

BROOKHAVEN COLLEGE Emergency Operations Plan

(1.4) June 9, 2008 EDITION

Plan Authority

This Plan is promulgated under the authority of District Policy, NIMS Resolution (July 2007 Board), the Chancellor and Vice Chancellor of Business Affairs.

Failure to follow the lawful instructions of District and/or location personnel and first responders charged with Incident Command System responsibilities during an incident /drill or prevent another employee and/or student/visitor from following instructions are grounds for disciplinary actions (following District Policy) up to and including termination.

See: Dallas County Community College District (057501) TERM CONTRACTS: DISMISSAL DMAA (LOCAL) **and** Dallas County Community College District (057501) TERMINATION OF EMPLOYMENT: NONCONTRACT EMPLOYMENT DMC (REGULATION)

Dallas County Community College District's District Emergency Operations Plan (July 2007)

IN ALL EMERGENCIES

If it is safe to do so, take your personal belongings (car keys, etc.), and put away sensitive material. You may not be allowed back into the building.

Position all items you will take with you so they are secure but quickly accessible.

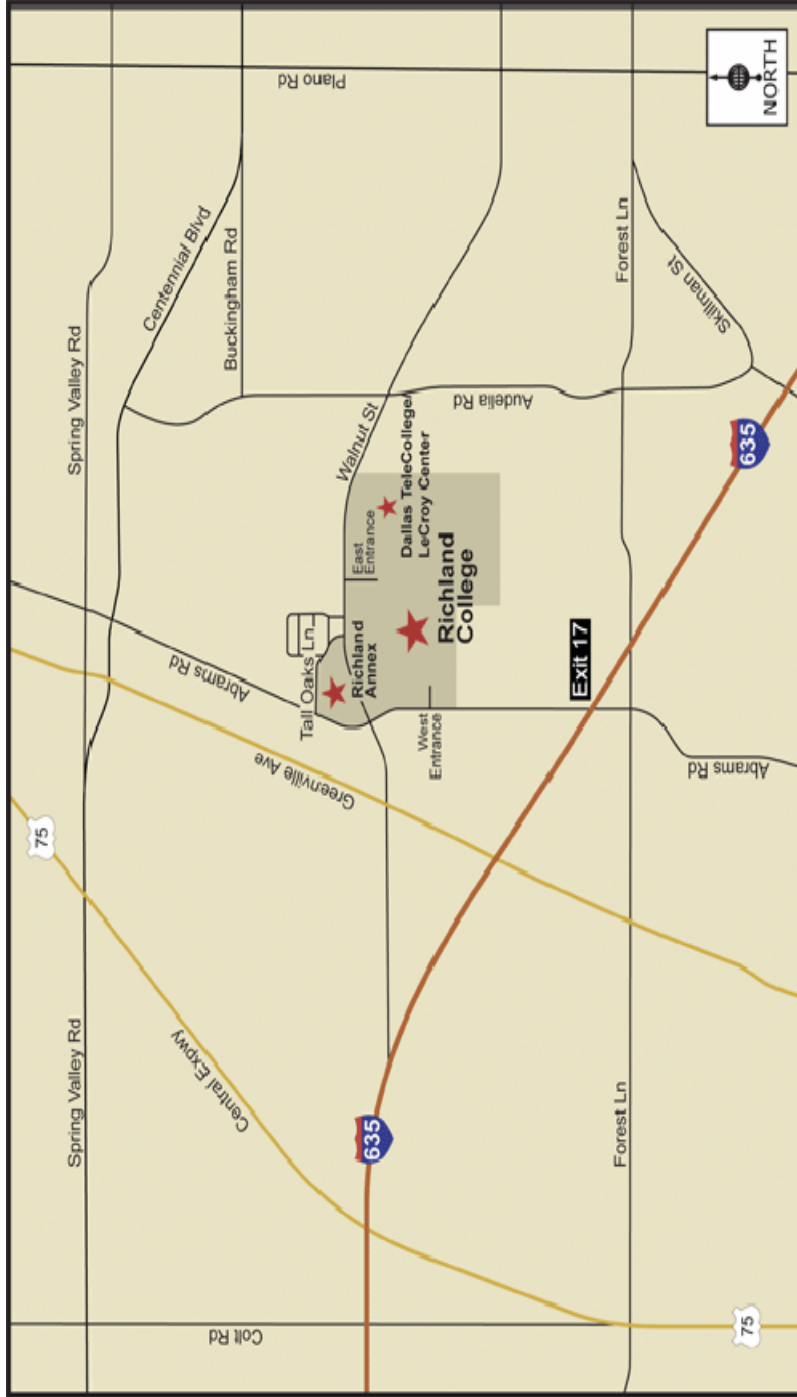


WORKPLACE INACCESSIBLE

- If Eastfield College is inaccessible or has been evacuated, all employees without specific instructions from the Incident Commander (IC) will regroup at the District Service Center . The District Service Center is located southwest of Eastfield College off the service road to Interstate IH 30.
- If the District Service Center has been evacuated or is inaccessible, then all employees without specific instructions from the Incident Commander (IC) will regroup at the LeCroy Center located on the Walnut street side of Richland College.

See address and map on next page

FROM THE EAST (Mesquite area): Take I-635 West (LBJ Freeway) to the Abrams Road exit. Turn right on Abrams Road and go approximately one-half mile. Richland College will be visible on the right side of the street. Turn right on Walnut, and take a right at the first light into the Richland campus parking lot. The LeCroy Center/Dallas TeleCollege will be on your left.



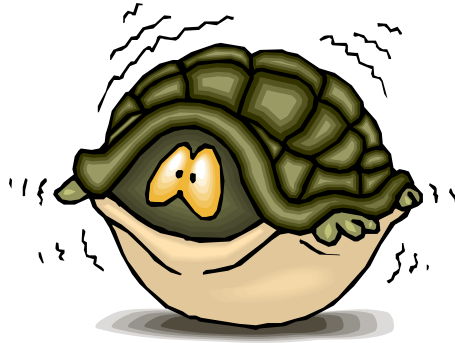
EVACUATIONS

- Follow instructions from the College Emergency Response Team (CERT) members and/or first responders.
- If it is safe to do so, take your personal belongings and put away sensitive material. *Position all items you will take with you so they are secure but quickly accessible.*
- Assist disabled staff or visitors who may need assistance.



SHELTER IN PLACE

- Follow instructions from the College Emergency Response Team (CERT) members and/or first responders.
- Remain calm. Do not exit the building.
- Notify persons in your area to quickly get away from the perimeter of the building and exterior glass.
- Proceed to one of the marked “*Safer Zone*” areas (based on NOAA guidelines) in both the main building and the purchasing building.



FIRE

*IF A FIRE ALARM SOUNDS
HORN IS INTERMITTENT
(ON/OFF) WITH STROBE*

- If it is safe to do so, grab your personal belongings and put away sensitive material. *Position all items you will take with you so they are secure but quickly accessible.*
- Assist disabled staff or visitors who may need assistance.
- Leave the area by means of the primary evacuation route. If this exit is blocked, use the secondary route.
- Once outside the building, move **at least** 100 feet from the building. Wait for instructions.
- Do not reenter building until CERT member and/or the fire department advises it is safe to enter the buildings”.



FIRE

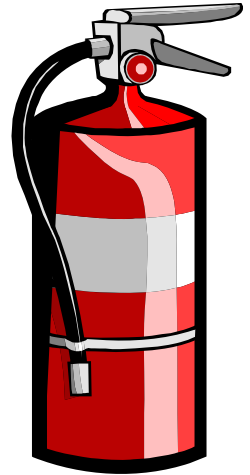
**IF YOU DISCOVER
SMOKE OR A FIRE
REMEMBER - R.A.C.E.**

- **R**ELOCATE - If it is safe to do so, relocate or rescue people in immediate danger. Instruct others to report to one of the gathering areas as you leave the building. Be aware of persons who may need assistance.
- **A**LARM - Pull the building fire alarm to alert others. Move to a safe location. Call 911 immediately using a cell phone, then contact a CERT member, and report the precise location of the fire.
- **C**ONFINE - Close all doors, windows and other openings to confine the fire. Shut off fuel sources such as piped gases and compressed gas cylinders as you evacuate, if this can be done safely.
- **E**VACUATE - Evacuate building.



USING FIRE EXTINGUISHERS

- Use fire extinguishers only on small fires that are just starting to burn.
- Never turn your back to a fire. Keep a clear exit between you and the fire at all times.
- Lift the extinguisher by the bottom handle with one hand. The bottom handle will not activate the extinguisher.
- Most extinguishers will have a plastic tab around the handle. Grasp the tab, pull, and twist to break free. Discard tab.
- Follow the **PASS** acronym:
 - **PULL** - Pull the pin or ring after breaking plastic tie.
 - **AIM** - Aim the nozzle at the base of the fire. Approach the fire and stop about 8 feet away.
 - **SQUEEZE** - Squeeze or press the handle together.
 - **SWEEP** - Sweep the nozzle slowly from side to side, aiming at the base of the fire.
- Continue until the extinguisher is empty.
- Exit to a safe location.
- Any type of fire must be reported. Call 911 or District Central Dispatch (972-860-4290)



VIOLENT CRIMINAL ACTIONS

CALL 911

On a District phone if possible (*if District phone is unavailable use any available phone and dial District Central Dispatch (972-860-4290)*)

- The essential need during this type of incident is to maintain calm and prevent harm to our selves and others.
- All intervention with criminal activity is the responsibility and duty of District police officers and local law enforcement.

Circumstances will dictate the decisions made by all personnel who respond to the event. No uniform policy can make determinations for all circumstances which may arise. The need to evacuate may be the best decision in one set of circumstances, while shelter-in-place may be more effective in another set of circumstances.



- If immediate harm is not present, leave the area and advise others to leave the location as quickly as possible.
- If conditions present immediate harm, go to interior rooms and spaces, which place as many walls and barriers between you and the event as possible.

**If an “Intruder Lockdown” is announced:
In most situations everyone should take
shelter behind locked doors and/or
barricaded rooms.**

- Remain in areas until directed by police and/or fire personnel to evacuate.

LOCKDOWN PROCEDURES

Follow instructions from the College Emergency Response Team (CERT) members and/or first responders.

There are two types of lockdowns:

- **Police Activity Lockdown:** Eastfield College has been notified of a potential threat outside of the building.
- **Intruder Lockdown:** A threat and/or intruder are inside the building.

The following steps will be taken during a *Police Activity Lockdown*:

- The exterior doors will be locked by CERT members and officer on duty.
- Message(s) will be sent out to employees with information and/or instructions.
- Signs will be posted on exterior doors advising people outside of the *Lockdown* with a number to call.
- All employees will remain inside the building (No standing in the doorway or going in and out).



The following steps will be taken during an *Intruder Lockdown* if possible and safe to do so:

- Electronic message(s) and CERT members will provide information and instructions if the situation permits.
- Follow the steps in Violent Criminal Action found on previous page.

In most situations everyone should take shelter behind lock doors and/or barricaded rooms.

UNAUTHORIZED PERSONS

Any person that is acting in a suspicious manner, is unfamiliar to you, or does not appear to have any official business at Eastfield College should be reported to the Eastfield College Police through **District Central Dispatch by dialing 911** on a District phone *(if District phone is unavailable use any available phone dial **District Central Dispatch (972-860-4290)**)*

WEAPON AT LOCATION

If you see someone with a weapon on District property or you are told someone has a weapon:

Dial **911** on a District phone *(if District phone is unavailable use any available phone and dial **District Central Dispatch (972-860-4290)**)* and give the dispatcher the following information.

- Location of the person with the weapon or where they were last seen.
- The name of the person suspected to have the weapon (if known).
- A brief description of the person such as clothing, race, sex, etc.
- The weapon type (pistol, rifle, knife, shotgun, etc.).



Evacuate the area and advise others to do the same. *Under no circumstances should you approach the person and inquire about the*

SEVERE WEATHER

There are two types of severe weather alerts:

WATCHES: A watch is a public notification that weather conditions exist that could lead to a warning.

WARNING: A warning is an alert by the National Weather Service confirming an actual event that is occurring, giving time, location, speed, and direction of movement.

When you know of a severe weather watch which may affect , notify the College Emergency Response Team (CERT) member in your area. The CERT members and the Incident Commander for life/safety incidents will monitor the situation for appropriate action.

IF SEVERE WEATHER IS IMMINENT:

- THE CITY OF MESQUITE OUTDOOR WARNING SIREN NEXT TO OUR BUILDINGS WILL SOUND.
- Remain calm. Do not exit the building.
- Notify persons in your area to quickly get away from the perimeter of the building and exterior glass.
- Proceed to one of the marked “Safer Zone” areas (based on NOAA guidelines) in both the main building and the purchasing building.



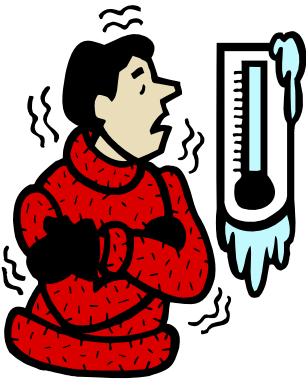
INCLEMENT WEATHER

In the event that there is a question as to whether we will be closed due to inclement weather, the following procedures have been developed to help insure information is received in a timely manner:

- From 5:45– 6:15 on the morning of the inclement weather dial number **972-860-7111**.
- You will hear a recorded message informing you of closings or late openings.

If there is a closing or late opening message do the following:

- If you are a main number on campus, dial into your mailbox and place a closing greeting (informing callers of our closing).
- Call the voicemail system at 972-860-7444.
- When system answers, hit *, then your mailbox number, then #.
- System asks for your pass code: Dial that, then #
- When system says “hello, you have ...” you then dial 4 (for setup options), then 1 for greetings. According to which greeting you have turned on at the time (i.e. your standard or alternate greeting) determines where you will record your closing greeting. (The system will walk you through this).



What will you do if you get a busy signal?

Because all of us at this location will be dialing in at the same time, you may experience a busy signal. If so, hang up and try your call again, as lines should be freed up quickly.

How will you know if we are opening/closing the following day?

Dial the inclement weather hot line (as in first step above) the following morning.

MEDICAL EMERGENCIES

CALL 911 on a District phone (*if District phone is unavailable use any available phone and dial District Central Dispatch (972-860-4290)*)

DIRECTIONS FOR 911

■ We are located at Eastfield College 3737 Motley Drive on the north side of Interstate IH 30. I am in the _____ building. The Phone number I am calling from is 972-860-_____.

- Initiate lifesaving measures if required and you are trained to do so.
- **Do not move injured persons unless there is a danger of further harm.**
- Keep injured person warm.
- Remain with victim until medical assistance arrives.
- Have designated person meet emergency personnel when they arrive and escort them to the location.
- Report incident to supervisor.



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(AED) Automated External Defibrillator

Eastfield College currently has (5) Automatic External Defibrillators (AEDs) on campus in the following locations:

- 1). Hallway outside the **Health Center (Rm. C-139)**.
- 2). **Police Squad Room** (inside Rm. C-140).
- 3). **T-Bldg.** hallway near the Tool Room.
- 4). **P-bldg.** 2nd floor hallway **between** the gym & work out room P-215).
- 5). Baseball Diamond on wall just inside **concession stand**.

REPORTING A CRIME

The following should be reported by calling **911** on a District phone if possible (*If District phone is unavailable use any available phone and dial District Central Dispatch (972-860-4290)*)

- An individual has something stolen from them personally or if District property is missing from their work area. *The item should be considered stolen if an extensive search and inquiries have been made regarding the item.* The value or lack of value of an item should not be a factor in deciding whether it should be reported.
- A person is threatened and/or verbally abused.
- A person is involved in a hit & run vehicle accident.
- A person witness or have knowledge of the following:
 - Suspicious activity
 - Theft
 - Vandalism
 - Threats, arguments, verbal abuse
 - Assaults
 - Drugs
 - Traffic accidents
 - Traffic violation, speeding



REPORTING SAFETY ISSUES

Safety Hazards including but not limited to the following: should be reported to Facilities at: **(972) 860 7688**.

- Trip and fall hazards
- Fire hazards
- Unsafe activities
- Lights not working
- Locks or doors not working
- Electrical hazards
- Parking lot hazards
- Unsafe situations

Any injuries or exposure to a hazardous substance or body fluids should be reported to Eastfield College Human Resources and Risk Management.



HAZARDOUS SPILLS

Do not attempt to remove and/or clean up a hazardous spill.

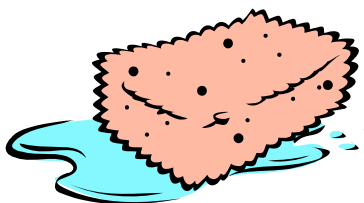
Hazardous materials can include but are not limited to:

- Cleaners
- Ammonia products
- Solvents
- Paint products
- Chemicals
- Blood / body fluids

Call Facilities #7688 ((972-860-7688) for proper clean-up and removal.

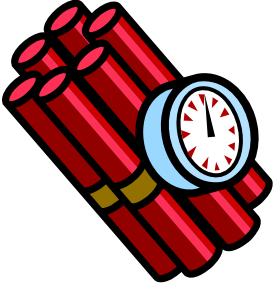
HAZARDOUS SPILLS OUTSIDE THE BUILDING

Follow instructions from authorities and/or College Emergency Response Team (CERT) members as to whether to evacuate or shelter-in-place. If you are instructed to remain in the building proceed to one of the marked designated tornado/severe weather shelters located in both the main building and the purchasing building.



BOMB THREATS

IF YOU RECEIVE A BOMB THREAT BY TELEPHONE



- Do not pull a fire alarm.
- Keep the caller on the phone as long as possible.
- Record every word spoken, if possible.
- Do not interrupt the caller.
- If the telephone has caller ID, note the telephone number.
- Try to get the following information from the caller:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
 - Where are you calling from?
 - Who are you?

CALL 911 on a District phone (*if District phone is unavailable use any available phone and dial*
District Central Dispatch (972-860-4290))

- Perform a quick search of your area to identify suspicious or unfamiliar packages or items.
- **Do not touch.**

IF YOU FIND A SUSPECTED BOMB

- **Do not pull** a fire alarm.
- **Do not touch** the suspected bomb.
- **Leave the immediate area** and inform others in your area as you exit.
- If it is safe to do so, take your personal belongings. *Position the items so they are secure but quickly accessible.*
- Do not turn on or use cell phone.
- **Call 911** *away from suspected bomb.*

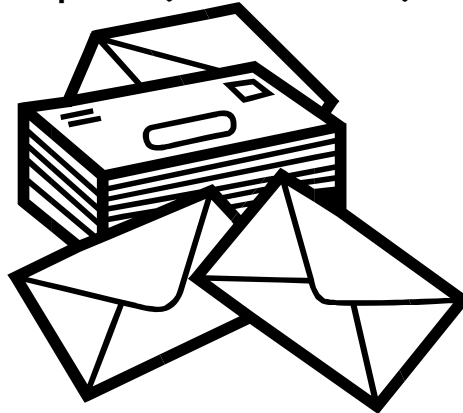
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“SUSPICIOUS” MAIL

If an employee decides that a letter or package is “suspicious” after comparing it to the FBI Advisory Bulletin (posted throughout the building) the following steps will be taken:

- Do not handle the mail piece or package suspected of contamination.
- Isolate the person or persons who have been exposed to any suspicious substance.
- Make sure that the “suspicious letter” or package is isolated and the immediate area is closed off.
- Notify the Incident Commander (IC) for life/safety incidents. This can be done by notifying the CERT member in your area.

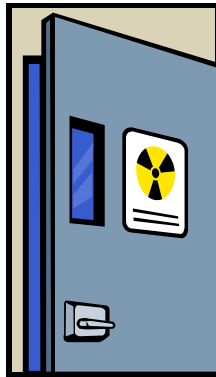
If the item meets the characteristics outlined in the FBI Advisory Bulletin on “suspicious” letters or packages, the Incident Commander will contact the Mesquite Fire Department through District Central Dispatch by dialing **911** on a District phone if available (*if District phone is unavailable use any available phone and dial **District Central Dispatch (972-860-4290)***)



CHEMICAL, BIOLOGICAL, RADIOLOGICAL INCIDENT

If you hear reports of an incident from a News Media Outlet:

- Contact a College Emergency Response Team (CERT) member in your area.
- Inform the CERT member of the report's content. The CERT member will inform the Incident Commander.
- If you are instructed by CERT member or authorities to remain in the building proceed to one of the marked designated "Safer Zone" areas located in both the main building and the purchasing building.



EARTHQUAKES

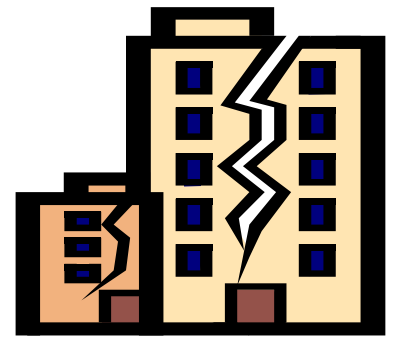
Inside Building

- Get under desk or table or other sturdy furniture with back to windows.
- If not near any furniture, sit in a corner or facing a wall with back to windows.
- Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
- Stay away from windows, bookcases, or other heavy objects.
- Maintain position until shaking stops.

Outside Building

- Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
- Maintain position until shaking stops.
- Move away from buildings, trees, overhead wires, and poles.
- Do not enter building until it is determined to be safe.

Follow CERT member and/or first responder instructions.



Incident Commander Assignments

Life/Safety Incidents

Individuals pre-selected by the locations administrator will be the Incident Commander in the following incidents, but not limited to:

- Active Violent Criminal Action
- Evacuations
- Sheltering In Place
- Bomb Threats
- Fire, Medical emergencies, Chemical, Biological, and Radiological Incidents (Until arrival of Fire Department Supervisor)

The Incident Commander will have full authority during the incident. The Incident Commander will keep the location administration informed of events as the incident's situation permits.

Non-Life/Safety Incidents

The location administrator or his/her designee will be the Incident Commander in the following incidents, but not limited to:

- Power Outage / Utility Failure
- Inclement Weather & Class Cancellations
- Damage to location property (after Life/Safety issues are resolved) and Business Continuity Issues
- Information Security Breaches
- Incidents that create a large media response (after Life/Safety issues are resolved – if any)



IN ALL EMERGENCIES

If it is safe to do so, take your personal belongings (car keys, etc.), and put away sensitive material. You may not be allowed back into the building.

Position all items you will take with you so they are secure but quickly accessible.

