or operated aircraft.

The Director, Safety and Security, aviation staff, and other Emergency Response Team members will coordinate with the Federal Aviation Administration, National Transportation Safety Board, authorities in the area where the aircraft came to rest, and appropriate state agencies.

Communications for Aircraft Incidents
An employee receiving notification of an aircraft loss should call the Campus Safety and Security Department at (641) 683-5300 and report the aircraft type, names of all on board and current condition if known, the time and date of the loss, location of the loss and who made the notification to the college with a call-back number.

The Director, Safety and Security will:
1. Confirm the aircraft incident; and
2. Inform the Vice President, Student Development & Operations or their designee.
3. The Vice President, Student Development & Operations or their designee will issue the order to assemble the Emergency Response Team if necessary.
4. The Emergency Response Team will assess the potential impact on college operations.
5. Implement procedures to protect students, employees, and property.
5.10 Psychological and Emotional Trauma

There is a likelihood for mental health trauma or psychological trauma in the event of an emergency or traumatic incident where there are victims or witnesses. Support services are offered through Counseling and Prevention Resource Center (CPRC) (641) 683-5152. The Counseling and Prevention Resource Center networks with other agencies in the community and will call for additional support if needed.

Decision Making for Emergency Events That Involve Victims and/or Witnesses
Campus Safety and Security Department will ensure that the Student Development Department is notified as indicated.

Communications for Crisis Events
Student Development Department will assess the extent of the intervention necessary and notify the Associate Dean, Student Development, or designee of the situation with recommendations on:
1. Requests for outside assistance (e.g. Ottumwa Regional, Crisis Intervention Services, etc.); and/or
2. Establishment of crisis debriefing locations.

Types of Support
There are three basic supports which are provided at the scene:
1. Assistance to victims, survivors and family members who are directly involved with the incident
2. Brief crisis interventions with emergency personnel who are showing signs of distress; and
3. Advice and counsel to the Campus Emergency Response Team.

Action Steps
1. Your first duty is to ensure your own safety.
2. Call Campus Safety and Security Department at (641) 683-5300 and/or Counseling and Prevention Resource Center at (641) 683-5152 to make sure they are aware of the situation.
3. Next, if you believe you can and desire to, assess the emotional state of those around you and determine if you can safely help stabilize them emotionally while you wait for professional assistance to arrive.
4. When help arrives, trained crisis responders will assess the nature and extent of the intervention that is called for and take over responsibility for stabilizing the situation and providing crisis management.
5. If necessary they will notify the President or designee with recommendations.
6. Outside assistance will be requested if warranted by the situation.
7. For students, counseling is available by making an appointment (641) 683-5152 or dropping by Student Development Department in Trustee Hall any time during regular business hours.

For employees, the Employee Assistance Program (EAP) is available by contacting Human Resources (641) 683-5108

5.11 Criminal Activity

Everyone is asked to help make IHCC a safe place by being alert to suspicious situations or persons and by reporting them to the Department, Safety and Security at (641) 683-5300 as soon as possible. If you are a victim, witness, or responsible for the safety of students or others, DO NOT TAKE ANY UNNECESSARY CHANCES.

Avoid physical confrontation with the perpetrator by any reasonable means available. Without putting yourself in harm’s way, get as many identifiable descriptors as possible such as weight, sex, color, age, and clothing. If a vehicle is involved, get a license number, make, model, and color if possible. Try to determine the route of travel if it is safe to do so.

Safety of students and employees is the first priority.

Decision Making for Crime in Progress Events
1. After becoming aware of a crime against a person or property in progress;
2. The Director, Safety and Security will dispatch a Safety and Security Officer to the scene (if not already there).
3. The Director, Safety and Security will coordinate with appropriate law enforcement and judicial officials to obtain support for the protection of college students, employees and property as soon as possible.
4. The Director, Safety and Security, will inform the Vice President, Student Development & Operations or their designee.
5. The Vice President, Student Development & Operations or their designee will issue the order to assemble the Campus Emergency Response Team.
6. The Campus Emergency Response Team will assess the potential impact on college operations; and
7. Implement procedures to protect students, employees and property.

**Action Steps**

1. Do not try to apprehend or interfere with the criminal except to defend yourself.
2. Without putting yourself in harms way, get a description of the individual(s); height, weight, sex, color, age, clothing, method and direction of travel. If the criminal enters a vehicle, get the license number, make, model, color and outstanding characteristics.
3. Do not touch or move what may be evidence or appear dangerous.
4. If possible, go to a safe place.
5. Call the Department, Safety and Security at (641) 683-5300 or 911. Give your name, location and department. Advise Campus Security of the situation and stay in place until contacted by an officer. Do not interfere with those creating the disturbance, Campus Security, or other law enforcement authorities.

5.12 Lockdown

A Lockdown is a procedure used when there is an immediate threat to the campus occupants. In the event of a lockdown, students, faculty and staff would be instructed to secure themselves in the room they are in and not to leave until the situation has been curtailed. This allows emergency responders to secure the students and staff in place, address the immediate threat and remove any innocent bystanders from immediate danger to an area of safe refuge.

**Overall Procedures**

- Call 911 and Campus Safety and Security Department (641) 683-5300.
- Relay accurate information.
- Where on campus is the event occurring?
- How many involved (perpetrators and victims)?
- If there is a weapon and what kind?
- Is anyone injured?

**Communications for Lockdown incidents**

1. The Director, Safety and Security or their designee will do the following to administer a Lockdown
   a. Notify IT to activate all keyless entry doors.
   b. Notify Maintenance to secure all remaining doors.
2. An alert to all IHCC community members via the emergency message systems; IHCC Alert System and/or AlertUs will be sent.
3. The Director, Safety and Security or their designee will notify the Vice President, Student Development and Operations, or their designee that a lockout is in effect.
   d. The Director, Safety and Security or their designee will remain in close communications with emergency responders.
   e. When it has been determined that the potential threat is over and/or has been eliminated, the Director, Safety and Security or their designee will inform the Vice President, Student Development and Operations or their designee who may implement the all clear, or they may decide to downgrade to a lockout. If the all clear signal is given, then the College may resume normal activities.
   f. If the lockout is implemented, the procedures for lockout will be followed until the all clear signal is given. This will be communicated via the emergency message system.
4. Following any lockdown procedure, the Campus Emergency Response Team will conduct a briefing and evaluation of the incident.

5. The Director, Safety and Security will complete a debrief report within 48 hours of the incident and forward to the Vice President, Student Development and Operations, Executive Dean, Advancement, and the Associate Dean, Student Development.
   a. The Executive Dean, Advancement, with approval of the president, will notify the public.

**Action Steps**

1. Clear all students from the hallways.
2. Assist those needing additional assistance.
3. Close all windows and blinds and close, lock and barricade doors.
4. Turn off lights, radios, computer monitors, and cell phones.
5. Keep occupants calm, quiet and out of sight.
6. Keep yourself out of sight and take adequate cover/protection.
7. Direct students and staff to the floor if gunshots or explosions are heard.
8. Make a list of all students and account for anyone missing.
9. Wait for further direction from emergency personnel or College administrator.
10. Do not attempt to leave a safe area until given ALL CLEAR by police officials or College administrator.

**5.13 Lockout**

A Lockout prohibits unauthorized personnel into a building. All exterior doors are locked. This procedure allows the occupants of a building to continue as normal, but curtails outside activity. A Lockout is most commonly used when an incident is occurring outside of campus.

**Communications for Lockout incidents**

1. The Director, Safety and Security, upon notification of an outside threat, will assess the credibility of the threat.
2. The Director, Safety and Security, will inform the Vice President, Student Development & Operations or their designee.
3. The Vice President, Student Development & Operations or their designee will issue the order to assemble the Campus Emergency Response Team.
4. The Campus Emergency Response Team will assess the potential impact on college operations; and
5. Implement procedures to protect students, employees and property.
6. The Director, Safety and Security or their designee will do the following to administer a lockout:
   a. Notify IT to deactivate all exterior keyless entry doors.
   b. Notify Maintenance to secure all remaining exterior doors.
7. Appropriate personnel should continue to monitor their buildings to ensure that all persons are adhering to the lockout procedure. Safety and Security will continue to monitor the entire campus.
8. If a lockdown is implemented, then the procedures for lockdown will be followed until the all clear signal is given. This will be communicated via the emergency message system.
9. When it has been determined that the campus threat is over and/or has been eliminated, the Director, Safety and Security or their designee will inform the Campus Emergency Response Team who may implement the all clear, or they may decide to downgrade to a lockout. If the all clear signal is given, then the College may resume normal activities.
10. Following any lockdown procedure, Campus Emergency Response Team will conduct a briefing and evaluation of the incident.
11. The Director, Safety and Security will complete a debrief report within 48 hours of the incident and forward to the Vice President, Student Development and Operations, Executive Dean, Advancement, and the Associate Dean, Student Development.
12. The Executive Dean, Advancement, with approval of the President, will notify the public.
Action Steps
1. Continue with daily activity inside.
2. Be vigilant and immediately report any suspicious activity to the Department, Safety and Security 641-683-5300 or Police 911.
3. Do not, under any circumstances, enter the building until authorized to do so by emergency personnel. Do not attempt to leave the building until given ALL CLEAR by emergency personnel or College administrator.

5.14 Active Shooter

An active shooter is an event in which one or more persons are actively engaging in the injury or deaths of individuals in a populated area. In most cases, active shooters use firearms and there is no apparent pattern or method to their selection of victims. These situations are dynamic and evolve rapidly. Upon contacting the Campus Safety and Security Department, Safety and Security Officers along with local law enforcement officers will be deployed immediately to stop the shooting and mitigate harm to innocent victims.

If faced with an active shooter incident, there are THREE things you can do that make a difference. RUN, HIDE, FIGHT.

RUN – When an active shooter is in your vicinity:
- If there is a way out, and you can get out, GET OUT! This is your first and best option.
- Get out whether others agree to or not.
- Leave your belongings behind.
- Help prevent others from entering the danger zone.
- Call 911.

HIDE – If evacuation is not possible, find a place to hide.
- Lock and/or barricade the door.
- Shut off lights.
- Close all window blinds/treatments.
- Silence your cell phone, including the vibrate feature.
- Hide behind large objects if possible
- Remain very quiet and do not leave until directed by law enforcement officers.
- Your hiding place should:
  - Be out of the shooter’s view.
  - Provide protection if shots are fired in your direction.
  - Not trap or restrict your options for movement

FIGHT – AS A LAST RESORT, and only if your life is in danger:
- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Search your immediate area for anything that can be used as a weapon (improvise).
- Do not hesitate to defend yourself (commit to your actions).
- Once the shooter is incapacitated, call 911.

POLICE RESPONSE – When law enforcement officers arrive:
- Keep your EMPTY hands raised and visible, with your fingers spread apart.
- Get on the floor, do not raise up until told to by law enforcement.
- Remain calm and follow instructions.
- Avoid pointing or yelling.
- The first police officer(s) or campus security officer(s) to arrive will not respond to or aid those who are injured. They will go directly to the shooter.
• Know that help for the injured is on its way. Rescue team officers and emergency personnel will care for the injured as soon as possible.
• The area is a crime scene. Police officers may secure all witnesses until identified and questioned.

5.15 Medical Emergency

PURPOSE
The Medical Emergency Response Plan addresses the immediate need for medical assistance in the event of traumatic injury or illness of any campus occupant. It also assigns specific duties for effective evaluation, care, transportation and follow-up procedures of emergency situations. This Medical Emergency Response Plan can be applied by any campus occupant and specifically details the duties and responsibilities of IHCC employees.

CLASSIFICATION
Minor: the injured person may self-administer first aid, using available first-aid kits that are located in all college buildings;

Moderate: first aid may be administered by a qualified trained individuals;

Severe: Call the Campus Safety and Security Department at (641) 683-5300 or 911.

FIRST AID KITS
First aid kits are maintained by the Campus Safety and Security Department are in several locations throughout our Campus. Exact locations are indicated in the Emergency Reference Manual.

AED’S
Automated Electronic Defibrillators (AED) are located in several locations throughout our Campus. Exact locations are indicated in the Emergency Reference Manual.

FIRST RESPONSE
In the event of a medical emergency, the first person on-site shall become the first responder. It is important that any subsequent responders follow the directions of the first responder. The first responder shall be responsible for coordinating the response as indicated in the following checklist. At no time should a first responder place themselves or others in harm's way to render assistance.

1. Survey and assess the situation, including assessment of potential hazards.
2. Designate a specific person to:
   a. Call 911.
   b. Retrieve first aid supplies.
   c. Meet and escort responding emergency personnel.
   d. Assist in crowd control.
3. If trained, render first aid until emergency personnel arrive. Remember to be calm and reassure the patient.

CALLING IN AN EMERGENCY
If you are designated to call in an emergency, be prepared to provide the dispatcher with the following information:

1. Name
2. Exact address/location
3. Phone number you are calling from
4. Number of injured
5. Type of emergency
6. Medical situation/suspected injury
7. Present condition of the patient
8. Status of any first aid treatment being rendered
9. Specific directions to the venue and location to meet escort

Additional information may be requested by the dispatcher. Please remain on the line until the dispatcher ends the call.
6. DRILLS

6.1 Introduction

IHCC Campus will receive supervised formal fire evacuation drills, lockout drills, lockdown drills, and hazardous weather drills on a regular basis by the Director, Campus Safety and Security.

6.2 FIRE EVACUATION DRILL

The Director, Campus Safety and Security and Director, Student Life will ensure that these supervised fire drills are carried out and are formally recorded. Additionally, any unscheduled alarm activations should be treated as a supplementary fire evacuation drill. These unwanted alarms, however, do not obviate the need for a recorded, supervised fire drill.

The purpose and the objectives of any fire evacuation drill include:

- To identify any weaknesses in the evacuation strategy;
- To test the procedure following any recent alteration or changes to working practices;
- To familiarise new occupants with procedures;
- To test the procedures for assisting individuals during an evacuation;
- To identifying weaknesses in emergency communications procedures and systems;
- To identifying positive and negative reactions of the IHCC community with designated responsibilities.

Who Should Take Part - the evacuation should be for all occupants of the building except those who may need to ensure the security of the premises, or people who, on a risk-assessed basis, are required to remain with particular equipment or processes that cannot be closed down.

IHCC campuses consist of several buildings. Fire evacuation drills will include one building at a time over an appropriate period.

6.3 HAZARDOUS WEATHER DRILL

The Director, Campus Safety and Security will ensure that these supervised hazardous weather drills are carried out and are formally recorded.

The purpose and the objectives of any hazardous weather drill include:

- To identify any weaknesses in the hazardous weather drill strategy;
- To test the procedure following any recent alteration or changes to working practices;
- To familiarize new occupants with procedures;
- To identifying weaknesses in emergency communications procedures and systems;

Who Should Take Part - the drill should be for all occupants of the campus except those who may need to ensure the security of the premises, or people who, on a risk-assessed basis, are required to remain with particular equipment or processes that cannot be closed down.

6.4 LOCKOUT DRILL

The Director, Campus Safety and Security will ensure that these supervised lockout drills are carried out and are formally recorded.

The purpose and the objectives of any lockout drill include:

- To identify any weaknesses in the lockout strategy;
- To test the procedure following any recent alteration or changes to working practices;
- To familiarise new occupants with procedures;
- To identifying weaknesses in emergency communications procedures and systems;
Who Should Take Part - the drill should be for all occupants of the campus except those who may need to ensure the security of the premises, or people who, on a risk-assessed basis, are required to remain with particular equipment or processes that cannot be closed down.

6.5 LOCKDOWN DRILL

The Director, Campus Safety and Security will ensure that these supervised lockdown drills are carried out and are formally recorded.

The purpose and the objectives of any lockdown drill include:

- To identify any weaknesses in the lockdown strategy;
- To test the procedure following any recent alteration or changes to working practices;
- To familiarise new occupants with procedures;
- To identifying weaknesses in emergency communications procedures and systems;

Who Should Take Part - the drill should be for all occupants of the campus except those who may need to ensure the security of the premises, or people who, on a risk-assessed basis, are required to remain with particular equipment or processes that cannot be closed down.

QUICK REFERENCE: NUMBERS TO CALL

**On Campus Resources**

In Case of Emergency Dial: 9-1-1
Campus Security (Ottumwa & North Campus): (641) 683-5300
Centerville Local Police (641) 437-7100

**Local Law Enforcement**

Emergency 9-1-1
Ottumwa Police Non-Emergency - (641) 683-0661
Ottumwa Crime Alert – Tips - (641) 684-5555
Wapello County Sheriff - (641) 684-4350
Centerville Police - (641) 437-7100
Appanoose County Sheriff - (641) 437-7100

**Community Health Services**

Mercy Medical Center, Centerville: (641) 437-4111
Ottumwa Regional Health Center, Ottumwa: (641) 684-2300
Easy Care Walk-In Clinic, Ottumwa North Hy-Vee: (641) 684-3200

**Fire Department**

Emergency 9-1-1
Ottumwa Non-Emergency: (641) 683-0666
Centerville Non-Emergency: (641) 856-2314

**Student Health Services- Off Campus**

Hy-Vee Easy-Care Clinic
2453 N. Court St.
Ottumwa, IA 52501:
(641) 684-3200

Mercy Medical Center - Centerville
One St. Joseph’s Drive
Centerville, IA 52544
Phone: (641) 437-4111
7. DRILLS REPORTS

7.1 Exercise Report

Drill Exercise Report

Exercise Date:______________

Scope:_____________________

Mission Areas:_______________

Objectives:_________________

Threat/Hazard:______________

Scenario:___________________

Team members:______________

7.2. Debriefing Report

3 strengths discovered during this exercise:

1.________________________

2.________________________

3.________________________

3 areas for improvement discovered during this exercise:

1.________________________

2.________________________

3.________________________

Some additional planning efforts or needs were discovered during this exercise:

What additional community partners should be included in future planning efforts to assist the agency/department/facility in responding to this type of event?

What additional training needs have been identified as a result of participating in this exercise and/or needed to respond to this type of event?