

# Emergency Action Plan

## Black River Technical College



### **Paragould, AR**

1 Black River Drive, Paragould, AR 72450  
1105 West Court Street, Suite C, Paragould, AR 72450

### **Pocahontas, AR**

1410 Highway 304 East, Pocahontas, AR 72455

### **Piggott, AR**

775 East Main Street, Piggott, AR 72454

### **Walnut Ridge, AR**

114 Wilson Drive, Walnut Ridge, AR 72476

## Table of Contents

Page	Content-----	Section
1	Title Page-----	
2	Table of Contents-----	
3	Promulgation Letter-----	
4	Emergency Contact Directory-----	1.0
5	Preface-----	2.0
5	Introduction-----	2.1
5	Purpose-----	2.2
5	Scope-----	2.3
5	Coordination with Other Plans-----	2.4
5	Assumptions-----	2.5
6	Definitions-----	3.0
8	Emergency Communication Methods-----	4.0
9	Command/Command Structure-----	5.0
10	State of Emergency Guidance-----	6.0
10	Declaration of a State of Emergency, Priorities, and Activation-----	6.1
10	State of Emergency Alert Progression-----	6.2
10	Public Statements, Social Media, and Informational Concerns-----	6.3
11	Terminating a State of Emergency-----	6.4
13	Evacuations-----	7.0
13	Evacuation Guidelines-----	7.1
14	Rally Point Locations-----	7.2
20	Shelter-in-place-----	8.0
21	Universal Emergency Guidelines-----	9.0
23	Specific Emergency Guidelines-----	10.0
23	Medical Emergency-----	10.1
24	Chemical Spill (Indoors)-----	10.2
25	Chemical Spill (Outdoors)-----	10.3
26	Fire-----	10.4
28	Criminal Disturbance on or Near Campus/Discovery of Violent Crime-----	10.5
29	Active Shooter-----	10.6
31	Hostage Situation-----	10.7
32	Crime-in-progress-----	10.8
33	Bomb Threat-----	10.9
35	Explosion-----	10.10
36	Demonstration/Protest-----	10.11
37	Mental Health Crisis-----	10.12
39	Natural Disaster Guidelines-----	11.0
39	Earthquake-----	11.1
40	Flooding-----	11.2
41	Severe Weather-----	11.3
44	Utility Outage-----	11.4
45	All Other Emergencies and Natural Disasters-----	12.0
46	Distribution Review, and Training-----	13.0
47	Appendix-----	14.0
55	Addendums-----	15.0

## Promulgation Letter

November 1, 2021

The Black River Technical College Emergency Action Plan (EAP) intends to provide a single, comprehensive framework to manage disasters and emergencies that threaten the college and its occupants. The EAP provides the structure for coordinating response activities among facility departments and assigns tasks and responsibilities to department personnel. It also defines responsibilities and roles during a disaster or emergency that threatens this facility.

This document is continually evaluated, updated, and refined to meet BRTC's changing needs. While all members of the Emergency Management Committee have contributed to this EAP, the Chair(s) of the Emergency Management Committee will coordinate EAP updates.

Department directors within each facility agree to ensure effective and efficient incident management by designating back-up responders to perform their assigned responsibilities during events.

Implementation of the Emergency Action Plan requires extensive communication, collaboration, coordination, and cooperation between all departments and employees, as well as local agencies and businesses. Collaboration and coordination with local, state and federal agencies will be employed when necessary. The size and scope of the disaster or emergency will determine the level of support required from federal, state, and local partners.

All employees are to become familiar with the EAP to ensure effective and efficient implementation of their individual and department's responsibilities. By being prepared, our institution can better serve our own, as well as those in our communities.

The office of the president of Black River Technical College is responsible for approving and ensuring promulgation of this Emergency Action Plan, superseding previous emergency planning documents. This promulgation shall be effective upon its signing, shall remain in full force and effect until amended or rescinded. The adoption of this EAP further affirms BRTC's support for emergency management, and a safe and resilient campus community.

Dr. Martin Eggensperger, President  
Black River Technical College



## 1.0 Emergency Contact Directory

### Executive Cabinet-----

Eggensperger, Dr. Martin – President-----	(870) 248-4071
Baine, Dr. Brad – Vice President Academics-----	(870) 248-4095
Edington, Julie – Executive Director Human Resources-----	(870) 248-4032
Gray, Sissy – Executive Director Institutional Effectiveness-----	(870) 248-4119
Liebhaber, Dr. Karen – Vice President Institutional Advancement-----	(870) 248-4185
Smith, Jason – Vice President Student Affairs-----	(870) 248-4029
Stillwell, Priscilla – Executive Director of Paragould-----	(870) 913-9612
Stone, Rhonda – Vice President Finance & Administration-----	(870) 248-4031

### Campus Police-----

Dye, Kyle (Pocahontas) -----	(870) 248-4179
Hartness, James – Chief of Police (Pocahontas) -----	(870) 248-4034
Holland, Walter (Paragould) -----	Office Ext: 5009 or (870) 913-9617
Nelson, Thomas – Sergeant (Paragould) -----	Office Ext: 5008 or (870) 913-9696
Paragould Emergency All Call (ONLY from BRTC desk phone)	x 7777
Pocahontas Emergency All-Call (ONLY from BRTC desk phone) -----	x 1111

### Deans-----

Dickson, Phillip – Business and Technical Education-----	(870) 248-4125
Linam, Jason – Nursing and Allied Health-----	(870) 248-4173
Statler, Donna – General Education-----	(870) 248-4183

### Campus Resources-----

Akers, Shana – Student Information Systems and Research-----	(870) 248-4052
Bassham, Jared – Law Enforcement Training Academy-----	(870) 248-4193
Bigger, Kim – Registrar-----	(870) 248-4015
Dillion, Dane – Students-----	(870) 248-4158
Haskins, Alan – Fire Science-----	(870) 248-4129
Ingram, Trent – Physical Plant-----	(870) 248-4039
Jacobson, Shannon – Technology-----	(870) 248-4050
Moore, Regina – Distance Education-----	(870) 248-4049
RazorClean Building Services, Inc. (Custodial)-----	(870) 248-4045

### Public Information Officer-----

Liebhaber, Dr. Karen-----	(870) 248-4185
---------------------------	----------------

### Outside Agencies-----

Clay County Dispatch (EMS, Fire, Police) -----	(870) 598-5365
Greene County Dispatch (EMS, Fire, Police) -----	(870) 236-7621
Lawrence County Dispatch (EMS, Fire, Police) -----	(870) 886-2525
Randolph County Dispatch (EMS, Fire, Police) -----	(870) 892-3295

**IN THE EVENT OF AN EMERGENCY, CALL 911.**



## **2.0 Preface**

### **2.1 Introduction**

The basic emergency procedures outlined in this Emergency Action Plan (EAP) are to enhance the protection of lives and property through effective use of campus community resources. All personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined herein. The response to any emergency or natural disaster will be conducted within the framework of this plan.

### **2.2 Purpose**

Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President or Vice Presidents in the absence of the President, may declare a State of Emergency, and the guidelines contained herein may be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate rapidly evolving situations. When routine measures suffice to resolve a conflict, these guidelines would not apply and that conflict would be considered a non-emergency incident. A State of Emergency does not have to be declared before implementing these procedures.

### **2.3 Scope**

These procedures apply to all personnel as well as the buildings and grounds owned and operated by Black River Technical College (BRTC). Major emergencies and disasters may impact surrounding neighborhoods in addition to the campus. If this occurs, BRTC will make every effort to cooperate with local, state, and federal officials in their delivery of emergency services and disaster relief to those communities.

### **2.4 Coordination with Other Plans**

This EAP is a key component in safety planning. It must be coordinated with other collegiate documents, such as Policy and Procedure, Continuity of Operations Plans, and Strategic Planning. When each of these documents are reviewed or updated, the EAP should also be reviewed or updated to reflect any necessary changes.

### **2.5 Assumptions**

The EAP is predicated on the realistic approach to the problems likely to be encountered on campus during an emergency or natural disaster. An emergency or natural disaster may occur any time of day or night, weekend or holiday, and with little or no warning. The succession of events is not predictable; hence, this plan will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the incident. Incidents may affect surrounding communities in addition to the campus community; therefore, city, state, and federal resources may not be immediately available and an extended delay in off-campus emergency services may occur. If such a condition is developing or probable, a State of Emergency will be declared. A State of Emergency may be declared for one or more locations of BRTC while not affecting others.

### 3.0 Definitions

**911** – The central emergency communications department that is specific to the region that directs police, fire, and emergency medical services appropriately. Calls placed to 911 do not route through BRTC and Campus Police will generally be unaware of when a 911 call is placed. Individuals that are physically present in Randolph or Lawrence County may text 911 by sending a message to “911”.

**Authority Figure** – Any person that is responsible for directly overseeing the actions or safety of another. Examples include a supervisor, member of Executive Cabinet, Campus Police, or identifiable first responders (police, fire, EMS).

**Campus Police or Police** – Members of the BRTC Police Department who are certified police officers.

**Chain of Command** – A term used among the emergency response community that illustrates an official hierarchy of authority that dictates who is in charge of whom based on rank, position, or expertise.

**Emergency Communication Methods** – Methods by which emergency information will be communicated. These methods are identified in section 4.0.

**Emergency Management Committee (EMC)** – A committee consisting of collegiate personnel appointed by their supervisor or respective Vice President.

**Executive Cabinet** – Administrative personnel consisting of the BRTC President, Vice Presidents, and other members as designated by the BRTC President.

**Hazard** – Anything likely to cause injury to another person or damage property.

**Incident** – Any negative event necessitating an affirmative response from the campus community and/or outside resources.

**Major Emergency** – Any incident, potential or actual, which will affect the overall functional capacity of the College or significantly affects an entire building(s), including, but not limited to: large-scale facility damage, power outages, or incidents requiring extensive coordination with external agencies.

**Natural Disaster** – A natural event such as an earthquake, flood, tornado, or winter storm that has the potential to pose a significant threat to human health and safety and/or property.

**Non-Emergency Incident** – A non-emergency incident is one which will not affect the overall functional capacity of the College and is resolved using routine measures that do not rise to the level of declaring a State of Emergency. Non-emergency incidents are more likely to occur than emergency incidents. They are countless and could include a non-life-threatening injury, a minor traffic accident, or just someone who is passive-aggressive.

**Public Information Officer (PIO)** – A member of Executive Cabinet, the Vice President of Institutional Advancement, who is the individual responsible for communicating with the public, media, and/or coordinating with other agencies, as necessary, with incident related information requirements.

**Rally Point** – Refers to one of several predetermined locations on BRTC-controlled premises where evacuees are instructed to gather following an evacuation.

**State of Emergency** – A formal or informal declaration made by the President, or Vice Presidents in the absence of the President, when an emergency or natural disaster occurs that impacts normal Campus functions and cannot be resolved through routine measures.

**Violent Crime** – For the purposes of this EAP, a violent crime involves an individual using or threatening to use force against another person.



## 4.0 Emergency Communication Methods

The following communication methods may be used during an emergency or natural disaster.

**Campus Telephones** – In case of emergency, the campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus telephones may not function. Assigned personnel may serve as messengers if telephone communication is not an option. When emergency assistance is needed that cannot be delayed, call 911.

**Mobile or Cellular Telephones** – Mobile or cellular telephones may or may not work in the event of an emergency. When emergency assistance is needed that cannot be delayed, call 911 from a landline. Individuals that are physically present in Randolph or Lawrence County may text 911 by sending a message to “911”.

**Fire Alarm System** – All campus buildings are equipped with fire alarm systems. Not all of these systems are monitored by external resources; therefore, when a fire alarm is activated, it should be accompanied with a call to 911. A fire alarm which has gone silent does not mean that a hazard is no longer present. Remain in a state of alarm until you receive affirmative instruction from Emergency Communication Methods, Campus Police, or an authority figure.

**Department-Specific Systems** – Campus Police are equipped with radio equipment that allows direct contact with 911 and other emergency responders.

**RAVE Alert System** – The RAVE Alert System is used to send notifications to anyone who has signed up to receive them through methods selected by the user, such as telephone call, text message, and email.

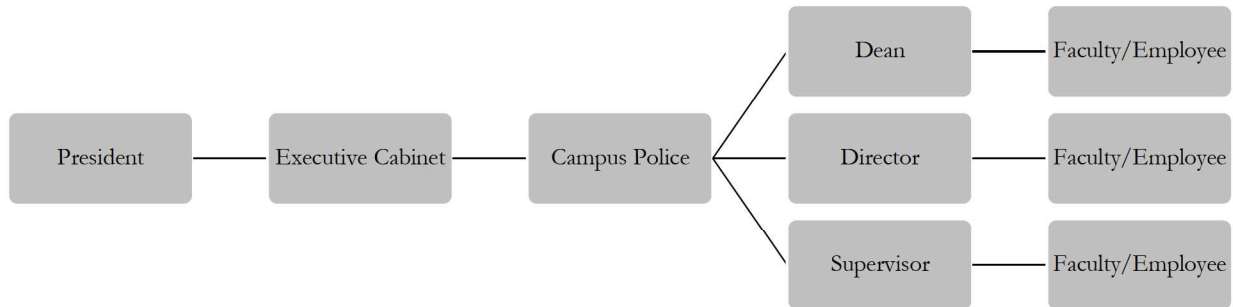
**Social Media** – BRTC utilizes social media to make announcements and share campus information. These platforms are Facebook, Instagram, LinkedIn, and X, formerly Twitter. During a time of emergency or natural disaster, these platforms may be used by the Office of Institutional Advancement to disseminate emergency notifications and updates.

**Website ([www.blackrivertech.edu](http://www.blackrivertech.edu))** – BRTC’s website is a resource which can be used to access a bulk of BRTC-specific information. During a time of emergency or natural disaster, relevant information, updates, and press releases may be found on the BRTC website. The Office of Institutional Advancement may utilize the website to update the public.

## 5.0 Command/Command Structure

### 5.1 Chain of Command During a State of Emergency

5.1.1 – The chain of command used during a time of emergency or natural disaster will be:



### 5.2 Further Departmental Guidance

5.2.1 – This EAP will give guidance on who to contact during an emergency at the first and sometimes second levels. It will not contain exhaustive details on department-specific procedures. If you require guidance beyond what is covered in the EAP, refer to department-specific Continuity of Operations Plans or contact your direct supervisor.

5.2.2 – When an individual is offered employment by BRTC, they will be given a printed copy or link to a digital copy of this EAP as part of their new-hire orientation.

### 5.3 Incident Command Post/Emergency Operations Center

5.3.1 – When an emergency or natural disaster occurs, a location for an Incident Command Post (ICP) and Emergency Operations Center (EOC) will be designated by Executive Cabinet, in coordination with Campus Police. For most events, the ICP will also serve as the EOC. This location will be the epicenter of emergency communications and/or operations. During a large-scale or escalating event, it may become necessary for the EOC to exist in a remote location. Only those authorized are allowed to be present at the ICP and/or EOC, regardless of location.

\*A list of individuals comprising Incident Command is located in Addendums 15.1.



## 6.0 State of Emergency Guidance

### 6.1 Declaration of a State of Emergency, Priorities, and Activation

**6.1.1** – The authority to declare a State of Emergency rests with the President, or Vice Presidents in the absence of the President. This declaration will usually suspend one or more normal campus functions; alert staff, faculty, and students to change their normal behavior; and may warrant implementation of Continuity of Operations Plans. Generally, a State of Emergency will be communicated via Emergency Communication Methods.

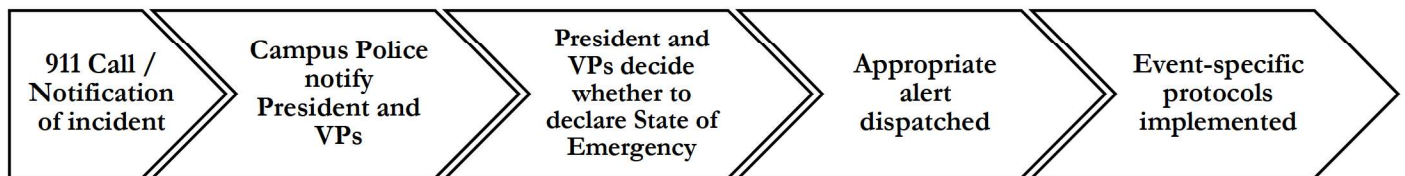
**6.1.2** – During a time of emergency or natural disaster, Campus Police will immediately initiate the appropriate procedures necessary to address the emergency and safeguard persons and property, regardless of whether a formal declaration of a State of Emergency has been made. When appropriate, based on the circumstances surrounding the incident, Campus Police or their designee will notify the President and Vice Presidents.

The priorities of importance when responding to an emergency or natural disaster are as follows:

1. Health and safety of students, BRTC employees, and visitors.
2. Safeguarding of buildings and property.
3. Recovery of valuables and records.

**6.1.3** – When a State of Emergency has been declared, only BRTC students, faculty, staff, and persons required by their employment are authorized to be present on campus. Only those authorized by Campus Police and Executive Cabinet will be allowed to enter the area or building affected by the incident. Those remaining on campus who do not have legitimate business on campus will be asked to leave, if safe to do so. Unauthorized persons remaining on campus may be subject to arrest in accordance with state law.

### 6.2 State of Emergency Alert Progression



### 6.3 Public Statements, Social Media, and Informational Concerns

**6.3.1** – Any incident that has the potential to generate external media attention, or inquiries from media regarding incidents that involve BRTC, should be directed to the PIO who will coordinate with the necessary departments, including the President and/or Executive Cabinet, and agencies. When a State of Emergency is declared, only the PIO and/or those specifically authorized by the President will be allowed to make statements to the media concerning events that have occurred on BRTC property or concern BRTC business interests. BRTC employees should not make statements to the media which have not been approved by the PIO, per BRTC Policies and Procedures Manual Policy Number 6235.



**6.3.2** – Social media posts relating to an emergency or natural disaster that has occurred on BRTC property or concerns BRTC business interests should be verbatim of statements already shared on official BRTC social media platforms. Statements of personal opinion concerning emergencies or natural disasters can create confusion with official statements or may jeopardize the effectiveness of a strategic response. Any information that would be helpful to the mitigation, response, or resolving of an emergency or natural disaster should be directed to Campus Police and PIO.

**6.3.3** – Individuals seeking information on the status or whereabouts of BRTC employees believed to be on BRTC property where an incident has occurred should be directed to call Human Resources at (870) 248-4032. Individuals seeking information on the status or whereabouts of students believed to be on BRTC property where an incident has occurred should be directed to call the Director of Student Development at (870) 248-4158.

## **6.4 Terminating a State of Emergency**

**6.4.1** – A State of Emergency will be dissolved upon the President’s announcement of “all clear”, when all of the following have occurred:

- The hazard has been resolved.
- Affected individuals have received appropriate care.
- All next-of-kin or emergency contacts on record have been notified.
- Collegiate operations can resume, even if in an altered capacity.

The resumption of collegiate operations may be altered (refer to the Continuity of Operations Plan).

**6.4.2** – When a State of Emergency is dissolved, the Emergency Management Committee Chair(s) will oversee an After-Action Review (Appendix 14.3) that should occur within one week of the dissolving of the State of Emergency. It is preferable to conduct the After-Action Review as soon as possible. Delaying the After-Action Review may result in diminished ability to remember details, emergence of group-think, and reduced urgency to addressing important issues. Those in attendance for an After-Action Review should include at minimum:

- Executive Cabinet
- Emergency Management Committee
- Campus Police
- Faculty Forum Chair or Co-chair
- Staff Forum Chair or Co-chair
- External first responders (if they responded)

Attendance can be scaled depending on the seriousness of the emergency or natural disaster while attempting to include a representative from each the above.

\*Communications Prompts for the PIO are listed in Addendums 15.3.

**6.4.3** – Following the After-Action Review (6.4.2), the Emergency Management Committee Chair(s) will prepare a written After-Action Report that includes information obtained during the After-Action Review and attempts to answer the following questions: What happened? What was our response? What would we do differently next time? This report should be delivered to the President in a timely manner following the After-Action Review.

\*Further guidance on the After-Action Review/Report can be found in the Appendix 14.3.

## 7.0 Evacuations

### 7.1 Evacuation Guidelines

An evacuation may occur as a result of an emergency or natural disaster and may consist of evacuating a classroom, building, or the entire campus. The type of evacuation will be predicated on what type of emergency or natural disaster has occurred.

**7.1.1** – Evacuations will be announced by Emergency Communication Methods, Fire Alarm, Campus Police, or other authority figures. In the absence of formal notification, an individual should evacuate when the situation poses an imminent threat to personal safety.

**7.1.2** – When you receive a notice to evacuate, ensure the exit route is clear of hazards and leave from the nearest exit unless directed otherwise. Alert others to the evacuation order as you are leaving.

**7.1.3** – Do not use elevators. Do not attempt to return to the area to secure or gather belongings. Close the door behind you but do not lock it.

**7.1.4** – If smoke is present, stay as low as possible. In the event of a fire, the best quality air is near the floor.

**7.1.5** – Evacuate to the designated Rally Point shown in section 7.2, or as directed by the Emergency Communication Methods or Campus Police. If it is not safe to approach or remain within your predetermined Rally Point, use your best judgement and proceed to the nearest safe Rally Point. Once at the designated Rally Point, account for your co-workers or students and prepare for further instruction. Report anyone that did not make it out.

**7.1.6** – Be aware of any disabled or handicapped persons and ensure that they receive assistance in evacuating. Do not assume that someone will see or hear alerts from Emergency Communication Methods. If there is a mobility impairment, develop a plan for assistance and share this plan with others before an emergency or natural disaster occurs. Consider the situation and determine whether the disabled person should shelter-in-place or continue with evacuation. If sheltering-in-place, refer to Section 8.0. Their location should be thoroughly documented with 911.

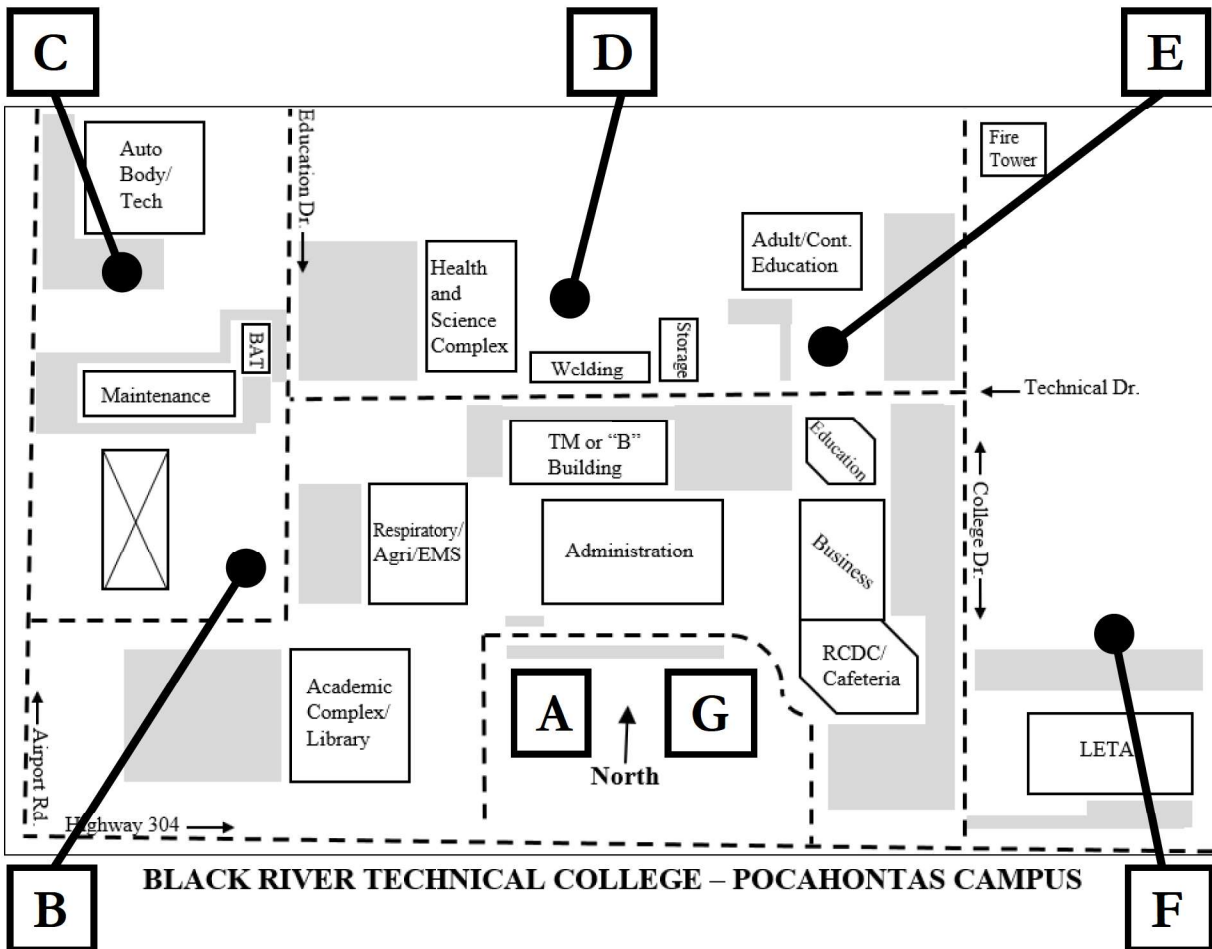
**7.1.7** – Once outside, keep away from affected buildings and keep streets, fire lanes, hydrant areas, and walkways clear.

**7.1.8** – Once it is safe to do so, the highest-ranking BRTC employee at the Rally Point should prepare a Rally Point Report, which includes a list of all persons present at the Rally Point, and deliver that report to the Director of Human Resources or to the Incident Command Post. All persons present include BRTC employees, students, visitors, and guests – regardless of their affiliation with BRTC.

\*A Rally Point Report template is located in the Appendix 14.5.

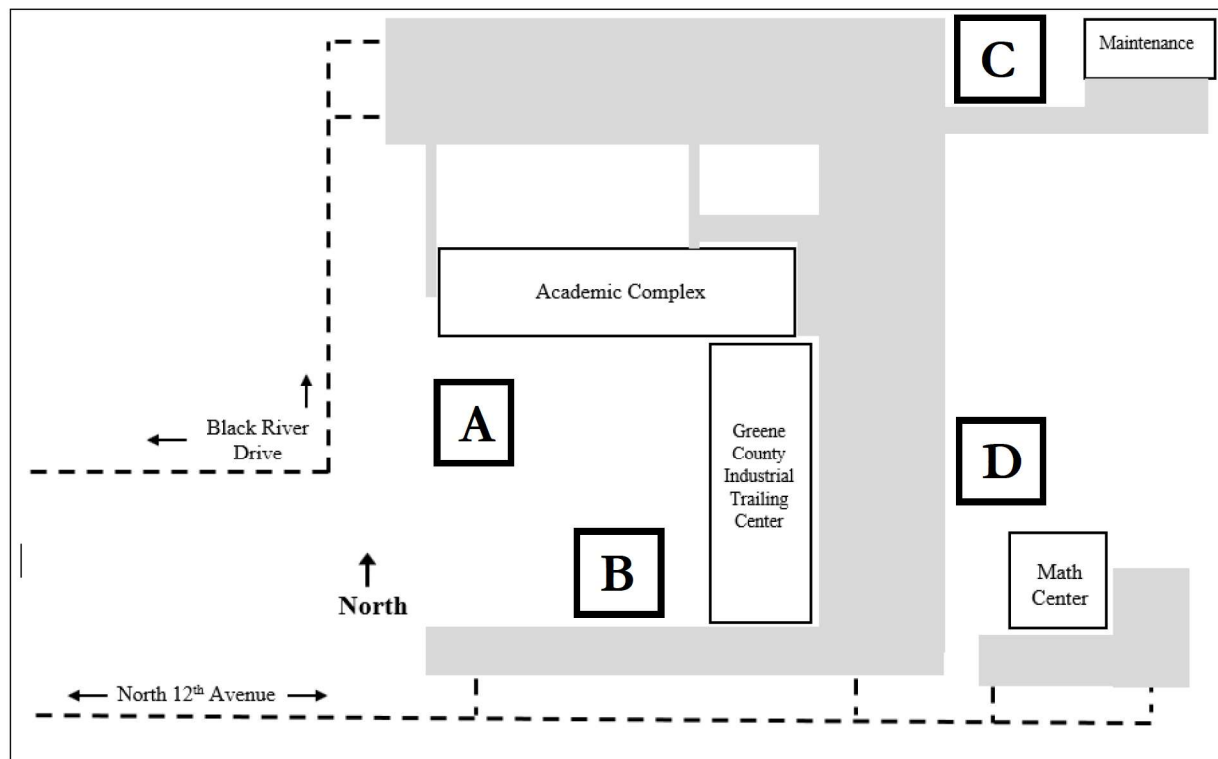


## 7.2 Rally Point Locations



### 7.2.1 – Pocahontas Rally Points – 1410 Highway 304 East, Pocahontas, AR 72455

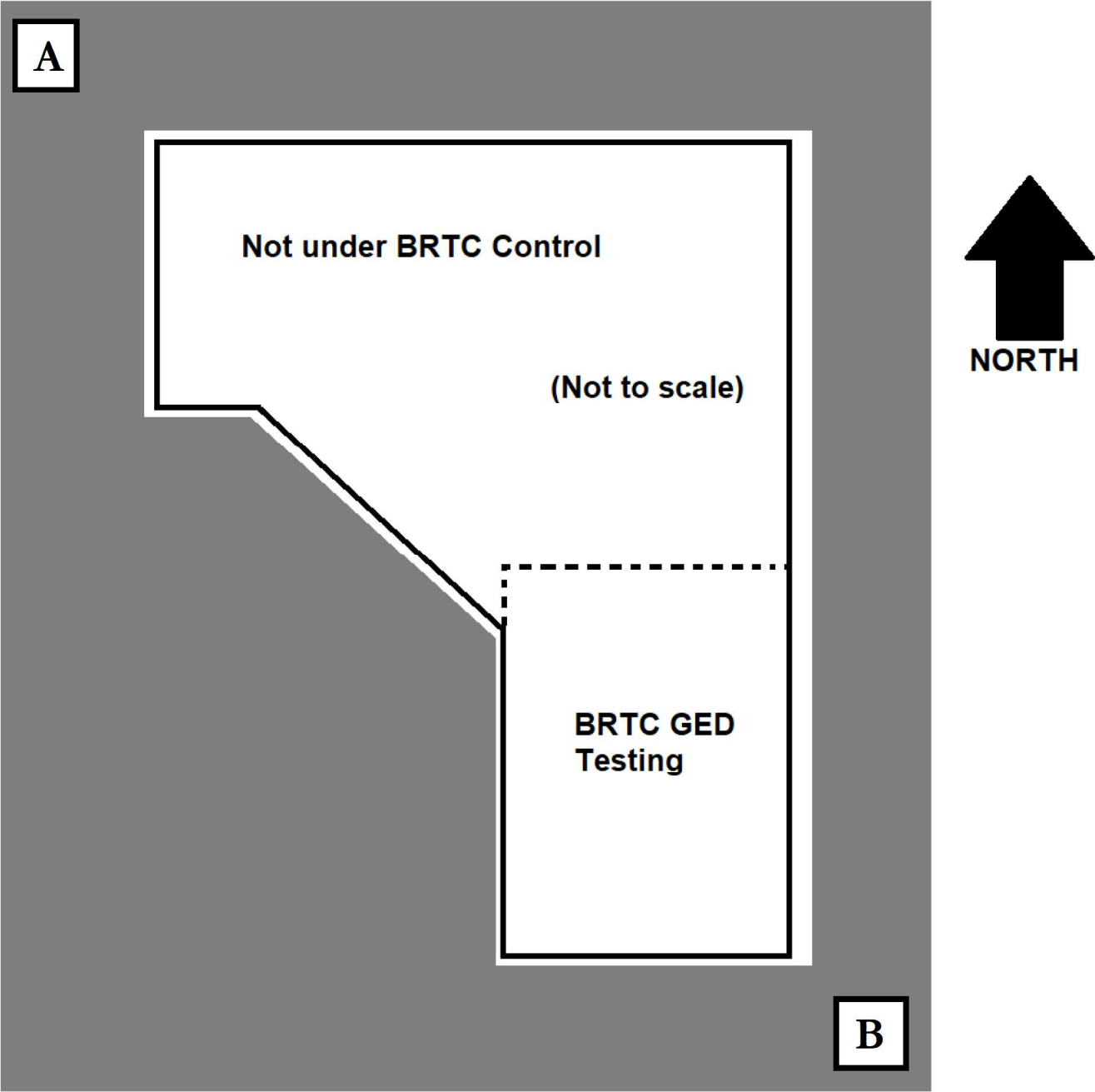
Academic Complex	B
Administration	A
Adult/Continuing Education	E
Agri/EMS/Respiratory (Martin)	B
Auto Body/Tech	C
Business Technology (Gaines)	G
Cafeteria	G
Education Building (University Center)	E
Health/Science Complex	D
Law Enforcement Training Academy (LETA)	F
Library	B
Maintenance	C
RCDC	G
TM Building	E
Welding	D



**BLACK RIVER TECHNICAL COLLEGE – PARAGOULD CAMPUS**

**7.2.2 – Paragould Rally Points** – 1 Black River Drive, Paragould, AR 72450

Academic Complex	A
Greene County Industrial Training Center	B
Maintenance	C
Math Center	D



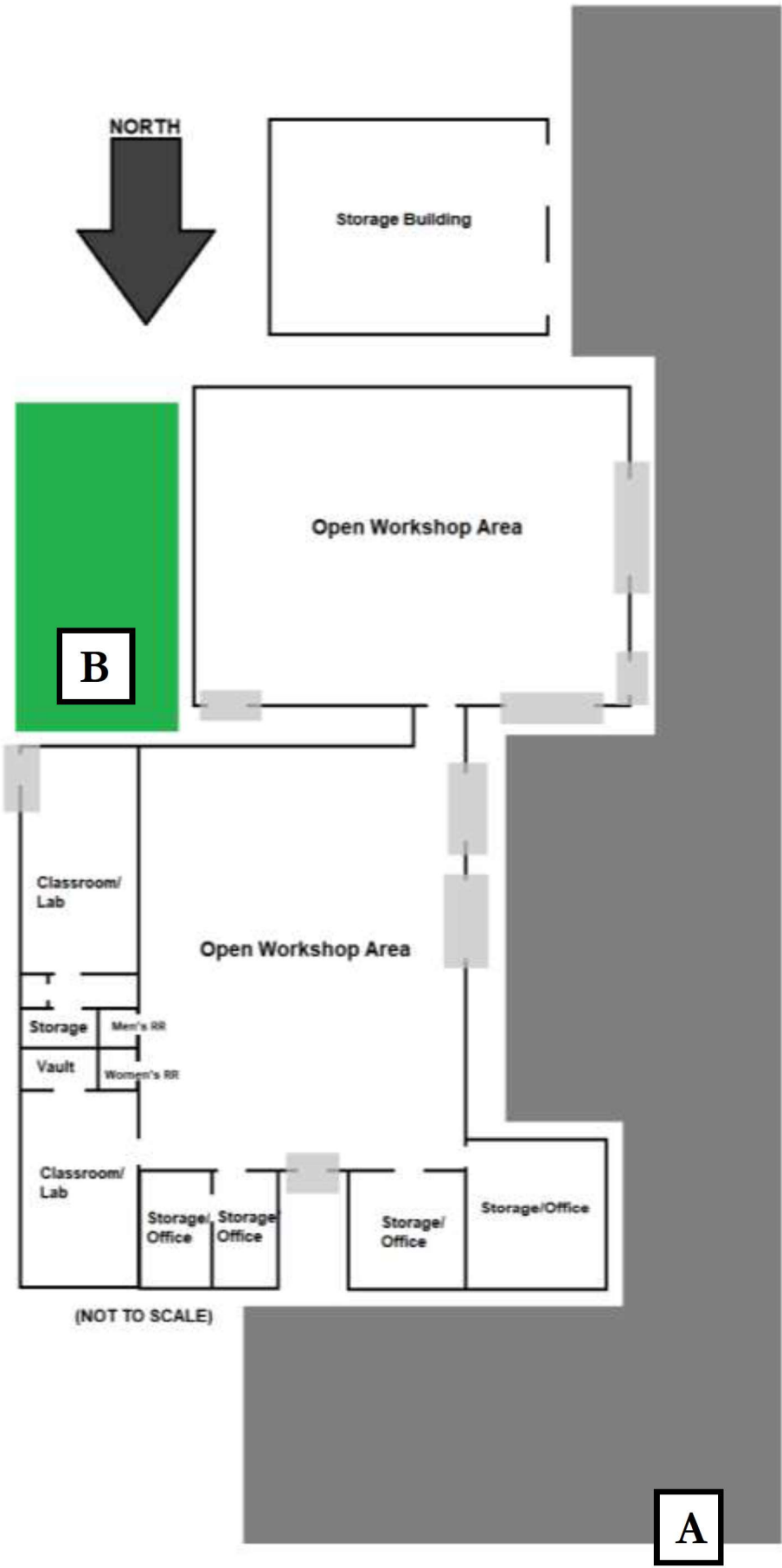
**7.2.3 – Paragould Adult Education Rally Points** – 1105 West Court Street Suite C, Paragould, AR 72450

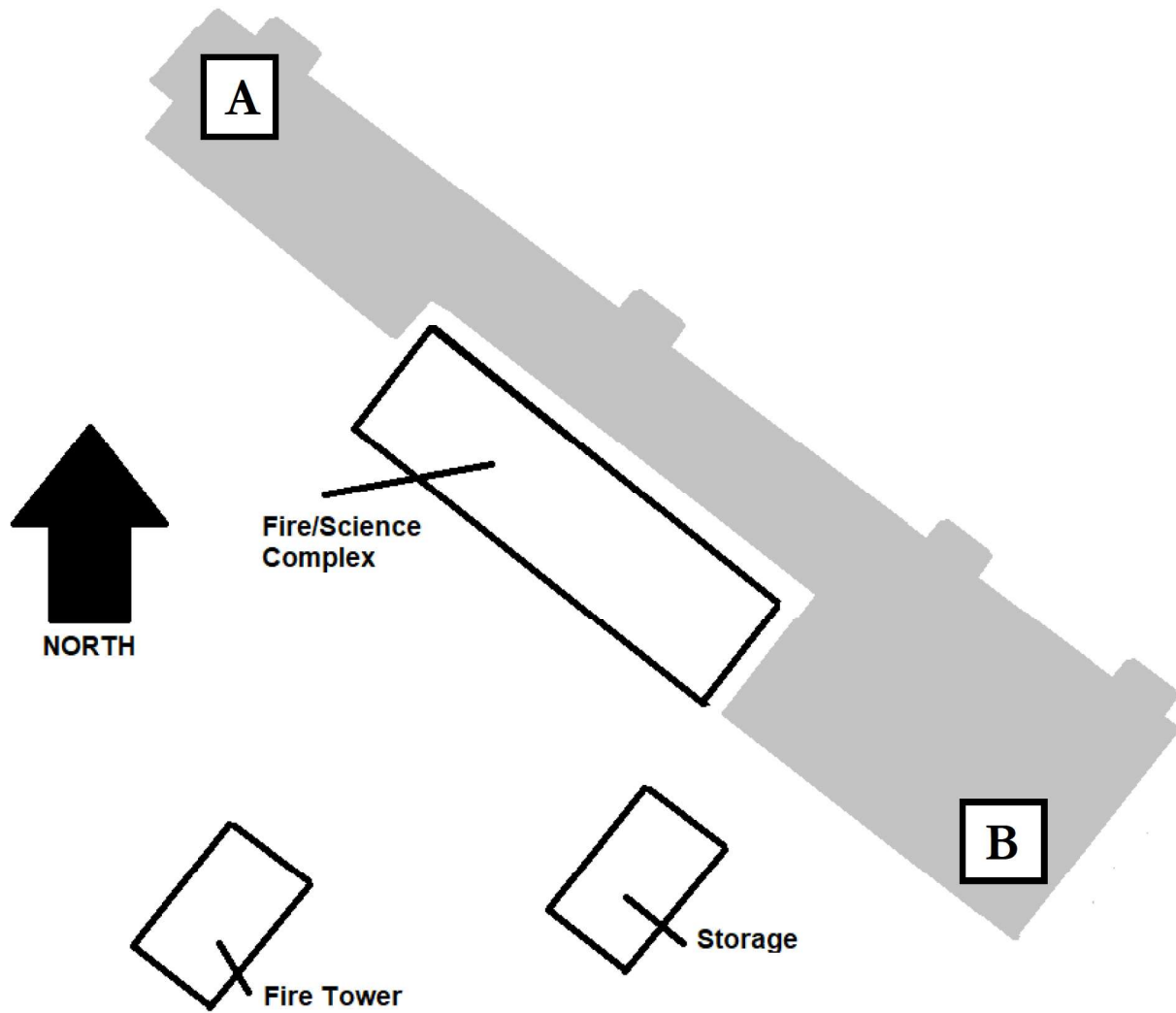
North	A
South	B



**7.2.4 – Piggott (Armory)**  
**Rally Points –**  
775 East Main St.  
Piggott, AR 72454

North            A  
South           B





**7.2.5 – Walnut Ridge Fire/Science Complex Rally Points** – 114 Wilson Drive, Walnut Ridge, AR 72476

North  
South

A  
B

### **7.2.6 – Other Location Rally Points**

Rally Points for locations other than those listed within this EAP may either consist of single-building units or be subject to the emergency plans of other entities. The foremost consideration should be given to determining the location of these Rally Points by BRTC employees at these locations. In the event of an emergency or natural disaster, the location of your Rally Point should be relayed to a member of Executive Cabinet as soon as it is safe to do so.

\*Campus- and building-level evacuation plans can be found under Addendums 15.2.



## 8.0 Shelter-in-place

For certain incidents that may occur, staying in one spot and waiting for additional support is the best course of action. Incidents included in this EAP where a shelter-in-place order may be given, and their corresponding Section, include: Chemical Spill (Outdoors) (Section 10.3); Criminal Disturbance on or Near Campus/Discovery of Violent Crime (Section 10.5); Bomb Threat (Section 10.9); and Severe Weather (Section 11.3). An order to shelter-in-place will most likely be given by Emergency Communication Methods.

**8.1** – If you receive an alert or order to shelter-in-place, please remain stationary until further directions are received or an additional alert issues further guidance. Only lock your door if the hazard is a person.

**8.2** – Move to the interior-most portion of the room you are in, as far away from doors or windows as possible. Stay out of the line of sight from doors or windows, if possible.

**8.3** – Depending on the type of emergency or disaster, be prepared to utilize items at-hand for protection, self-defense, or addressing physical injuries. Examples include, but are not limited to: furniture as barricades, fire extinguishers for defense, or articles of clothing to stop bleeding.

## 9.0 Universal Emergency Guidelines

Emergencies and natural disasters are not regular events and can cause mixed emotions depending on personal experiences. For that reason, a set of general guidelines should be committed to memory that will enable a basic response to any emergency or natural disaster. These are guidelines to follow preceding or in response to any event of emergency or natural disaster:

**9.1** – Familiarize yourself with this EAP as well as exits, fire extinguishers, fire alarms, evacuation routes, Rally Points, and medical supplies. Ask a colleague or Campus Police if you are unsure about the details or location of any of the aforementioned. Participate in training and ask questions if you are unsure about protocols or procedures. It would be a good idea to keep a copy of this plan handy for quick reference in the event of an incident.

**9.2** – When an incident occurs, remain aware of your surroundings, and try your best to remain calm. Your ability to remain calm significantly depends on the confidence you have in yourself and your knowledge of what to do in an emergency. Remember to breathe and stay focused on the situation at hand.

**9.3** – Call 911, and if safe to do so, alert an authority figure immediately. Be prepared to give as much information about the emergency as possible, including but not limited to: where is it happening, who is involved, are there weapons, are there injuries, and are there any known hazards. Sections 10 and 11 may specify additional information that would be important to relay to 911.

**9.4** – Only use telephones to send and receive necessary emergency communications. Overuse of telephones during an emergency can burden telephone and cellular telephone networks which can create delays in receiving notifications as well as getting information to and from first responders.

**9.5** – Faculty and staff will assume a lead role for students and visitors in the event of an emergency or natural disaster. Faculty and staff should be able to provide clear instructions to others in a calm and collected manner.

**9.6** – Be able to provide accountability of students via a class roster or other means to authority figures when requested.

**9.7** – When an emergency or natural disaster occurs, you may experience emotional distress. Whether that emotional distress is minimal or significant depends on each unique situation and individual. If you experience emotional distress related to an emergency or natural disaster and would like to speak with a mental health professional, let your supervisor know. Human Resources will coordinate counseling services to be made available following the occurrence of any high-stress emergency or natural disaster at BRTC.

**9.8** – If a BRTC employee's next-of-kin or emergency contact on record needs to be contacted for any reason, Human Resources or their designee shall be tasked with making these communications. If a student's next-of-kin or emergency contact on record needs to be contacted for any reason, the Director of Student Development or their designee shall be tasked with making these communications.

**9.9** – When needed during any emergency or natural disaster, AED, Medical Supplies, Narcan locations are listed in the Appendix 14.1.

**9.10** – When routine measures can be taken to address an incident, a notification via Emergency Communication Methods may not be appropriate. When a State of Emergency exists and when the conditions for terminating that State of Emergency are met, as outlined in Section 6.4.1, Emergency Communication Methods will be utilized to notify the campus community.



## **10.0 Specific Emergency Guidelines**

### **10.1 Medical Emergency**

A medical emergency can be a stand-alone event or it could be the result of another emergency or natural disaster. Some situations can be resolved on site or by private transport to seek medical care. If the medical condition requires immediate medical attention, initiate the procedures listed below:

**10.1.1** – Immediately call 911 and report the emergency. If safe to do so, call or designate someone to call Campus Police.

**10.1.2** – If safe to do so, notify Human Resources in instances involving a BRTC employee and notify Director of Student Development in instances involving a BRTC student.

**10.1.3** – Comfort the person(s) and try not to move them until emergency medical personnel arrive, unless they are in imminent danger due to other hazards.

**10.1.4** – If you are willing, administer relevant first-aid procedures based on your own knowledge or training you have received or as directed by the 911 dispatcher.

**10.1.5** – When possible, practice techniques that minimize or reduce the risk of transmission of virus, disease, and infection. Items such as gloves, gowns, face-shields, and masks help to prevent exposure to blood, body fluids, and airborne pathogens.

**10.1.6** – If safe to do so, send someone to flag down first responders as they approach.

**10.1.7** – If the person is confused or unconscious, provide the first responder with any known facts about the person and immediately notify the Director of Human Resources or Director of Student Development, whichever applies. If the person is a visitor or otherwise unknown to bystander, provide as much information as possible.

\*AED, Medical Supplies, and Narcan locations are located in the Appendix 14.1.

## 10.2 Chemical Spill (Indoors)

Small spills that are identified and do not endanger persons in the immediate area may be cleaned up by qualified individuals who have been trained and are properly equipped to handle the situation. Chemical spill guidelines have been established and can be attained by notifying first responders or appropriate personnel. Those working with chemicals should keep appropriate documents readily available for all chemicals present in their work area to assist with response and clean-up.

If the spill is large, the chemical is not easily identifiable, the chemical is extremely hazardous, or there has been a fire, explosion, or personal injury involved, initiate the procedures listed below:

**10.2.1** – Immediately call 911 and report the emergency. If safe to do so, call or designate someone to call Campus Police. Give all known information to 911 concerning the chemical, including: name of chemical, amount of chemical, location of spill, and any known hazards.

**10.2.2** – While calling or immediately after, sound the fire alarm and evacuate the building using the nearest exit that is safe to use. Do not reenter until you receive a notification that it is safe to do so.

**10.2.3** – Take reasonable measures to prevent anyone from entering the contaminated area, such as: closing doors, posting warning signs, or positioning someone at a safe distance to redirect others.

**10.2.4** – If anyone has been exposed or becomes ill, keep them separate from the group and initiate procedures in Section 10.1.

**10.2.5** – If safe to do so, send someone to flag down first responders as they approach.

### **10.3 Chemical Spill (Outdoors)**

This section should be implemented in the event of a major hazardous materials incident that occurs outside, but the chemical could impact building occupants. Once notification is received of an outdoor chemical spill, an authority figure will determine whether an evacuation or a shelter-in-place order should be issued.

**10.3.1** - Immediately call 911 and report the emergency. If safe to do so, call or designate someone to call Campus Police. Give all known information to 911 concerning the chemical, including: name of chemical, amount of chemical, location of spill, and any known hazards.

#### **If shelter-in-place is ordered:**

**10.3.2** – Ensure that everyone in the building has been made aware of the situation and advise them to stay inside until directed to do otherwise.

**10.3.3** – Close all windows and doors and turn individual heating and cooling systems off, if possible. If you are unable to turn these systems off, use available materials to seal off vents and cracks around doors. This will help limit your contact with contaminated air.

**10.3.4** – If anyone has been exposed or becomes ill, keep them separate from the group and initiate procedures in Section 10.1.

#### **If evacuation is ordered:**

**10.3.5** – Walk to an evacuation area as directed by an authority figure. Direct others to evacuate as you are making your way outside. Wind direction will be considered with an outdoor chemical spill and the Rally Points listed in Section 7.0 may NOT be appropriate.

**10.3.6** – If vehicular transportation is used, ensure that those onsite make it to the designated area. If the person was present onsite when an evacuation occurred, they should be advised to stay with the group until they are instructed otherwise by an authority figure. Certain exposures could take time to develop or may affect people differently, therefore staying with the group is important to ensure their safety.

**10.3.7** – If anyone has been exposed or becomes ill, keep them separate from the group and initiate procedures in Section 10.1.



## 10.4 Fire

A fire emergency exists when: a fire alarm is activated; there is a presence of unexplained smoke; there is an odor of something burning; when there is an uncontrolled fire or imminent fire hazard; or when there is a spontaneous or abnormal heating of any material.

**10.4.1** – Familiarize yourself with the locations of fire alarm activation, fire extinguishers, exits, and evacuation routes. If you need assistance in familiarizing yourself with any of these, please contact the Campus Police Department.

**10.4.2** – Immediately call 911 and report the emergency. If safe to do so, call or designate someone to call Campus Police. Give all known information to 911, including the location and cause of the fire. Pull the fire alarm activation, or designate someone to do so.

**10.4.3** – In the event of any fire, the building should be evacuated immediately in accordance with Section 7.0.

**10.4.4** – In accordance with training you may have received, an extinguisher may be used to put out a small, controlled fire. Ensure that the type of extinguisher being used is appropriate for the cause of the fire. If the fire grows or does not extinguish quickly, evacuate immediately. If it is safe to attempt to extinguish a fire, remember the PASS mnemonic:

- Pull the safety pin from the extinguisher,
- Aim at the base of the fire
- Squeeze the handle
- Sweep from side-to-side at the base of the fire.

**10.4.5** – Do not use elevators. Do not attempt to return to the area to secure or gather belongings. Close the door behind you but do not lock it.

**10.4.6** – If smoke is present, stay as low as possible. In the event of a fire, the best quality air is near the floor.

**10.4.7** – Special fire considerations:

**Trapped in a building with windows:** locate the nearest window and climb to safety. If the window was broken, place a cloth or garment over the ledge to protect yourself from sharp glass. If you are not on a ground floor and need to exit immediately, attempt to lower yourself from the window by holding onto the ledge to shorten the height of the fall. Otherwise, hang something out of the window to alert others to your location and implement the procedures listed under “Trapped in a building without windows”.

**Trapped in a building without windows:** call 911, stay as low as possible, block any orifice through which smoke may enter with a wet cloth or garment, and call out periodically so that emergency responders can locate you.

**Advancing through flames:** hold your breath, move quickly, cover your head and hair, and close your eyes as often as possible.

**Clothing catches on fire:** immediately drop to the ground, cover your mouth and face, and roll over and over to smother the flames.

## **10.5 Criminal Disturbance on or Near Campus/Discovery of Violent Crime**

If a violent crime has been committed or is suspected to occur on or near campus, a State of Emergency may be declared until the perpetrator or intruder has been captured or their whereabouts are discovered.

**10.5.1** – If a violent crime is discovered that has been committed on campus, call 911, alert Campus Police, and implement the appropriate procedures as listed in this EAP, as they apply. Be prepared to give information about what you discovered to first responders regarding the location, description of individual(s), and/or any known hazards.

**10.5.2** – Further instruction will be given using Emergency Communication Methods.

**10.5.3** – If a criminal intruder has entered campus or is in close proximity to campus, Campus Police will alert Executive Cabinet, who will make the decision on whether to call a State of Emergency.

**10.5.4** – If a State of Emergency is declared under this section, a decision will be made by Executive Cabinet, in coordination with Campus Police, on whether to evacuate, dismiss, or shelter-in-place. In all instances, due diligence should be made to account for all individuals present who are under your supervision.

**10.5.5** – If an order to evacuate or dismiss is received, the order should be carried out without delay. Individuals will be notified and given an opportunity to return for their belongings when the situation has been resolved.

**10.5.6** – If an order to shelter-in-place is received, remain quiet and avoid making noise that could draw attention to you. Consider referencing Section 10.6.5.



## 10.6 Active Shooter

An active shooter incident is one in which an individual is armed with a firearm or portrays to be armed with a firearm, and is using or threatening to use a firearm against other individuals.

Gunshots which are believed to have come from an area situated on or near campus are also considered an active shooter incident, until proven false or attributed to another cause. Gunshots sound differently in different environments. If you are unsure of what you are hearing, contact Campus Police. The protocols listed within this section can apply to any type of active attacker, no matter the weapon. The terms “firearm” and “weapon”, as well as “shooter” and “attacker” can be used synonymously.

The status of a person’s mental health plays a large role in the ability or likelihood of someone to engage in active violence. Therefore, it is important to be familiar with the warning signs of someone who may be experiencing a mental illness. The following signs, in no particular order, are signs that someone may be suffering from a mental illness. If you notice the presence of any of these, let Campus Police know immediately.

- Social withdrawal
- Excessive feelings of isolation and being alone
- Being victim of violence
- Feelings of being picked on and/or persecuted
- Poor academic performance
- Expression of violence in writings and drawings
- Uncontrolled anger
- Patterns of impulsive and chronic assault or battery
- Bullying behavior
- History of disciplinary action
- Past history of violent and aggressive behavior
- Intolerance for differences and prejudicial attitudes
- Drug or alcohol abuse
- Affiliation with gangs
- Serious threats of violence

**Important note:** current state law allows for the carrying of weapons on campus by qualified individuals. The mere sight of a firearm does not rise to the level of active shooter. However, an individual visibly carrying a firearm that is not engaged in threatening activity, but is not readily identifiable as someone with that authority, should always be reported.

**10.6.1** – Immediately call 911 and report the emergency. If safe to do so, call or designate someone to call Campus Police. Give all known information to 911 concerning the description of the shooter(s) (name, sex, race, physical descriptors, clothing), number of shooters, their approximate location, direction of travel (if known), their weapon(s), and the presence, type, and number of injuries.

**10.6.2** – Do NOT activate the fire alarm. Sounding the alarm could cause unknowing individuals to place themselves in harm's way. If you hear gunshots or are alerted to an active shooter situation, ignore fire alarms, unless an obvious fire hazard is present.

**10.6.3** – Remember these three words: RUN > HIDE > FIGHT. Implement these words as actions, in this order, as you are confronted with a situation, as each unique situation dictates. An active shooter situation may be presented to you in a manner where you must implement action #3 immediately. Familiarize yourself with the actions below and know that an active shooter situation may require any of these actions at any given time.

**10.6.4** – Action #1 is RUN. Immediately escape from the area if it is safe to do so. Avoid the threat by running away or escaping from a window. If you do not know where the shooter is located or if running away may put yourself in the path of the shooter, consider action #2 HIDE.

**10.6.5** – Action #2 is HIDE. If you cannot immediately escape from the area, it may be best to conceal yourself from the shooter(s). Immediately lock the door to your room, turn off the lights, and silence your telephones. If you cannot lock the door or if doing so would put you in danger, barricade the entrance with anything at-hand, such as: bookshelves, desks, tables, chairs, etc. Try to move to a part of the room where you cannot be seen from doors or windows. It is advisable to put as many locked doors between yourself and the shooter as possible. Utilize rooms within rooms, such as closets or restrooms that exist within the locked room in which you are located. Stay alert and do not leave the area until you are given instructions by law enforcement personnel. Be prepared to move on to action #3 FIGHT.

**10.6.6** – Action #3 is FIGHT. If action #1 RUN and action #2 HIDE are not possible, or if the situation progresses to action #3 FIGHT, be prepared to defend yourself from the shooter. Use action #3 FIGHT only as a last resort. Remember that anything can be used as a defensive weapon, such as books, chairs, writing utensils, scissors, office supplies, etc. Throw items at and fight the shooter as if your life depends on it, because it very well may.

**10.6.7** – Law enforcement will be responding and in great number. Be aware that not all responding officers will look the same and they will come from different agencies. Be prepared to follow commands from law enforcement. If you have barricaded yourself, do not come out until instructed by law enforcement to do so. Law enforcement may instruct you to show them your hands, ask you to lay down prone, or may perform a quick frisk of you for weapons. You may not be allowed to leave the scene immediately.

**10.6.8** – Once it is safe to do so, if anyone has been injured, implement procedures listed in section 10.1 as appropriate and alert an authority figure as to the status and location of injured persons.



## 10.7 Hostage Situation

A hostage situation occurs when someone is being held against their will by someone using or threatening violence, and is not free to leave. A hostage situation can develop randomly or may be a by-product of an event occurring under Section 10.5 or Section 10.6.

**10.7.1** – If you notice a hostage situation developing, immediately attempt escape from the area and call 911 and report the emergency. If safe to do so, call or designate someone to call Campus Police. Give all known information to 911 concerning the description of the hostage-taker(s) (name, sex, race, physical descriptors, clothing), their approximate location, presences of weapons, how many hostages are present, and if anyone has been injured. If you are in Randolph or Lawrence County, you may text 911 by sending a message to “911”.

**10.7.2** – If speaking on a telephone is not possible, call 911, place the telephone in an obscure location, and leave the line open.

**10.7.3** – Offer to listen to the hostage-taker and do not argue or shame them. Do what they tell you and do not challenge them.

**10.7.4** – As long as the situation is stable, it is routine for specialized units to be called in to handle hostage situations. The length of the situation will be dependent on the goals of the hostage-taker.

**10.7.5** – Only fight against a hostage-taker as a last resort.

**10.7.6** – Law enforcement will be responding and in great number. Be aware that not all responding officers will look the same and they will come from different agencies. Be prepared to follow commands from law enforcement. If you have barricaded yourself, do not come out until instructed by law enforcement to do so. Law enforcement may instruct you to show them your hands, ask you to lay down prone, or may perform a quick frisk of you for weapons. You may not be allowed to leave the scene immediately.

## **10.8 Crime-in-Progress**

Early detection of criminal activity is key to ensuring our campus remains safe. A Crime-in-Progress could be the early stages of any section 10.0 emergency, or could be a stand-alone incident under this particular section, such as a verbal or physical altercation, fighting, or vandalism.

**10.8.1** – When you notice someone or something that seems suspicious or out-of-place, call 911 or notify Campus Police. Be prepared to give information about the nature of the activity, location, description of the person(s) involved, and/or a description of the property involved.

**10.8.2** – Being an alert and conscientious witness can be more valuable than intervening, so long as observing and reporting does not put you in unnecessary danger. If a hazard to your well-being exists, immediately escape the area.

**10.8.3** – Be aware that a Crime-in-Progress may evolve into a situation covered under this EAP at any time. If this occurs, please refer to that respective Section for further guidance.



## 10.9 Bomb Threat

A bomb threat can be communicated in one of several ways: a telephone call during which the caller reveals there is a bomb; a note or other written communication that there is or will be a bomb threat; or a suspicious item or package is located or observed.

**10.9.1** – If you are in direct communication with someone making a bomb threat, attempt to gain as much information about the threat and caller as possible. Attempt to keep the caller on the line and take the call seriously. Do not hang up the telephone, even if the caller terminates the call. Ask for the following information:

- Document the exact wording of the threat.
- Write down all information in the caller ID display.
- What is the caller's name?
- Where are they calling from?
- Are they responsible for placing the bomb?
- Where the bomb is located?
- What kind of bomb is it?
- What does the bomb look like?
- When is the bomb going to explode?
- What will make the bomb explode?
- Why did you place the bomb?

In addition to this information, pay special attention to:

- Does the caller's voice sound familiar?
- What was the demeanor of the caller's voice?
- Did the caller have a particular accent?
- Was there anything unique about the caller's voice?
- Did the caller sound like a man or woman?
- What is the estimated age of the caller?
- Were there any background noises?
- How loud was the background noise?

\*A fillable bomb threat checklist is located in the Appendix 14.2.

**10.9.2** – Call 911 using a landline telephone, if at all possible. Do not use two-way radios or cellular telephones. Use of two-way radios or cellular telephones could cause the device to detonate. Ensure that those around you are not using cellular telephones.

**10.9.3** – If the location of the bomb is known, immediately evacuate from the area leaving belongings behind, proceed to the appropriate Rally Point, and await further guidance from Campus Police or an authority figure. As you exit, do not turn light switches on or off, do not open drawers or cabinets, and do not lock doors behind you.

**10.9.4** – If the location of the bomb is unknown, shelter-in-place (Section 8.0) until further guidance is received from Campus Police or an authority figure.

**10.9.5** – Upon the order of evacuation via one of the Emergency Communication Methods, be prepared for evacuation to a location different from the preplanned locations in Section 7.0, as the location of the threat will be taken into consideration. Leave all belongings behind. As you exit, do not turn light switches on or off, do not open drawers or cabinets, and do not lock doors behind you. Do not return to the area until it has been deemed safe to do so.

**10.9.6** – If a suspicious item or package is located or observed, do not touch or manipulate the item. Remain calm and await further instruction from Campus Police or an authority figure. The item could be an unattended item that poses no real threat.

**10.9.7** – If you have a classroom or office in an area that has been evacuated due to a bomb threat, be prepared to assist authority figures by identifying items that are out of place in that area.

## 10.10 Explosion

An explosion may be intentional, such as the detonation of a bomb or explosive device; or an explosion may be unintentional, such as an unstable chemical during a science experiment, poor handling of combustible materials, or simply spontaneous. Following any explosion, take precautionary measures as if a second explosion could occur.

**10.10.1** – Immediately call 911 and report the emergency. If safe to do so, call or designate someone to call Campus Police. Give all known information to 911, including the location, cause of the explosion if known, and the presence and severity of injuries.

**10.10.2** – In the event of any explosion, the building should be evacuated immediately in accordance with Section 7.0. Evacuate without delay, leaving belongings behind. Do not use elevators and do not attempt to return to the area until it has been deemed safe to do so. Orders to evacuate buildings not affected may be ordered by Campus Police or an authority figure and will be given using Emergency Communication Methods.

**10.10.3** – If you are unsure whether an explosion was intentional or unintentional, as you evacuate, do not turn light switches on or off, do not open drawers or cabinets, and do not lock doors behind you. Do not return to the area until it has been deemed safe to do so. If a suspicious item or package is located or observed, do not touch or manipulate the item. Remain calm and await further instruction from Campus Police or an authority figure.

**10.10.4** – Once you have evacuated, check yourself for injuries. Implement Section 10.1 for Medical Emergencies as necessary.

**10.10.5** – Be aware of hazards created by an explosion, such as damage that exposes electrical wiring, fires, presence of chemicals, harmful fumes, and unstable structures.

## **10.11 Demonstration/Protest**

Demonstrations or protests are allowed on campus, as it is considered public property. BRTC employees and students will be governed by BRTC Policy and Procedure, Student Conduct Codes, and Arkansas law, while all others are governed solely by Arkansas law.

**10.11.1** – Campus Police and the Vice President of Student Affairs should be notified in advance of a planned demonstration or protest organized by BRTC employees or students. Campus Police should be notified as soon as an identifiable demonstration or protest begins on campus.

**10.11.2** – Demonstrations or protests must remain peaceful. If a demonstrator or protester incites or threatens violence, Campus Police will act in accordance with Arkansas law to bring order to the situation.

**10.11.3** – Demonstrations or protests conducted by actors outside of BRTC will be allowed, so long as routine business is not altered or disturbed as a result of the demonstration or protest. In the event that the demonstration or protest affects routine business, Campus Police will intervene as allowed by Arkansas law.

**10.11.4** – Call 911 or Campus Police if you suspect a demonstration or protest is evolving into a non-peaceful state. A State of Emergency should be declared when a demonstration or protest is no longer peaceful and intervention is imminent or occurring.

**10.11.5** – If you encounter a demonstration or protest, do not provoke or obstruct demonstrators or protesters. All efforts should be made to allow for peaceful exercise of rights granted by the Arkansas Constitution and United States Constitution, as amended.

**10.11.6** – If a State of Emergency is declared regarding a demonstration or protest, further instruction will be given by Emergency Communication Methods.



## 10.12 Mental Health Crisis

A BRTC employee, student, or visitor suffering a mental health crisis will usually not trigger a State of Emergency. However, the status of an individual's mental health is known to play a role in many different types of conflict. Therefore, being able to better recognize when someone is having a mental health crisis helps to safeguard against future incidents.

Know the warning signs of a person in distress or suffering from a mental health crisis:

- Excessive worrying or fear.
- Feeling excessively sad or low.
- Confused thinking or problems concentrating and learning.
- Extreme mood changes, including uncontrollable “highs” or feelings of euphoria.
- Prolonged or strong feelings of irritability or anger.
- Avoiding friends and social activities.
- Difficulties understanding or relating to other people.
- Changes in sleeping habits or feeling tired and low energy.
- Changes in eating habits such as increased hunger or lack of appetite.
- Changes in sex drive.
- Difficulty perceiving reality (delusions or hallucinations, in which a person experiences and senses things that don't exist in objective reality).
- Inability to perceive changes in one's own feelings, behavior or personality (“lack of insight” or anosognosia).
- Overuse of substances like alcohol or drugs.
- Multiple physical ailments without obvious causes (such as headaches, stomach aches, vague and ongoing “aches and pains”).
- Thinking about suicide.
- Inability to carry out daily activities or handle daily problems and stress.
- An intense fear of weight gain or concern with appearance.
- Changes in school performance.

*\*Reference: <https://www.nami.org/About-Mental-Illness/Warning-Signs-and-Symptoms>*

**10.12.1** – If you suspect someone is having a mental health crisis, offer to listen to them. Offer further assistance by providing them with mental health facility contact information. If they are a BRTC employee, refer to them to Human Resources for more information. If they are a student, refer them to the Director of Student Development for more information.

**10.12.2** – Do not try to diagnose someone yourself. Do not dismiss a concerning attitude. If you know or suspect someone is experiencing a mental health crisis, let Human Resources or the Director of Student Development know.

**10.12.3** – If someone confides information to you relating to potentially harmful or dangerous activity (suicide or hurting someone else), do not promise confidentiality. The health and well-being of them and others around them should take priority over confidentiality. If this occurs, do not let the person leave your sight. Stay with them or walk them to the location where they will receive further assistance.

**10.12.4** – Per the above Sub-section (10.12.3), if the person is in possession of a weapon, immediately call 911 and report the emergency. If safe to do so, call or designate someone to call Campus Police.

**10.12.5** – If you are confronted with someone in a mental health crisis, do your best to remain respectful, empathetic, and speak to them in a calm, reassuring tone while remaining aware of your body language. Respect their space and try to stay at an angle to them rather than standing face to face, which can be seen as challenging. Allow them to verbally vent, do not interrupt them, and do not challenge their statements.

**10.12.6** – If the de-escalation of a non-armed individual in a mental health crisis is not working, call 911. If safe to do so, call or designate someone to call Campus Police.

## 11.0 Natural Disaster Guidelines

It is important to remember that natural disasters may result in one or more specific emergencies listed under Section 10.0, such as medical emergencies, chemical spills, or fires. If any specific emergencies exist, please refer to their respective section for proper guidance. Calling 911 or Campus Police for a natural disaster will most likely not be necessary. However, please use your own discretion and remember to use guidelines in Section 10.0 when appropriate.

### 11.1 Earthquake

Although major earthquakes are seemingly rare in our area, one of the worst earthquakes in American history occurred in our region. Experts predict that a major earthquake will occur again in our region at some point in the future. Some earthquakes are instantaneous tremors, while others are sustained followed by aftershocks.

**11.1.1** – A State of Emergency will be declared following any earthquake occurring with a magnitude capable of unsettling or damaging structures.

**11.1.2** – If you are inside during an earthquake:

- Get low to the floor.
- Cover your head and neck with your arms, hands, or a sturdy object, or climb under a sturdy table. Hold onto the sturdy table leg.
- If a sturdy table is not available, crawl against an interior load-bearing wall (one which supports the ceiling). Avoid windows, shelving, and heavy equipment which could fall. If you are in a lab, be aware of chemicals and do not seek shelter under or near chemicals.
- Watch for falling objects, such as bookcases and light fixtures.
- When the shaking stops, immediately evacuate the building, paying special attention to overhead objects which may have become unsettled.
- Do not reenter any building until an authority figure gives notification that it is safe to do so.

**11.1.3** – If you are outside during an earthquake:

- Move away from buildings and utility poles.
- If you are in a vehicle, stop as soon as you safely can, in the safest place available, and away from power lines, trees, and overhead structures. Stay in your vehicle, as it offers protection.

**11.1.4** – Keep an eye out for downed power lines. Treat every downed line as if it were a power line that is still energized.

**11.1.5** – When a State of Emergency is declared following an earthquake, the Director of Physical Plant or their designee(s) will turn off power mains, water mains, and gas mains to affected buildings, as necessary and as safe to do so.

**11.1.6** – Implement additional guidelines under Section 10.0 as appropriate.



## 11.2 Flooding

Flooding occurs when prolonged periods of rainfall begin to accumulate. When this occurs, water levels of numerous rivers and lakes are more carefully monitored. When these bodies of water exceed their normal capacities, flooding occurs. When predictions can be made as to when the water level will peak and what the peak will be, precautions can be taken to safeguard property. Flooding can occur days to weeks after rainfall first began.

Flash flooding occurs when heavy rainfall is received over a short period of time, which overwhelms drainage systems, reliefs, creeks, and smaller rivers. Flash flooding can also occur when a levy or dam of a river or lake fails, resulting in the immediate release of water, which could occur at any time regardless of weather conditions. Flash flooding can greatly exacerbate a flooding situation and increase the urgency of safeguarding life and property.

Important: Evacuation is not a term utilized under this section. When flooding is occurring or predicted to occur, one or more Rally Points may be not be appropriate. Further instruction is within the guidelines below.

**11.2.1** – When flooding is predicted that will affect BRTC, a State of Emergency will be declared when deemed appropriate by Executive Cabinet. When a State of Emergency is declared for flooding, efforts should be made to allow for enough time to initiate property-saving procedures before BRTC employees are dismissed from campus.

**11.2.2** – When a State of Emergency is declared for flooding, dismissal from campus will be utilized in place of evacuation. Executive Cabinet will determine the appropriate scope and length of the dismissal and those details will be given by Emergency Communication Methods.

**11.2.3** – When a State of Emergency is declared due to flooding, BRTC employees should immediately begin installing pre-made property elevation devices in areas where these are necessary based on past flooding. Physical Plant and Campus Police employees will assist anyone who cannot install these individually. These devices are made to elevate desks, cabinets, and shelves to a level that should mitigate water damage. If existing conditions make this unsafe to do so or if the dismissal must be immediate, the safeguarding of life takes precedence over property.

**11.2.4** – Following the installation of property elevation devices, any item(s) on the floor which could be damaged by water should be placed on top of elevated property.

**11.2.5** – After safeguarding property, BRTC employees should leave campus.

**11.2.6** – Do not return to campus until you receive notification that it is safe to do so.



### 11.3 Severe Weather

There are four levels of hazards within this section: severe thunderstorm watch, severe thunderstorm warning, tornado watch, and tornado warning.

A severe thunderstorm is defined by the National Weather Service as “a thunderstorm that produces one-inch hail or larger in diameter and/or winds equal or exceed 58 miles an hour” and have the capability to produce a tornado.

A tornado is defined by the National Weather Service as “a violently rotating column of air, usually pendant to a cumulonimbus, with circulation reaching the ground. It nearly always starts as a funnel cloud and may be accompanied by a loud roaring noise.”

**11.3.1** – Campus Police and the Physical Plant employees, as caretakers of life and property respectively, are tasked with monitoring the weather daily. When bad weather arises that could impact BRTC, they shall notify each other and implement the sub-section(s) below, as appropriate.

#### 11.3.2 – Severe Thunderstorm Watch

A severe thunderstorm watch is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area. A severe thunderstorm watch is normally issued by the National Weather Service well in advance of the actual occurrence of severe weather. When a severe thunderstorm watch is issued that will impact BRTC:

- Campus Police will begin monitoring weather reports to know when/if a severe thunderstorm watch is upgraded in severity.

#### 11.3.3 – Severe Thunderstorm Warning

A severe thunderstorm warning is issued by the National Weather Service when a severe thunderstorm is indicated by weather radar, or when trained storm spotters report 1” hail and/or winds equal to or greater than 58mph. Lightning frequency is not a criterion for issuing a severe thunderstorm warning. When a severe thunderstorm warning is issued that will impact BRTC:

- Campus Police will continue to monitor the weather closely, passing on pertinent information to their supervising Vice President, or the President in the absence of their supervising Vice President.
- When hail in excess of 1” is present or when winds are strong enough to damage BRTC property, Campus Police will send a RAVE alert to all subscribers, accompanied by a recommendation to shelter-in-place.
- Be prepared to move to the interior-most portion of the room or building you are in and stay away from doors and windows. Place your back against a solid wall and cover your head with your arms or a sturdy item, such as a large textbook.

#### 11.3.4 – Tornado Watch

A tornado watch is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. A tornado watch is normally issued by the National Weather Service well in advance of the actual occurrence of severe weather.

- Campus Police will notify their supervising Vice President, or the President in the absence of their supervising Vice President.
- RAVE alert is configured to automatically deliver severe weather notifications to all users who have subscribed to receive RAVE alerts.
- Campus Police will continue to monitor the weather closely, passing on pertinent information regarding the status of the watch to their supervising Vice President, or the President in the absence of their supervising Vice President.
- Be prepared to move to the interior-most portion of the room or building you are in and stay away from doors and windows. Place your back against a solid wall and cover your head with your arms or a sturdy item, such as a large textbook.

#### 11.3.5 – Tornado Warning

A tornado warning is issued by the National Weather Service when a tornado is indicated by weather radar, or when trained storm spotters observe a funnel cloud or rotation. A tornado warning can evolve from a tornado watch, or sometimes from a severe thunderstorm. When a tornado warning is issued that will impact BRTC:

- If you see a tornado, or have spotted rotation or a funnel cloud, alert others, call 911, and seek shelter immediately. Move to the interior-most portion of the room you are in, away from doors and windows. If safe to do so, call or designate someone to call Campus Police.
- Campus Police will activate Emergency Communication Methods available to them, then notify their supervising Vice President, or the President in the absence of their supervising Vice President. The PIO will activate other Emergency Communication Methods.
- Campus Police will continue to monitor the weather closely, passing on pertinent information regarding the status of the warning to their supervising Vice President, or the President in the absence of their supervising Vice President.
- When rotation, a funnel cloud, or a tornado is visible from campus or anticipated to travel through or nearby campus, or a tornado siren sounds, a State of Emergency will be declared.
- When a State of Emergency is declared for a Tornado Warning, an accompanying order to seek shelter will be given via Emergency Communication Methods.
- If you are outside, seek shelter immediately. Move to the interior-most portion of the room or building you are in and stay away from doors and windows. Place your back against a solid wall and cover your head with your arms or a sturdy item, such as a large textbook.
- If outside and unable to shelter, seek a ditch or depression in the ground and lie flat on the ground.
- Do not exit shelter until instructed to do so.

**11.3.6 – Following a tornado warning, keep an eye out for downed power lines. Treat every downed line as if it were a power line that is still energized.**

**11.3.7** – If a tornado has damaged BRTC property, the Director of Physical Plant or their designee(s) will turn off power mains, water mains, and gas mains to affected buildings, as necessary and as safe to do so.

**11.3.8** – Implement additional guidelines under Section 10.0 as appropriate.



## **11.4 Utility Outage**

A utility outage occurs when any one of water, gas, power, telephone, or internet are temporarily unavailable to users on campus. Utility outages can occur at any time and have a multitude of causes.

**11.4.1** – When a utility outage occurs in your area, notify the Physical Plant. The Physical Plant will contact the necessary party responsible for addressing the outage.

**11.4.2** – In most cases, a utility outage will not be cause for alarm. However, it may impact the functional capacity of the College, which is by definition considered a major emergency.

**11.4.3** – A power outage may pose certain hazards, therefore contacting Campus Police is important when a power outage occurs. When power become unavailable, it may become hard to see where you are walking or trap someone on an elevator. When power becomes unavailable, keep an eye out for downed power lines. Treat every downed line as if it were a power line that is still energized.

**11.4.4** – The Physical Plant and/or Campus Police will investigate the cause of the outage and relay that information to Executive Cabinet, who will then decide as to the next course of action.



## **12.0 All Other Emergencies and Natural Disasters**

This EAP was created to address emergencies and natural disasters most-likely faced by BRTC, even when the likelihood of them happening is very small. When an emergency or natural disaster occurs that is not specifically listed in this EAP, we must creatively and resourcefully apply the contained guidelines to better preserve life and property. This underlines the importance of being familiar with the guidelines contained herein.

If you are unsure about any situation, actual or perceived, reach out to Campus Police.

## **13.0 Distribution, Review, and Training**

**13.1** – This EAP shall be distributed to each BRTC employee, no matter their classification. New BRTC employees should receive this EAP during their new-hire orientation.

**13.2** – This document will be reviewed by the Emergency Management Committee yearly and documented in Appendix 14.6. When the EAP is amended, the Emergency Management Committee Chair or their designee will distribute the amended EAP to each BRTC employee.

**13.3** – You may evaluate your knowledge of this EAP using BRTC's current online education platform. This evaluation will be optional individually, with the understanding that some supervisors may make evaluation a routine procedure for their subordinates.

**13.4** – The Emergency Management Committee, in coordination with Executive Cabinet and Campus Police, will coordinate and conduct at least one drill per calendar year relating to an emergency or natural disaster in Section 10.0 or Section 11.0.

**13.5** – When a drill is completed, the checklist located in the Appendix 14.4 should be completed and filed with the Chair(s) of the Emergency Management Committee. A log of completed drills will be maintained by the Chair of the Emergency Management Committee, or their designee. A template for that log can be located in Appendix 14.7.

14.0 Appendix

Contents

14.1 – AED, Medical Supplies, Narcan Locations-----p. 48

14.2 – Bomb Threat Checklist----- p. 49

14.3 – After-Action Review/Report----- p. 50

14.4 – Drill/Training Report----- p. 51

14.5 – Rally Point Report----- p. 52

14.6 – Emergency Action Plan Review-----p. 53

14.7 – Emergency Action Plan Drill/Training Log Template-----p. 54

## **14.1 – AED, Medical Supplies, and Narcan Locations**

### AMMC Paragould

AED – Auditorium

AED – Wellness Center of the Professional Office Building

### Paragould

AED and Narcan – Hallway, next to ITC 115

Medical Supplies – Lounge, across from ITC 103

### Paragould Adult Education

### Piggott (Armory)

### Pocahontas – AED and Narcan

Administration Building – Hallway, directly across from AD 132

Adult Ed./Cont. Ed. – Hallway, across from break room

Automotive – Break room area

Cafeteria/RCDC – Restroom vestibule in multipurpose room

Health/Science Complex – 1<sup>st</sup> floor beside elevator

Law Enforcement Training Academy – Hallway, outside main offices

Law Enforcement Training Academy (Portable) – Travels with instructor

### Pocahontas – Medical Supplies

Administration Building – On top of mail shelving in main workroom (AD 111)

Adult Ed./Cont. Ed. – Inside faculty breakroom

Automotive – Storage closet in lounge/break area

Cafeteria – Behind the partial wall at the front (northwest corner) of the cafeteria

Health/Science Complex 1<sup>st</sup> floor – Manakin storage

Health/Science Complex 2<sup>nd</sup> floor – Teacher workroom

Joe Martin – HE 108 lab area

Law Enforcement Training Academy – Office hallway

Library – Audio/video storage room

### Walnut Ridge Fire Science Complex

Portable AED – Inside fire truck

AED and Narcan – Central hallway

Medical Supplies – Break room and in the fire truck



## 14.2 – Bomb Threat Checklist

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Info in caller-ID display: \_\_\_\_\_

Time caller hung up: \_\_\_\_\_ Phone number where call received: \_\_\_\_\_

### Questions to ask the caller:

Where is the bomb located? \_\_\_\_\_

When will it go off? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will make it explode? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

What is your name? \_\_\_\_\_

Exact words of threat: \_\_\_\_\_

### Information about the caller:

Where is the caller located? (background noise/level of noise) \_\_\_\_\_

Estimated age: \_\_\_\_\_ Male or female? \_\_\_\_\_

**Voice:** ☐ Accent ☐ Angry ☐ Calm ☐ Clearing Throat ☐ Coughing ☐ Cracking Voice  
☐ Crying ☐ Deep ☐ Deep Breathing ☐ Disguised ☐ Distinct ☐ Excited ☐ Laughter  
☐ Lisp ☐ Loud ☐ Nasal ☐ Normal ☐ Ragged ☐ Rapid ☐ Raspy ☐ Slow ☐ Slurred ☐ Soft  
☐ Stutter

**Background:** ☐ Animal Noises ☐ House Noises ☐ Kitchen Noises ☐ Street Noises  
☐ Booth ☐ PA System ☐ Conversation ☐ Music ☐ Motor ☐ Clear ☐ Static  
☐ Office Machinery ☐ Factory Machinery ☐ Local ☐ Long Distance

**Threat Language:** ☐ Incoherent ☐ Message read ☐ Taped Message ☐ Irrational  
☐ Profane ☐ Well-spoken

---



---



---



---



---

## 14.3 After-Action Review/Report

### After-Action Review

The After-Action Review is a valuable and effective method of conducting a professional review, or debriefing, of what occurred and how to improve performance in the future. This review includes sharing the experience of everyone involved in the incident with personnel who were not there or did not see or hear exactly what other personnel experienced. Through this process, everyone gains a better understanding of what transpired. The After-Action Review provides immediate feedback so everyone has a better understanding of what actions were taken and why. The results of the After-Action Review can be used to address policy application, clarifying certain processes and procedures, and the need for adding, removing, or amending policy, process, or procedure.

The goal of the After-Action Review is to create an open environment where people can admit mistakes and improve future performance. The focus should remain on the action and not the person. Open and frank discussion should be encouraged, but must be done respectfully. If particularly hard questions must be asked, consider the use of a moderator who is not a part of the After-Action Review.

If an BRTC employee is under administrative or criminal investigation, an After-Action Review should not occur until that investigation is complete.

### After-Action Report

The After-Action Report should attempt to answer the three questions below, including any and all information relevant to the event and the collective response to that event.

1. What happened? – Facts and documented items.

- Who was involved (suspect(s), victim(s), internal and external resources, any others)?
- What type of event occurred?
- When did the event occur? Include an accurate and complete timeline of the event.
- Where did the event occur and to what extent?
- Was there a motive or was the event intentional?

2. What was our response?

- Our reaction(s) to the event and explanation for our reaction(s).

3. What would we do differently next time?

- Utilizing input from the After-Action Review, this section will include carefully structured information that explains imperfections in response, and what – if any – policy, process, or procedure should be added, removed, or amended.

## 14.4 – Drill/Training Report

Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Drill Started Time: \_\_\_\_\_

EAP Section Drilled: \_\_\_\_\_

Departments/Agencies Involved (Internal and External): \_\_\_\_\_

---

---

---

Observations: \_\_\_\_\_

---

---

---

---

---

---

---

---

Areas of concern: \_\_\_\_\_

---

---

---

---

---

---

---

---

Drill Observer: \_\_\_\_\_ Drill Completed Time: \_\_\_\_\_

**14.5 Rally Point Report**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Person completing report: \_\_\_\_\_

Rally Point location: \_\_\_\_\_

All persons present:	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Report delivered to:** \_\_\_\_\_ **Time delivered:** \_\_\_\_\_



**14.6 Emergency Action Plan Review**

Yearly review of the EAP should be documented in this section.

Date	Reviewer	Title	Comments
December 16, 2024	EMC	N/A	Revised multiple sections.

14.7 Emergency Action Plan Drill/Training Log Template

Date	Drill/Training Section(s)	Drill Observer