



**SHELTON STATE**  
COMMUNITY COLLEGE

# **Emergency Operations Plan**

**2023-2024**



# Shelton State Community College

Tuscaloosa, Alabama

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## Emergency Operations Plan Letter of Promulgation

To All Recipients:


Promulgated herewith is the Emergency Operations Plan (EOP) for Shelton State Community College. This plan supersedes any previous plans. It provides a framework within which the College can plan and perform its emergency functions during an incident, disaster, or national emergency. This Emergency Operations Plan is a component of the College's comprehensive approach to emergency management that ensures that the College is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the greatest risk to the College.

Focused on response and short-term recovery activities, this Emergency Operations Plan provides a framework for how the College will conduct emergency operations. It identifies key roles and responsibilities, defines the primary and support roles of College personnel and various departments, outlines the steps for coordinating with response partners, and establishes a system for incident management. When and where appropriate, the outlined framework is consistent with the National Incident Management System.

The Alabama Community College System (ACCS), the President of Shelton State Community College, the Chief of Police, and other College administrators as appropriate have reviewed this plan.

The EOP will be revised and updated as necessary to accommodate changes, edits, revisions, and audits by the ACCS as required. All recipients are requested to advise the President and the Chief of Police of any changes that might result in its improvement or increase its usefulness.

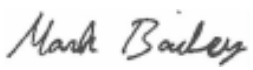
Jonathan Koh  
President of Shelton State Community College

Signature:  \_\_\_\_\_

Mark Cline  
Chief of Police

Signature:  \_\_\_\_\_

Mark Bailey  
Chief Safety and Security Officer  
Alabama Community College System







Signature:  \_\_\_\_\_

## Emergency Operations Plan Record of Change

The Chief of Police, in conjunction with the College Emergency Response Team (CERT), will coordinate the review, revision, and re-promulgation of this plan every two years or when changes occur, such as lessons learned from exercises or events.

Changes to the topical areas and appendices, and non-substantive changes to the EOP, may be made by the Chief of Police with the approval of the President and the CERT without formal approval by the Alabama Community College System (ACCS).

All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel.

EOP Review Date	Summary of Change	Signature of CERT Team Chair
October 2017	Created Emergency Operations Plan	
October 2018	Review of Emergency Operations Plan	
September 2019	Review of Emergency Operations Plan with the inclusion of the SSCC C.A.R.E. Team	
September 2020	Update and Review Emergency Operations Plan	
September 2023	Update and Review Emergency Operations Plan	
August 2024	Update and Review Emergency Operations Plan	

## Part I - Safety Planning and Threat Assessment

### Introduction

The commitment to a healthy and safe campus community is a primary prerequisite to achieving a conducive teaching and learning environment for the faculty, staff, students, and visitors at Shelton State Community College (SSCC). The purpose of the *Emergency Operations Plan* is to identify threats and vulnerabilities to the health and safety of the SSCC campus community; to establish institutional awareness, education, and training throughout the campus community relative to those threats and vulnerabilities; to provide specific procedures and policies to prevent and deter crisis events to the greatest extent possible; to respond effectively when crisis events occur; and to ensure necessary follow-up actions after crisis events occur. The *Emergency Operations Plan* incorporates those policies relevant to campus safety and student welfare directed by Policy Series 200, 500, and 800 of the Alabama Community College System and its Chancellor. The *Emergency Operations Plan* is reviewed and modified as required by the President of the College and the Chief of Police who oversees safety and security functions.

The *Emergency Operations Plan* is divided into four parts. **Part I: Safety Planning and Threat Assessment** is a discussion of those threats and vulnerabilities that concern educational institutions in general and SSCC in particular. It informs the SSCC community of the safeguards and procedures established to prevent and deter crisis events, and it provides techniques for detecting threats and vulnerabilities. **Part II: Crisis Action Plan** provides detailed procedures and actions during specific crisis events. **Part II** is intended to be used as an immediate action, standard operating procedure (SOP) during crises. **Part III: Crisis Action Follow-Up Procedures** provides short-term and long-term actions to be taken to restore health, safety, and normality to campus; to analyze the effectiveness of our crisis response; and to minimize the long-term aftereffects on individuals and recruiting. **Part IV: Hurricane Shelter Operations Guide** provides additional instructions directed by the System Chancellor, with respect to hurricane evacuation and to serving as an evacuation sheltering site when and where mandated by the Alabama Community College System.

### Safety Organization

**President.** As the CEO of the institution, the President reports directly to the Chancellor of the Alabama Community College System. The President is ultimately responsible for all components and functions of the College. Parts of these duties include ensuring adequate emergency preparedness-related planning, education, training, response, and follow-up activities take place before, during, and after any disaster that may impact the College. The Chief of Police for the College directly assists the President in establishing the crisis management organization, appoints appropriate personnel, and assigns responsibilities for disaster planning, response, and follow-up. The President determines guidelines for the notification and use of agencies external to the institution, serves as the chief public relations officer during and after crisis management, or makes the necessary designations of other personnel.

**Campus Emergency Response Team (CERT).** The Campus Emergency Response Team (CERT) is established by the President and operates under the direction of the Chief of Police. The CERT is responsible for reviewing all aspects of the health, safety, and welfare of the campus community and recommends procedures, regulations, facility modifications, and equipment to ensure the health, safety, and welfare of the greater campus community. The team will meet as needed to review campus safety issues. The Chief of Police serves as the team chairperson and may call meetings as required or requested.

**Members:**

- Chief of Police
- President
- President's Cabinet
- Director of Auxiliary Operations (supervises maintenance, facilities, and grounds)
- Director of Media and Communication

Under the direction of the Chief of Police, the CERT is responsible for conducting crisis management during a crisis event. Other staff or faculty members may be added depending on the nature of each crisis. The CERT is responsible for executing the procedures set forth in **Part II: Crisis Action Plan** of this manual, making timely decisions and taking timely action to safeguard the campus community, and minimizing the adverse effects of crises.

**Chief of Police.** The Chief of Police is the primary administrator responsible to the President for the health, safety, and welfare of the greater campus community and is responsible for the majority of operations-related staffing associated to emergency preparedness and response. As such, the position is primarily engaged in the development and implementation of the *Emergency Operations Plan* and chairs the Campus Emergency Response Team. It is the Chief of Police's responsibility to collaborate with all other campus entities through the CERT to establish and review detailed plans and procedures for crisis prevention, management, and follow-up. The Chief of Police will also assume operational control of assets and reports to the President, who has ultimate responsibility for all actions taken.

The Chief of Police for the College provides direct supervision to campus police officers. The Chief is a law enforcement officer certified by Alabama Peace Officers Standards and Training Commission (APOSTC). The position serves as the primary interface with external law enforcement agencies. Specific duties of the Chief include, but are not limited to, analyzing threats to the campus community; recommending surveillance and security systems and methods; investigating criminal activity on campus; enforcing motor vehicle regulations, parking, and traffic signage; and serving as a "first responder" to crisis events on campus.

**Faculty, Staff and Administrators.** All employees of the College have responsibilities for the health, safety, and welfare of students, coworkers, and visitors to the College. Employees are typically the most aware of any incident or occurrence that seems out of the norm for the campus environment. Vigilance with respect to threats and vulnerabilities is essential. Early detection of potential hazards is the best defense against crisis situations. SSCC promotes the "If you see something, say something" proactive mindset for all employees.

## Policies of the Alabama Community College System Relative to Campus Safety and Security

POLICY NAME:	<b>211.01: College Closings</b>
EFFECTIVE:	12-14-2016
SUPERSEDES:	
SOURCE:	<i>Code of Alabama</i> Section 16-60-111.4; Section 16-60-111.6
CROSS REFERENCE:	

When an institution is required to close due to inclement weather or other unforeseen emergency, the President must immediately notify the Chancellor.

POLICY NAME:	<b>219.01: Violence Threat Response</b>
EFFECTIVE:	12-14-2016
SUPERSEDES:	
SOURCE:	<i>Code of Alabama</i> Section 16-60-111.4
CROSS REFERENCE:	

1. It is the intent of the Board of Trustees to provide a safe workplace and a safe educational environment, free of acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind on System property or while conducting System business against employees, contractors, students, visitors, or anyone else. This policy provides a planned and immediate response to such incidents. Violence or threats of violence will not be tolerated.
2. **Third Party Influences.** Contractors, students, and/or visitors purposefully threatening the safety of others on System premises may be subject to immediate removal from the premises and/or prosecution under the law. Students may also be subject to disciplinary procedures under the institution’s student discipline code.
3. **Employees.** To ensure both safe and efficient operations, the Board of Trustees expects and requires all System employees to display common courtesy and to engage in safe and appropriate behavior on the job at all times. Any involvement in acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind, is considered unacceptable behavior that violates this standard of appropriate behavior in the workplace and in the educational environment.

Employees are responsible for their conduct on System premises, whether they are on or off duty. Alabama Community College System and institutional rules of conduct and behavior expectations also apply when employees are traveling on System business as well as any time employees are working for or are representing the Alabama Community College System away from the premises.

4. System institutions will promptly investigate any physical or verbal altercation, threats of violence, or other conduct by employees that threatens the health or safety of other employees, students, or the public or otherwise might involve a breach of or departure from the conduct standards in this policy. A search of property may be conducted under appropriate circumstances. All incidents of physical altercations or threats of violence are treated as gross misconduct and will result in disciplinary action up to and including termination of employment for employees and disciplinary action up to and including expulsion for students.

5. Retaliation in any form against an individual who exercises his or her right to make a complaint under this policy, or who provides information in the investigation of a complaint, is strictly prohibited and will result in appropriate disciplinary action up to and including termination of employment for employees and appropriate disciplinary action up to and including expulsion for students.
6. The Chancellor may issue appropriate guidelines and procedures for implementation of this policy.

POLICY NAME:	<b>510.01: Safety and Security</b>
EFFECTIVE:	04-13-2016
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 16-60-111.4</i>
CROSS REFERENCE:	

Education requires a safe environment for success. The Alabama Community College System is strongly committed to the safety of its students and employees. Each college shall strive to provide a safe environment for students, faculty, staff, and other campus visitors.

POLICY NAME:	<b>511.01: Firearms on Campus</b>
EFFECTIVE:	04-13-2016
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 16-60-111.4</i>
CROSS REFERENCE:	

Firearms are prohibited on campus or on any other facility operated by the institution. Exceptions to this policy are: Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment.

POLICY NAME:	<b>807.01: Student Health and Safety</b>
EFFECTIVE:	May 10, 2017
SUPERSEDES:	
SOURCE:	<i>ACT #2015-125</i>
CROSS REFERENCE:	

Each college must maintain and publish appropriate health and safety standards that comply with applicable federal and state regulations.

## Threats and Vulnerabilities

Potential threats to the health, safety, and welfare of the SSCC campus community come in many forms. Part I will identify those threats, analyze the institution's vulnerability to each, discuss detection and prevention methods to each, and establish general awareness of health and safety concerns. Specific procedures for each type of crisis event will be detailed in **Part II: Crisis Action Plan**.

### Serious Accidents and Injuries

Likelihood of Occurrence: **Low**

Discussion. Injuries and accidents within the population of any college campus are inevitable. Students participating in educational activities, technical training, workforce development events, and/or athletic activities are at risk of injury and accident. Faculty and staff personnel and contractors on campus are subject to the normal risks of industrial/construction/maintenance settings. However, the maintenance of proper facilities and equipment, awareness education, and the acceptance of personal responsibility will measurably reduce the occurrence of accidents and injuries.

Prevention Strategies. Motor vehicle accidents are one of the most common causes of serious injuries within typical college populations. Benchmarked techniques proven to minimize the number of occurrences of motor vehicle accidents among student populations include: safety-related topics covered in orientation sessions and other student activities, strong enforcement of the traffic and parking policies, and harsh penalties for serious violations of motor vehicle regulations, particularly involving alcohol. The Chief of Police coordinates these activities and works to ensure such techniques are implemented and enforced.

Athletic and training injuries can be minimized through the presence of appropriate supervision during events, the frequent inspection and maintenance of athletic and training equipment and facilities, professional instruction in proper techniques, and the maintenance of individual conditioning and fitness. Coaches, athletic military training instructors, and buildings and grounds personnel have responsibilities in these areas.

Industrial/construction/maintenance accidents can result from a failure of personnel to observe proper safety procedures or to use proper safety equipment. Supervisory personnel throughout the workforce and instructors in laboratories are required to ensure the proper use of safety equipment and techniques by all personnel. Additionally, buildings' and grounds' supervisors are expected to monitor the activities of externally sourced contractors and to report violations and potentially hazardous conditions to the Chief of Police.

### Disease Epidemics

Likelihood of Occurrence: **Moderate - High**

Discussion. Seasonal illnesses, such as influenza and colds, are common at public institutions. The potential for other illnesses resulting from insect infestations or food preparation is an additional risk in cafeterias and food preparation instructional areas.

Prevention Strategies. The Chief of Police and the Director of Auxiliary Operations are the primary officers responsible for monitoring and implementing disease control efforts. The Director of Auxiliary Operations is expected to maintain frequent communication with local health services to forecast potential disease epidemics. Employees and students are strongly recommended to maintain appropriate immunizations for seasonal flu and other diseases determined to be viable threats. Periodic health inspections of dining facilities and food services areas are performed as required.

See Attachment A: Health and Safety Campus Protocols and Procedures for Coronavirus/COVID-19 Pandemic.

## **Structural Fire**

Likelihood of Occurrence. **Low**

Discussion. Fire is always a risk in public buildings, educational facilities, and surrounding woodland areas, if applicable. Modern fire alarm and suppressions systems, HVAC systems, properly maintained electrical components, as well as well-manicured lawns and landscapes have reduced the threat of fire at SSCC. However, constant vigilance and fire prevention regulations are still essential.

Prevention Strategies. The Chief of Police and the Director of Auxiliary Operations are responsible for providing fire evacuation plans, fire alert/extinguishing systems, and rapid communication methods in the event of a structural fire in a campus building, or for a wild land fire in nearby wooded areas. All fire alarm and fire suppression systems are inspected annually by qualified contractual vendors. To ensure that every member of the campus community is educated on the proper response to a fire on campus, evacuation diagrams will be posted at appropriate locations, and periodic fire drills will be conducted.

## **Wildland Fire**

Likelihood of Occurrence. **Low**

Discussion. Due to the relatively urban physical locations of the campuses, the likelihood of wildland fires impacting the college is relatively low. There are some grassy areas that surround the campuses, but these areas are insignificant in size.

Prevention Strategies. The Chief of Police and the Director of Auxiliary Operations are the primary officers responsible for monitoring and implementing fire prevention strategies at the College. Operations staff provide for well-maintained lawns with no wooded areas being directly adjacent to the campuses.

## **Hurricanes/Tropical Storms/Tropical Depressions**

Likelihood of Occurrence. **Moderate**

Discussion. Tuscaloosa, Alabama, is in the potential path of tropical storms to include hurricanes generated in the Atlantic Ocean and accelerated by the warm waters of the Gulf of Mexico. These storms generate extremely high winds and excessive amounts of rain that create a threat to life and property; falling trees, downed high-power electrical lines, and objects propelled by high velocity winds are common. It is not uncommon for vital utility services to be interrupted, occasionally for several days at a time.

The campus community should be familiar with the following terms relative to tropical storm activity:

Tropical Depression – The cyclonic storm contains winds less than 39 MPH (34 KMPH).

Tropical Storm – The cyclonic storm contains winds from 30 to 73 MPH (34-63 KMPH).

Hurricane – The violent cyclonic storm contains winds in excess of 74 MPH (64 KMPH). Hurricanes may spawn tornados, especially in their northeast quadrant.

Hurricane Watch – The hurricane may threaten within 24 hours.

Hurricane Warning – The hurricane is expected to strike within 24 hours.

Prevention Strategies. Modern weather forecasting and storm tracking technologies provide some measure of prediction as to the likelihood that a hurricane will reach Tuscaloosa County with sufficient intensity to warrant school closure and evacuation or other precautions. When a hurricane “watch” or “warning” is declared by the National Weather Service for Tuscaloosa County, the Campus Emergency Response Team (CERT) will discuss monitoring, tracking, and response options as applicable. Under ACCS Policy 211.01, the President has the authority to terminate class activities and close the College for inclement weather or other unforeseen emergencies. Essential police officers and operations staff may be available on campus to provide for any ongoing campus services and safety.

The Director of Auxiliary Operations is responsible for contingency plans for the protection of facilities as appropriate, the securing of loose equipment and objects, the restoration of essential utility services, and the expeditious clean-up and recovery of the campus following a hurricane or weather-related incident.

**Part IV: Hurricane Shelter Operations Guide** provides additional instructions directed by the Chancellor of Postsecondary Education relative to hurricane response procedures.

### **Tornados/Severe Thunderstorms**

Likelihood of Occurrence. **Moderate - High**

Discussion. Tornados and violent weather generated by rapidly moving thunderstorms occur frequently in West Alabama throughout the year. Tornadoes and severe thunderstorms can occur with very little warning.

Prevention Strategies. The Chief of Police and the Director of Auxiliary Operations are responsible for the identification of structures that offer the greatest amount of protection to SSCC’s faculty, staff, and students. Detailed contingency plans for communicating warnings, moving personnel to safe shelters, and accounting for students and College employees are presented in **Part II: Crisis Action Plan** of this manual. Under the direction of the President, the Chief of Police is responsible for implementing systems and procedures to monitor national and local weather service broadcasts, at the earliest indication of severe weather, to provide timely response to “watches” and “warnings” as they are announced.

### **Ice/Snowstorms**

Likelihood of Occurrence. **Low**

Discussion. Although winters in West Alabama are generally moderate, snowstorms and particularly ice storms have occurred in recent years. Sub-freezing temperatures occur infrequently and for generally short durations. The

primary danger to SSCC students and personnel during snow or ice storms is from hazardous road conditions for motor vehicle travel to and from the campuses. Additional concerns are related to falling electrical power lines, overburdens of ice, and the subsequent loss of electrical power.

Prevention Strategies. ACCS Policy 211.01 provides for the Presidents of ACCS institutions to terminate school activities and direct school closures. The Chief of Police, with support from the Campus Emergency Response Team, will closely monitor national and local weather services during impending cold weather and make recommendations to the President on school closure.

Communication methods to the campus community, on and off campus, and procedures for release of commuting students and school employees are found in **Part II: Crisis Action Plan.**

The Director of Auxiliary Operations is responsible for maintaining necessary equipment and contingency plans for providing emergency services during interruptions of normal utility systems.

### **Floods and Flash Floods**

Likelihood of Occurrence. **Low**

Discussion. The campuses of Shelton State Community College are not extremely close to the Black Warrior River. Extensive flooding of the campuses to the extent that it jeopardizes the safety of the campus community or campus structures is unlikely. The minor flooding of parking lots, low-lying areas, and the overflow of sewer systems is possible during hurricanes, extensive rainfalls, and flash floods.

Prevention Strategies. Under the direction of the Chief of Police, the Director of Auxiliary Operations will determine the potential for buildings with properties to sustain flood damage during extensive rainfall and provide appropriate prevention and response procedures.

### **Earthquakes**

Likelihood of Occurrence. **Low – Negligible**

Discussion. The nearest geological formations that could produce seismic activity strong enough to be felt in West Alabama are the Eastern Tennessee Seismic Zone and the New Madrid Seismic Zone. The Eastern Tennessee Seismic Zone is concentrated just west of the North Carolina border in eastern Tennessee and extends southwest through northwestern Alabama. Records of seismic activity since 1973 show scattered minor earthquakes along a line running from the Alabama/Tennessee/Georgia tri-border area through Alabama into southwestern Mississippi. The recorded quakes closest to Tuscaloosa registered less than 4.0 on the Richter scale (considered minor). The New Madrid Seismic Zone is centered in northern Missouri, eastern Tennessee, and Kentucky. Although much farther away from West Alabama, the New Madrid Seismic Zone has the potential to create earthquakes of significantly larger magnitude. It is named for the 8.0 magnitude quake that was centered near New Madrid, Missouri, in 1812. The quake was reportedly felt as far away as New York.

The US Geological Survey Earthquake Hazards Program reports seismic activity around Marion, Alabama, to be unlikely. Significant seismic activity, from either the Eastern Tennessee or the New Madrid Seismic Zones, is not likely to produce earthquakes that would endanger structures or populations in the region.

Prevention Strategies. Due to the unlikelihood of potentially dangerous earthquake activity occurring at SSCC, earthquakes will be addressed briefly in **Part II: Crisis Action Plan**, and prevention strategies and safety procedures will be consistent with other natural disasters.

## **Volcano**

Likelihood of Occurrence. Non-Existent

Discussion. There are no known volcanoes in the state of Alabama.

Prevention Strategies. None noted.

## **Landslide**

Likelihood of Occurrence. **Extremely Low**

Discussion. The campuses of Shelton State Community College are all physically located above sea level, with no nearby adjacent hills, mountains or slopes that would provide the opportunity for a landslide.

Prevention Strategies. None noted.

## **Tsunami**

Likelihood of Occurrence. **Extremely Low**

Discussion. Tuscaloosa and the West Alabama Area are approximately 250 miles from the coastline along the Gulf Coast.

Prevention Strategies. None noted.

## **Dam/Levee Failure**

Likelihood of Occurrence. **Low**

Discussion. Tuscaloosa and the West Alabama area are approximately 220 feet above sea level. Although the city is physically located near the Black Warrior River, the water restriction used is very minimal and consists of partial locks and no dams or levees. Occasionally, heavy rainfall and flash flooding do occur, which result in the river level rising over the banks downtown. Flood stage is rarely exceeded, and even in the worst cases of modern history, these levels have not created any property concerns for any of the College's campuses.

Prevention Strategies. None noted.

## **Floods and Flash Floods**

### Likelihood of Occurrence. **Low to Moderate**

Discussion: Tuscaloosa and the West Alabama area are approximately 220 feet above sea level. Although the city is physically located near the Black Warrior River, the water restriction used is very minimal and consists of partial locks and no dams or levees. Occasionally, heavy rainfall and flash flooding do occur, which result in the river level rising over the banks downtown. Flood stage is rarely exceeded, and even in the worst cases of modern history, these levels have not created any property concerns for any of the College's campuses. However, heavy and torrential rainfall can create flash flooding issues for areas near the campuses.

Prevention Strategies. Weather monitoring is a routine function of the Chief Police. When flash flooding is predicted or occurs, the Director of Auxiliary Operations oversees operations functions that help prepare the campuses for the possibility of flash flooding. Routine strategies include removing garbage cans from the parking lots, placing cone/barricade to prevent parking in areas and lots where heavy rains can collect, monitoring the roofing to prevent leaks in problematic areas, and ensuring that doors are closing completely to prevent heavy rains and winds from causing water to enter the facilities.

## **Drought**

### Likelihood of Occurrence. **Low**

Discussion. The campuses of Shelton State Community College have water services provided by the City of Tuscaloosa. Drought conditions do occur but have never impacted operational functions of the College.

Prevention Strategies. Landscaping irrigation can be converted to spring-fed options, should the city restrict irrigation/sprinkling options.

## **Hazardous Materials Exposure/Chemical or Radiological Release**

### Likelihood of Occurrence. **Low**

Discussion. Shelton State Community College is located in Tuscaloosa, Alabama, residing in the west- central portion of the state. There are significant industrial activities, interstates, highways, and railways near the campuses. These industries and travel routes could threaten the community with accidental hazardous chemical release discharge plumes, vapors, and liquids.

Prevention Strategies. The Chief of Police and the Campus Emergency Response Team should be mindful of industrial development activities near the campuses that could generate a hazardous materials threat. The Director of Auxiliary Operations will monitor the use of hazardous materials by grounds, maintenance, and environmental services personnel and contractors to ensure that proper safety precautions are observed. Procedures are established in **Part II: Crisis Action Plan** for safeguarding students and employees and for the expeditious reporting and clean-up of hazardous waste spills or releases on campus.

## **Bomb Threats**

### Likelihood of Occurrence. **Low**

Discussion. As with any public school, the possibility of receiving a bomb threat is present. Although many such threats are pranks, each occurrence must be treated as though the threat is valid until determined otherwise.

Prevention Strategies. **Part II: Crisis Action Plan** contains detailed procedures for personnel receiving a bomb threat. Reliable, redundant communication systems must be established to notify the campus community of evacuation, lockdown, or other immediate action procedures. The Chief of Police is responsible for establishing prearranged notification and response procedures with external law enforcement and other first responder agencies.

Preventative searches and subsequent security of auditoriums or venues where high-profile speakers or guests will attend should be considered on a case-by-case basis. Such precautions can preclude disruption of the event by establishing a high confidence that any threat would be a hoax.

## **Communicating Personal Threats**

### Likelihood of Occurrence. **Low to Moderate**

Discussion. Threats of violence are not uncommon in a college-age population. The degree of violence communicated in the threat is important in determining the response by appropriate police officers and other supervisory personnel.

Prevention Strategies. The *SSCC Employee Handbook* and the *SSCC Student Code of Conduct* clearly identify the College's expectations of conduct established for employees and students. Disruptive behaviors, threatening actions, and malicious demeanors are not tolerated. Violations will be addressed at the College's level, and if merited, at the ACCS level. Criminal violations will be reported to local law enforcement for proper adjudication. It is essential that serious threats of violence be reported immediately and that the intent of SBOE Policy 219.01 is followed. Procedures are established in the *SSCC Employee Handbook*, as well as the *Student Handbook*. Any faculty, staff or student who displays unacceptable and threatening behavior will result in the appropriate College response. Disciplinary action, up to and including termination of employment, can result from verbal abuse or communication of threats of violence by SSCC employees.

## **Suspicious Individuals on Campus**

### Likelihood of Occurrence. **Low to Moderate**

Discussion. SSCC is an open campus. It is integrated within the city of Tuscaloosa and attracts many visitors. Suspicious activity is defined as activity that a prudent person thinks may lead to a breach of safety to one or more individuals or to campus property. Examples of individuals who may constitute such a breach are thieves, sexual predators, and disgruntled former students or employees.

Prevention Strategies. The Chief of Police is responsible for the oversight of a safe and conducive teaching and learning environment. Vigilance by all personnel to the activity of strangers on campus is important. Individuals, other than those recognized as law enforcement officers, who possess weapons of any sort should be reported immediately to the Chief of Police and to the appropriate campus police department. The entire campus

community is informed of proper procedures for the reporting of suspicious personnel. SSCC practices and promotes the “If you see something, say something” approach to any suspicious activity.

### **Suicide and Threats of Suicide**

Likelihood of Occurrence: **Low**

Discussion: Incidents of suicide and attempted suicide among the college-age population have become subjects of increasing concern to college administrators and educators. Early intervention and counseling of individuals who develop a propensity to do harm to themselves is essential but often very difficult to detect. The aftereffects of a suicide within the student population are traumatic and can lead to other attempts.

Prevention Strategies: The close interaction and familiarity among students, faculty, staff, coaches, and administrators at SSCC are beneficial in the early detection of at-risk individuals. The Chief of Police and the Dean of Student Services are responsible for training employees and students in suicide prevention and detection, and they are responsible in the timely reporting of incidents of ideation and threats of suicide. Appropriate referrals are made to local area agencies for qualified and directed professional assistance and treatment. The Dean of Student Services maintains a close working relationship with appropriate local area agencies that assist in these efforts.

Specific procedures in the event of suicide, attempted suicide, and threats of suicide are addressed in **Part II: Crisis Action Plan**.

### **Fighting and Rioting**

Likelihood of Occurrence: **Low to Moderate**

Discussion: Altercations among college-age students occasionally occur. The competitive environment of higher education pursuits can sometimes foster intense rivalries among students. SSCC is a relatively large college community, yet individual programs of study can promote a small college environment. The close association of students with one another, the mentorship of academic and technical instructors and coaches, and the influence of the *SSCC Student Code of Conduct* provide an environment far more conducive to fostering responsible, mature behavior. Individual altercations may occur, but it is most unlikely that altercations among groups of students would develop.

Prevention Strategies: Academic and technical instructors, support staff, coaches, and administrators must be alert to detect students with tendencies for combative behavior. Those individuals mentoring students must be receptive to detecting the need for professional anger management counseling and refer students to appropriate services, when required.

Combative behavior is addressed in the *SSCC Student Code of Conduct*, and appropriately severe penalties up to and including expulsion can be awarded to perpetrators of assault and fighting as well as to those who pose a threat of violence to others.

## **Active Shooter/Active Assailant**

### Likelihood of Occurrence. **Low to Moderate**

Discussion. School violence-related events, such as the shootings at Columbine High School, Virginia Tech, and Newtown, Connecticut, suggest that all college campuses are vulnerable to the acts of one or more deranged individuals. The close association and monitoring of students by academic and technical instructors, support staff, coaches, and administrators make it unlikely that a student at SSCC would develop a dangerous disorder without being detected. However, disgruntled former students who have been expelled or employees whose employment has been terminated could constitute a potential threat.

Prevention Strategies. All supervisors and leaders throughout the campus community must be receptive to warning signs of mentally disturbed students or coworkers. Early intervention by employees and referral to professional medical personnel are essential. The President, with input from the Chief of Police and the Dean of Student Services, has the authority to expel any student or terminate employment of any employee who has been determined to constitute a potential threat to others. The President's senior-level staff and workforce supervisors should attempt to evaluate the potential for retribution from students or employees who have been dismissed from SSCC. The President has the authority to bar such individuals from campus and direct the Chief of Police to implement a criminal trespass directive, initiate surveillance, and alert procedures to prohibit them from returning to the campus.

Reliable, redundant communication systems must be established to alert the entire campus community to an intruder on campus and to direct the execution of the procedures articulated in **Part II: Crisis Action Plan**.

The Chief of Police is responsible for ensuring that procedures are established for the timely response by certified law enforcement officers, emergency medical personnel, and other appropriate first responders to armed intruders.

## **Hostage Situation**

### Likelihood of Occurrence. **Low**

Discussion. Hostage taking may result from failed personal relationships, a deranged intruder, or a criminal fleeing from law enforcement. Hostage recovery is a sophisticated operation and must be handled by professional law enforcement officers trained in a variety of techniques.

Prevention Strategies. As with the detection of suspicious individuals, vigilance by all personnel to the activity of strangers on campus is important. Any suspicious person should be avoided and reported immediately to the Chief of Police and to the appropriate campus police department.

In the event of a hostage situation, the Chief of Police will assume operational control of the campus until law enforcement officials can intervene.

## **Terrorist Acts**

### Likelihood of Occurrence. **Low**

Discussion. While terrorism-related crimes can never be completely removed from emergency preparedness planning processes, the likelihood of terrorism activities taking place on a college campus is relatively low.

Terrorism acts are typically tied to political causes, which inherently de-escalates the threat levels at most community colleges. However, should a terrorist act take place, the College would mimic the emergency response employed for active shooters/active assailants. Hostage recovery is a sophisticated operation and must be handled by professional law enforcement officers trained in a variety of techniques.

Prevention Strategies. As with the detection of suspicious individuals, vigilance by all personnel to the activity of strangers on campus is important. Any suspicious person should be avoided and reported immediately to the Chief of Police and to the appropriate campus police department.

All supervisors and leaders throughout the campus community must be receptive to warning signs of terrorism acts and threats. Early intervention by employees and referral to professional medical personnel are essential. The President, with input from the Chief of Police and the Dean of Student Services, has the authority to expel any student or terminate employment of any employee who has been determined to constitute a potential threat to others. The President's senior-level staff and workforce supervisors should attempt to evaluate the potential for retribution from students or employees who have been dismissed from SSCC. The President has the authority to bar such individuals from campus and direct the Chief of Police to implement a criminal trespass directive, initiate surveillance, and alert procedures to prohibit them from returning to the campus.

Reliable, redundant communication systems must be established to alert the entire campus community to an intruder on campus and to direct the execution of the procedures articulated in **Part II: Crisis Action Plan**.

The Chief of Police is responsible for ensuring that procedures are established for the timely response by certified law enforcement officers, emergency medical personnel, and other appropriate first responders to armed intruders.

## **General Campus Safety Measures**

Alert Systems and Emergency Communications - In the event of a crisis or emergency situation affecting the campus, a rapid, comprehensive communication plan is essential. The requirement for communication in each circumstance is different. The following is a discussion of the alert systems and communication methods available to school officials at SSCC.

### **Alert Systems**

City/County Weather Siren – The City of Tuscaloosa and Tuscaloosa County maintain weather alert sirens audible throughout the SSCC campus communities. They are activated from the Tuscaloosa County Emergency Management Agency headquarters in the event that a tornado warning has been established in the immediate vicinity or when a tornado has been sighted.

Megaphones – Hand-held megaphones are available to Campus police and are maintained in the respective campus police department.

SSCC Alert! Emergency Notification System – The SSCC Alert! Emergency Notification System is maintained and administered through the office of the Chief of Police. This system provides for effective and timely emergency notifications through text messages, emails, and telephone calls. The notification system provides faculty, staff, and students with rapid notifications, both on and off campus.

## Communications Systems

Telephone – The primary method for on-campus and off-campus communications is the traditional telephone system. Telephone communication during crisis management is dependent on the maintenance of comprehensive, up-to-date phone lists for all members of the campus community, as well as community response agencies.

IT Network – The campus e-mail and website posting systems are becoming increasingly effective at providing critical information to the campus community and parents. The maintenance of comprehensive lists of e-mail addresses is essential.

Weather Radios – Emergency weather radios are present on each campus at the respective Police Department. The Chief of Police and the College Emergency Response Team have the capability to monitor and track potentially severe weather approaching the campus.

## Immediate Action Procedures

Most life-threatening crises will require one of the following three immediate actions by the SSCC campus community.

### Evacuation

Depending upon the nature of the emergency, it may be necessary to call for the immediate evacuation of one or more buildings on campus. Since school activities occur in numerous buildings and locations simultaneously, evacuation plans must allow for the selective evacuation of one or more buildings or the mass evacuation of all buildings. The Chief of Police, with assistance from the Director of Auxiliary Operations, is responsible for developing detailed evacuation plans for each building on campus and for posting evacuation diagrams at appropriate locations. The primary alert signal for the initiation of an evacuation is usage of the SSCC Alert! Emergency Notification System, website and social media postings, as well as verbal instructions from campus police.

### Lockdown

Upon the appropriate SSCC Alert! notification or other verbal, electronic, or other social media instruction, the message will be conveyed that the campus is in **LOCKDOWN**; all faculty and staff members will do the following:

- Lock all doors and windows.
- Move all students/employees away from doors and windows.
- Turn off all lights.
- Keep everyone quiet.
- Wait for the “All Clear” from the Chief of Police, campus police, law enforcement, Campus Emergency Response Team (CERT) members, or other College officials as applicable.

During lockdown, personnel are required to remain in place and follow the instructions of College law enforcement officials.

### Safe Shelter

Safe shelter procedures will be executed upon receipt of a warning of impending tornado or violent weather. The Chief of Police, with assistance from the Director of Auxiliary Operations, is responsible for establishing safe shelter areas in buildings and areas throughout the campus and posting signs identifying them. The alert signal will be given via the appropriate SSCC Alert! emergency notification, electronic or social media methods, or verbal

commands. If the Tuscaloosa County EMA weather siren sounds, all personnel should execute the safe shelter procedures without waiting for commands from any other method or device. Upon alert, all personnel will be directed to move immediately to the nearest safe shelter area. Additional procedures are detailed in **Part II: Crisis Action Procedures**.

## Training and Drills

The Chief of Police will instruct all faculty, staff members, and students annually on **evacuation, lockdown, and safe shelter** immediate action procedures.

### Drills

The Chief of Police will conduct drills of each immediate action procedure as applicable. Area and departmental drills will be coordinated by the Chief of Police.

### Behavior Intervention-Student Evaluations and Referrals

The College has implemented a Communicate, Assess, Refer, and Evaluate (C.A.R.E.) Team (Behavior Intervention Team) for oversight and response to evaluations and referrals. This process is described in detail in section III.

A key to preventing serious incidents lies in early recognition of warning signs displayed by potential perpetrators of such violence. A recent study on school environment and problem behavior identified warning signs of violence in three stages.

#### Stage One

- Unusual changes in behavior and sleep disturbances
- Regularly uncooperative with authority figures
- Increased profanity, irritability, and anxiety
- Argues constantly with fellow students
- Spreads harmful gossip and rumors
- Makes unwanted sexual remarks

#### Stage Two

- Plays the role of victim
- Writes violent or sexual notes to fellow students
- Verbalizes desires to harm others
- Vandalizes or steals property
- Disregards regulations
- Increased level of arguments or altercations
- Increased number of accidents
- Noted decrease in interest/confidence in school activities

#### Stage Three

- Intense anger
- Depression or withdrawal
- Fighting
- Suicidal threats
- Use of weapons to harm others

The close teaching and learning relationship among students, academic and technical instructors, coaches, support staff, and administrators at SSCC provides a rudimentary opportunity to monitor students and to detect warning

signs in those who may be disturbed or who are having emotional or psychological problems. Instructors, coaches, support staff, and administrators should have adequate training in the warning signs of violent behavior, and they should be instructed to report such behavior to supervisory personnel for referral to counseling. When sufficient evidence of disturbed behavior is present, students will be referred to the Dean of Student Services, who presides over the C.A.R.E. Team action and referral process.

Post crisis/grief counseling of students affected by traumatic events is essential to the health and welfare of the campus community. Post crisis/grief counseling is discussed in **Part III: Crisis Action Follow-Up Procedures** of this manual.

## Search and Seizure

**Definition of a Search.** A search is any action by government officials, including instructors, staff, and administrators, that intrudes upon and invades an individual's protected privacy interests by examining the individual's body or items that are not exposed to public view. A school search is a search that meets this definition and takes place on school property.

**Legality of School Searches.** School searches may be performed against an individual or with an entire group, each with its own set of criteria. In general, designated school officials are authorized to conduct a search without fear of legal ramifications as long as the search is *reasonable*, and the school official does not intentionally harm the student. Students are protected by the Constitution from *unreasonable searches*, just like all other citizens. It is important to have reasonable cause and to follow proper procedures in the conduct of a search. Evidence that is obtained from an unreasonable or improperly performed search cannot be used to prove the guilt of the student and, therefore, cannot be used to punish the student. Before conducting a search, school officials should consult the checklist contained in **Part II: Crisis Action Plan** of this manual.

**Reasonable Suspicion Standard.** The Supreme Court in a landmark case known as T.L.O. established the *reasonable suspicion standard* for educators when performing school searches. This standard is lower than the standard for law enforcement officers who must comply with the *probable cause standard* and obtain a warrant prior to a search. *Reasonable suspicion* is defined as "specific and articulable facts, which taken together with rational inferences from those facts, reasonably warrant intrusion." Sufficient *probability* of wrongdoing, not *certainty*, is required. However, school officials cannot invade the rights of students more than is necessary to assure the welfare and safety of all students and teachers.

Reasonable suspicion may result from personal observations by the instructor or school official, tips provided by other students, or rumors of a violation by a specific student if corroborated by other evidence of a violation.

**Generalized School Searches.** Although individual searches must meet the reasonable suspicion standard, the courts have upheld *generalized (or suspicion less) searches*, as well, where no particular student is suspected. Metal detectors, point-of-entry searches, and random drug testing are examples.

**Metal Detectors and Point-of-Entry Searches.** Metal detectors and point-of-entry searches have been upheld by the courts as long as they are not targeted toward any specific individual but are either applied to all students or students selected at random. To minimize the privacy intrusion of such searches, advanced notice should be provided to students. Similarly, conspicuous postings at all entrances would also give visitors and students notice that they will be subject to searches.

**Surveillance.** Surveillance (watching an area either by the use of video cameras or the naked eye) is permissible as long as the area or activity being surveyed is considered a common area and open to the public. Examples would be parking lots or hallways, in which no student would have a reasonable expectation of privacy. The posting of signs warning students that they are in an area under surveillance will increase the success of legal defense of

surveillance activities.

**Alcohol and Drug Testing.** Random drug testing of students involved in co-curricular activities is generally considered permissible. Students and parents are notified at the beginning of the school year that drug testing is part of the school safety program. Testing must minimize privacy intrusion, and the results must be considered confidential with limited access.

Employees who work in safety sensitive positions may be randomly tested for drug and alcohol use. Drug testing of public school employees based on reasonable suspicion and following proper procedural guidelines is constitutional.

**Canine Searches.** Random sniffing by drug-detection dogs of property, such as cars and lockers, does not constitute a search within the meaning of the Fourth Amendment. Therefore, school officials, without reasonable suspicion, can conduct such investigations. Once a drug-detection dog makes a positive alert to the presence of a controlled substance in a locker, car, book bag, etc., the ensuing act of looking into that item is a search, and the dog's alert satisfies the reasonable suspicion standard.

**Motor Vehicle Searches.** Searches by school officials of motor vehicles parked on school grounds are generally upheld as permissible by the courts. If the search is based on individualized suspicion, reasonable grounds for the suspicion must exist. It is unlikely that school officials would have authority to search motor vehicles parked off school grounds.

**Seizure.** A seizure of property occurs when there is some meaningful interference with an individual's ownership and usage of that property. The reasonableness standard applies to the seizure of property as well as searches.

## Emergency Operation Center

In the event of a crisis, disaster, or serious incident on campus, the President may authorize the Chief of Police to establish the Emergency Operations Center (EOC), with the support of the Campus Emergency Response Team. When selecting the EOC for any crisis, the following considerations will be taken into account:

- If possible, the EOC must be a safe location not immediately affected by the crisis.
- The EOC must have access to the entire array of communications available on campus.
- The EOC must be a location where access can be controlled to preclude interference of the Campus Emergency Response Team or by media personnel and others not essential to crisis management.

Predetermined Locations for the EOC:

**Chief of Police Office Suite:** The Chief of Police's office suite houses the primary contact point for all safety and security-related functions at the College. This office will likely be the first center of activity for a campus crisis, and it may be adequate for a short duration incident. However, it is also the focus of parent and visitor inquiries and does not have adequate space to act as a proper EOC.

**President's Conference Room.** The most likely location for the EOC in a prolonged crisis is the President's conference room on the third floor of the Martin Campus's main building. This area is adjacent to the President's office and the Office of Media and Communication, all of whom serve on the Campus Emergency Response Team (CERT). This space possesses access to all communication assets and has adequate space to serve as the focus of the EOC. The Chief of Police works collectively with the President, the Dean of Administrative Services, the Associate Dean of Information Technology, and the Director of Auxiliary Operations to develop plans to expeditiously establish and equip the EOC. Additional tasks are to formulate a process to transfer operational

control from the Chief of Police’s office suite to the President’s conference room.

**Fredd Campus Main Building Administrative Suite.** In the event that the emergency or incident involves the Fredd Campus, or if the Martin Campus’s President’s conference room is involved in the developing crisis or is otherwise unsafe, the Fredd Campus’s main building administrative suite would serve as the alternate site for the EOC. Plans for expeditiously establishing the necessary command and communications infrastructure for shifting the EOC to the Fredd Campus’s main building’s administrative suite are again the responsibility of the Chief of Police, the Director of Auxiliary Operations, the Dean of the Fredd Campus, and the Associate Dean of Information Technology Services.

**Interagency Cooperation.** SSCC is highly dependent on local law enforcement, firefighting, and medical agencies for response to emergency situations. The Chief of Police maintains strong relationships with local emergency response authorities in an effort facilitate agency responses.

### Logistics, Equipment, and Supplies

**Automated External Defibrillators (AEDs).** AEDs will be maintained on the SSCC campus at the following locations and assigned to the following departments. Additionally, AEDs may be assigned to athletic teams or other educational training exercises off campus.

Martin Campus	C. A. Fredd Campus
Annex	Building 400/Daycare
Baseball Concession Stand	Building 200/GED
Field House	Police Department
Gymnasium	
Office of the Dean of Student Services	
Office of the President	
Police Department	
Softball Dugout	
Theatre	
Welcome Desk	
Welding/Truck Driving	
Wellness Center	

**Emergency Generators.** The Director of Auxiliary Operations will maintain sufficient emergency generators to provide electrical power to essential facilities on the campuses. Top priorities are emergency lighting within the facilities, IT server rooms, cafeteria and food storage areas, and supporting HVAC functions.

**Crisis Action Preparedness Kit.** The Chief of Police is responsible for preparing and maintaining a Crisis Action Preparedness Kit for employment at the EOC during crisis management. The kit should include, but not be limited to, the following:

- Emergency Operations Plan
- Notepads, pencils, and pens
- Emergency weather radio
- Maps of the campus and surrounding areas

Additionally, the Director of Auxiliary Operations will maintain engineering diagrams/floor plans of all buildings showing exits and utility areas.

## Resource Guide

- **"Early Warning, Timely Response: A Guide to Safe Schools":** ([www.ed.gov/offices/OSERS/OSEP/earlywarn.html](http://www.ed.gov/offices/OSERS/OSEP/earlywarn.html)) - This excellent guide for comprehensive violence prevention planning is published by the U.S. Department of Education and the Department of Justice.
- **Keep Schools Safe ([www.keepschoolssafe.org](http://www.keepschoolssafe.org)):** This website is established by the National Association of Attorney Generals and the National School Boards Association to address the escalating problem of youth violence.
- **American Association of School Administrators ([www.AASA.org](http://www.AASA.org)):** This professional organization for school leaders can provide resources and online links concerning school safety and violence in the schools.
- **U.S. Department of Education ([www.ed.gov/offices/OESE/SDFS](http://www.ed.gov/offices/OESE/SDFS)):** The Safe & Drug Free Schools Program has its own website and links to other education programs and federal agencies.
- **National Association of School Psychologists ([www.naspweb.org](http://www.naspweb.org)):** This professional organization maintains extensive online resources about dealing with crisis situations in schools, including information about their National Emergency Assistance Team.
- **AEA's Safe Schools Guide:** This guide was published by the Alabama Education Association in July 2005.

## Part II - Crisis Action Plan

### Crisis Action Introduction

**Part II: The Crisis Action Plan** is intended to provide step-by-step instructions for the immediate reaction to and management of disasters, emergencies, and crisis situations that might impact SSCC or the immediate surrounding community. There are many threats to the safety of the SSCC community discussed in **Part I: Safety Planning and Threat Assessment**. It is recommended that emergency operations-related staff, as well as faculty and general staff members, become familiar with Part I in preparation for the actions to be taken as directed in Part II.

Crisis situations fall into two categories: unexpected disasters/serious incidents and imminent threat of disasters/serious incidents. An unsuspected disaster or serious incident is one that happens without warning and requires immediate response. Examples are accidents, acts of violence, and earthquakes. Imminent threats of a disaster or a serious incident provide some warning or prediction allowing for some preparation time. Examples are hurricanes, tornadoes, ice/snowstorms, and floods. The safety organizational structure at SSCC responsible for crisis management and preparation is presented in Part I. It involves essentially everyone on campus. The following procedures will be immediately enacted as initial response to disasters, serious incidents, crisis situations, and imminent threats of such.

**Unexpected Disaster or Incident.** Anyone witnessing an accident, suspicious activity, intruder, act of violence, or any other serious incident should immediately communicate all pertinent information to the appropriate campus police department by the fastest means available. The President, the Chief of Police, and the Campus Emergency Response Team (CERT) will determine the proper course of action. The President, upon recommendation from the Chief of Police, will determine if the CERT should be activated and designate the location of the Emergency Operations Center (EOC).

**Imminent Threat of Disaster or Serious Incident.** The Chief of Police, CERT, and all other administrators are responsible for monitoring the campus environment with respect to impending threats. In the event of approaching weather that could pose a threat to the campus community or property, the Chief of Police will immediately advise the President and make recommendations for activating the CERT, establishing the EOC, and/or enacting appropriate portions of this plan.

### Basic Assumptions

The succession of events in an emergency or crisis situation is unpredictable; therefore, published operational plans, such as this, should serve only as a guide and a checklist and may require modifications to meet the requirements of the crisis.

During community-wide disasters, SSCC will carry out disaster response and recovery operations in conjunction with local resources. Federal, state, and local plans may take precedence over provisions of SSCC crisis action planning.

## Emergency Contact Information

### School Address:

#### School Addresses

Shelton State Community College – Martin Campus  
9500 Old Greensboro Road  
Tuscaloosa, Alabama 35405

Shelton State Community College – C. A. Fredd Campus  
3401 Martin Luther King Boulevard  
Tuscaloosa, Alabama 35401

#### Driving Directions

Martin Campus: From Interstate 59/20: Proceed south on exit 76B, and drive south on US Highway 69 (approximately 5 miles); turn right onto Mae Hinton Blvd, and the campus is directly in view.

Fredd Campus: From I-459 in Tuscaloosa, take the Kauloosa Avenue exit, and proceed west for approximately 3 miles. Turn right onto Martin Luther King Blvd, and the Fredd Campus is directly on the right.

### Administrative Telephone:

#### Mark Cline, Chief of Police

205.391.2352 (Office)

205.361.5207 (Cell)

#### President's Office Telephone:

205.391.2251

205.391.2363 (fax)

#### Director of Media and Communication:

205.391.2959

#### Designated Physical Plant and Master Key Contact:

205.391.2952 (Office)

205.399.3238 (Cell)

#### Designated Law Enforcement Agency with Master Keys:

Tuscaloosa Fire Department

#### Utility Company Contacts:

City of Tuscaloosa Water Department

205.242.5500

Spire Natural Gas Company

800.292.4008

Alabama Power Company

800.245.2244

#### Nearest Full-Service Hospital:

DCH Regional Medical Center

809 University Boulevard East

Tuscaloosa, Alabama 35401

205.759.7111

## **EMERGENCY ASSISTANCE LOCAL AND STATEWIDE CONTACT INFORMATION**

Tuscaloosa Police Department	911 or 205.349.2121
Tuscaloosa Fire Rescue Department	911 or 205.349.2121
Tuscaloosa County Sheriff's Office	205.752.0616
Alabama Department of Public Safety (State Troopers)	334.874.8234
Alabama Highway Patrol Division	205.553.0729
Alabama Bureau of Investigation National	205.343.6539
Poison Control Hotline Alabama	800.222.1222
Department of Mental Health	205.556.7060
Alabama Emergency Management Agency	205.288.2200

## **Injury, Sickness, and First Aid**

When a student is determined to be ill or injured, campus police should be contacted for assistance. However, call 911 for all serious injuries and illnesses. Make a follow-up call to the appropriate campus police department immediately afterwards. SSCC does not have a student health center and does not provide medical care, other than minor treatments that might occur in a technical program, such as minor cuts and scrapes. All other illnesses and injuries must be treated off-site at medical facilities chosen by the victim, or as customary for emergency medical responders to transport.

### **Immediate Actions:**

- Notify the appropriate campus police department and/or call 911.
- Keep the victim still and comfortable, but do not move the victim.
- Ask the victim where he or she is injured and how he or she feels.
- Check breathing and perform CPR as need and if trained.\*
- Control serious bleeding by direct pressure on the wound.
- Continue to assist and comfort the victim until help arrives.
- Look for emergency medical tags (bracelet, necklace, and/or anklet).
- Give all pertinent information to responding paramedics or other first responders.

Serious injuries will require immediate ambulance response from the local EMS and will be reported to the Chief of Police and any approved emergency contacts in a timely manner. As appropriate, parents and/or spouses will be provided with the name and location of the receiving hospital.

*\*Only trained personnel should administer CPR and first aid beyond the steps noted above.*

## **Death on Campus**

### **Immediate Action:**

- Notify the appropriate campus police department and/or call 911.
- Move all students and non-essential personnel away from the scene.
- Await arrival of first responders.

The Chief of Police will immediately notify the President and the Tuscaloosa Police Department in the event of a death on campus. Local law enforcement will conduct the investigation and make the determination as to the cause of the death. If a student death occurs off campus during an authorized off-campus activity, the person receiving the notification from authorities will immediately contact the Chief of Police, who will then notify the President.

Depending on the circumstances of the death, the President may call for a meeting of the Campus Emergency Response Team (CERT) to evaluate any threat to others, handle media notification, provide briefings to the College community, and coordinate issues involving the next-of-kin.

The Chief of Police will coordinate with local law enforcement agencies to make timely notification to parent(s) or guardian(s) in the most appropriate manner.

The death of a student, particularly a suicide or tragic accident, is a traumatic event for the SSCC community and particularly the student body. Follow-up actions with respect to prevention analysis, grief counseling, memorial services, and media notification are contained in **Part III: Crisis Action Follow-Up Procedures**.

## **Fire and Wildland Fires**

### **Immediate Action:**

- Pull the nearest fire alarm to evacuate the building, and contact the Fire Department.
- Call 911 and the appropriate campus police department with the location of the fire.
- If minor, attempts may be made to extinguish the fire with the nearest extinguisher, avoiding possible injury to you and/or others.
- If the structure is involved and there is a possible danger to you or others, **DO NOT ATTEMPT TO FIGHT THE FIRE.**
- Evacuate the building.
- Assist others to the extent safely possible.

The Chief of Police or other designated staff will perform the following:

- Notify the President.
- Confirm that 911 or other appropriate emergency first responders have been notified.
- Call for evacuation of all affected structures with specific directions using voice, megaphones, and the SSCC Alert! Emergency Notification System.
- Communicate further instructions to the entire campus over the SSCC Alert! Emergency Notification System for all areas of the campus.
- Use other methods of communication as needed, such as website, social media, and other electronic methods.

Faculty and staff will perform the following:

- Evacuate the students according to the fire escape plan for the affected building.
- Ensure that all students are out of the building and accounted for to the best of their abilities.
- Notify the appropriate campus police department and the Chief of Police of any missing students.
- Keep students clear of the involved building, fire equipment, and fire fighters.
- Await the "ALL CLEAR" notification or further instruction by campus police officers, the Chief of Police, local emergency first responders, or other designated College officials as approved by the President.

The Chief of Police will perform the following:

- Coordinate with local police, fire, and emergency medical services to ensure their presence.
- Serve as the primary point of contact with first response agencies to determine their requirements.
- Coordinate with the Director of Auxiliary Operations for logistical support as required.

The President may call for the activation of the Campus Emergency Response Team (CERT) and the establishment of an Emergency Operation Center (EOC) for the command and coordination of student and employee movement, accountability, media response, and campus security.

Notes:

The Chief of Police, with the assistance of the Director of Auxiliary Operations is responsible for developing detailed fire evacuation plans and posting evacuation diagrams in prominent locations for each building on campus. The Chief of Police and campus police officers are responsible for the maintenance and inspection of fire alarms, fire extinguishers, and emergency exit lighting in all appropriate buildings according to state and local codes. The Chief of Police will coordinate with qualified contractual vendors for inspections and technical advice, maintenance, and repairs.

The Chief of Police with the assistance of the President is responsible for planning and conducting periodic drills for fire, lockdown, and tornados, as deemed necessary.

## **Termination of Classes for Severe Weather, Snow, Ice Storms, and Hurricanes**

Severe weather may pose a danger to a college community at any time. Class cancellations and delays may be necessary as a result of the severe weather, regardless of the form. Severe thunderstorms, tornadoes, flash floods, winter ice, snow conditions, or approaching hurricanes occasionally make it prudent, for the safety of commuting students and employees, to suspend/delay classes and other school activities for a limited period of time.

The Chief of Police will maintain early warning monitoring and communications with appropriate law enforcement, emergency management agencies, and weather forecasting organizations. Updates and forecasts for severe weather will be shared with the President, Cabinet members, and the CERT to the fullest extent possible. The Chief of Police will make recommendations to the President regarding school closures and delays. The final determination to suspend classes will be made by the President, or the Chief of Police if the President is unavailable.

The President may activate the Campus Emergency Response Team (CERT) and establish an Emergency Operations Center (EOC) as potentially hazardous weather approaches. With input from the Chief of Police regarding highway conditions, the President may allow students to travel to their homes or other appropriate safe havens to reduce the number of students on campus during severe weather threats. Sufficient SSCC staff must be present at all times to provide for the accommodation and welfare of boarding students remaining on campus, should conditions merit the action.

**When an institution of the Alabama Community College System is required to terminate or cancel classes due to inclement weather or other unforeseen emergency, the President must immediately notify the Chancellor and submit a plan for making up the lost instruction days in the event that the minimum calendar as prescribed by the Alabama Community College System is not met.**

The threat of an impending hurricane may require implementation of portions of **Part IV: Hurricane Shelter Operations Guide**. Close coordination with the office of the Chancellor of the Alabama Community College System is required.

## **Hurricane, Tornado, and Severe Thunderstorms**

Some incidents of severe weather occur with little or no warning time. The Chief of Police and other designated police officers and operations staff closely monitor impending severe weather conditions. The following are accepted weather service terms related to tornadoes:

Tornado Watch: Conditions are favorable for a tornado or severe weather. Tornado Warning: Tornado has been sighted; take shelter immediately.

When a tornado or severe weather watch has been declared for Tuscaloosa County, the Chief of Police will alert the President, Cabinet, and the CERT. The President may direct that the entire faculty and staff be alerted in preparation for appropriate precautions.

In the event of sudden severe weather and/or an activation of the tornado warning siren located at or near the campuses, or other notification of the declaration of a tornado warning, the Chief of Police will identify if either of the campuses is under the threat of any severe weather activity. If merited, the Chief of Police will perform the following:

### **Immediate Action:**

- Notify the President and CERT.
- Activate the SAFE SHELTER action plan over the SSCC Alert! Emergency Notification System.
- Communicate SAFE SHELTER warnings and directives through face-to-face notifications, SSCC Alert! Emergency Notification System, social media, and the website.

Faculty, staff, and coaches will perform the following:

- Instruct students to move to the nearest designated **safe shelter** area and hallways.
- Ensure that all students are in the proper location and position.
- Attempt to move all students who are outside inside to designated sheltering areas and hallways as quickly as possible.
- Account for all students under their supervision at the time of the incident.
- Await the verbal "ALL CLEAR" signal from the Chief of Police via the SSCC Alert! Emergency Notification System, social media, and the website.

All other faculty and staff will perform the following:

- Move to the nearest designated **safe shelter** area and hallways.
- Await the verbal "ALL CLEAR" signal from the Chief of Police or designees, either verbally or via the SSCC Alert! Emergency Notification System, social media, and the website.
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Note: The Chief of Police, with assistance from the Director of Auxiliary Operations, is responsible for designating **safe sheltering** locations, developing detailed movement plans for each building, and posting diagrams in prominent locations for each building on campus.

## Vehicle Accidents on Campus

In the event of a vehicle accident on the campus, the appropriate campus police department will be contacted and perform the following:

### Immediate Action:

- Gather information from the caller to include location of accident, name of caller, status of injuries, severity of the accident, number of vehicles involved, damage to property or campus facilities, details of blocked traffic, and confirmation that 911 has been called already.
- Go to the scene of the accident and determine the validity of the initial call, contact 911 if necessary, and assist the drivers with the exchange of vehicle contact information.
- Provide traffic assistance to other drivers who are driving near the accident scene.
- Keep others away from the scene of the accident.
- Obtain help from other instructors or staff members only if safe to do so.
- Attempt to keep other students away from the site of the accident.
- Contact the Chief of Police to provide updates, especially if there are injuries and fire rescue has been summoned.
- Log the activity into the Daily Activity Log.
- Provide a copy of the Private Property Accident Report to the Chief of Police after the accident has been cleared.

The Chief of Police will perform the following:

- Notify the President's office of the accident, especially if there are injuries or extensive damage to property.
- Call 911 and provide additional information if merited.
- Contact the Dean of Student Services for Student Code of Conduct violations referral and action, if merited.

## Plane/Aircraft Crash on Campus

In the event of a plane or aircraft crash on the campus, the appropriate campus police department will be contacted and perform the following:

### Immediate Action:

- If the accident is called in to the campus police department, police officers will gather information from the caller to include location of accident, name of caller, status of injuries, severity of the accident, number of vehicles involved, damage to property or campus facilities, details of blocked traffic, and confirmation that 911 has been called already.
- Police officers will call 911 and confirm the initial call was made.
- Go to the scene of the accident, determine the validity of the initial call, and assist the pilots and other injured parties.
- Provide traffic assistance to other drivers who are driving near the accident scene.
- Keep others away from the scene of the accident.
- Obtain help from other instructors or staff members only if safe to do so.
- Attempt to keep other students away from the site of the accident.
- Contact the Director of Students to provide updates, especially if there are injuries and fire

- rescue has been summoned.
- Log the incident into the Daily Activity Log.
- Provide a copy of the Police Incident Report to the Chief of Police after the accident has been cleared.

The Chief of Police will perform the following:

- Notify the President's office of the accident, especially if there are injuries or extensive damage to property.
- Call 911 and provide additional information if merited.
- Contact the Dean of Student Services for Student Code of Conduct violations referral and action, if merited.

## Earthquake

Earthquakes generally occur with little or no warning. Therefore, the immediate concern is for the safety of all concerned by taking the best cover available. The Chief of Police will perform the following:

### Immediate Action:

- Notify the President and the CERT.
- Give specific instruction to the campus community verbally, electronically, and via the SSCC Alert! Emergency Notification System to take immediate cover.
- Call 911 or the first response agencies as appropriate.
- Call for EVACUATION or SAFE SHELTER procedures as deemed appropriate after the initial shock.
- Notify the CERT as necessary.
- Confirm that campus police logged the incident in the Daily Activity Log.

Faculty and staff will perform the following:

- Instruct students to drop to the floor and cover their heads with their arms.
- Escort all students out of the building after the tremors stop according to the established fire evacuation route or the safest appropriate route to an area away from buildings as directed by the Chief of Police.
- Ensure that all students are present or accounted for.
- Notify the Chief of Police of missing students.
- Keep all students together and away from buildings and power lines until the "ALL CLEAR" notification is sounded, or further instructions are given by the Chief of Police.

## Lockdown Procedures

There are several crisis situations that pose an imminent danger to students and require an immediate **LOCKDOWN** of the campus. Such situations include an intruder on campus with a deadly weapon, a hostage situation, or an active shooter. However, it should be noted that SSCC promotes the "Run, Hide, Fight" protocol endorsed by the Alabama Department of Homeland Security. Students and employees are taught to flee the vicinity of the incident when safe to do so. Otherwise, hide and barricade actions are to be taken. The last option is to confront the assailant. There is no ideal emergency response that best fits every active assailant incident or emergency.

Anyone witnessing such a threat will call 911 immediately. If safely possible, the caller should then contact the appropriate campus police department, as well as the Chief of Police. The caller should be prepared to provide specific information to include the exact location of the threat, the description of the assailant, clothing worn, type of weapons, direction of travel, and status of any wounded victims.

The Chief of Police or designated staff will immediately perform the following:

- Call 911 and confirm the information has been reported to local law enforcement.
- Place a follow-up call to the appropriate campus police department.
- Announce verbally, "THE CAMPUS IS IN **LOCKDOWN**. FOLLOW **LOCKDOWN** PROCEDURES IMMEDIATELY."
- Transmit the **LOCKDOWN** alert over the SSCC Alert! Emergency Notification System, social media, and the website.
- Notify the President or designee.
- Notify the CERT as necessary.
- Log the incident into the Daily Activity Log.

**Immediate Action:**

- Lock all doors and windows.
- Move all students/employees away from doors and windows.
- Turn off all lights.
- Keep everyone quiet.
- Wait for the "All Clear" from the Chief of Police, College officials, or other emergency first responders.

During lockdown personnel are required to remain where they are and not attempt to move to another location until the ALL CLEAR.

## **Chemical or Radiological Spills and Releases**

In the event of a serious chemical or radiation spill or release in, on, or near campus, the person witnessing the event will immediately call 911 and report the incident. A follow-up call should be made to the appropriate campus police department and to the Chief of Police. The Chief of Police or his staff will perform the following:

**Immediate Action:**

- Call 911 to confirm the initial call, and provide additional information if available.
- Call the President.
- Determine the affected building(s) or area.
- Initiate EVACUATION procedures verbally and via the SSCC Alert! Emergency Notification System for the specific building(s) or area affected, as applicable.
- Initiate a **LOCKDOWN** of the remainder of the campus verbally and via the SSCC Alert! Emergency Notification System, as applicable.
- Assist in coordination of all emergency first responder actions.
- Notify the CERT as necessary.
- Log the incident into the Daily Activity Log.
- Upon receipt of the **LOCKDOWN** notification specifying the reason as a chemical/radiation

spill, the Director of Auxiliary Operations will contact operations staff to minimize HVAC and heating functions, minimizing additional exposures as appropriate.

The Chief of Police is responsible for coordinating with appropriate local and state agencies for the development of procedures for the timely response and expeditious clean-up of hazardous material spills.

## **Bomb Threat**

In the event of a bomb threat received telephonically, the person receiving the threat will execute the **Bomb Threat Call Checklist** described below, and then immediately notify the appropriate campus police department and the Chief of Police. If a bomb threat is received in writing, the recipient will immediately notify the Chief of Police's Office, and then execute the **Bomb Threat in Writing Checklist**. Upon notification, the Chief of Police's staff will execute the following procedures:

### **Immediate Action:**

- Notify the President.
- Initiate verbally and via the SSCC Alert! Emergency Notification System the fire EVACUATION procedures of the building targeted or all buildings if no building is identified.
- Initiate LOCKDOWN procedures for all other buildings if only one building is identified.
- Call 911.
- Follow the instructions of law enforcement agencies.
- Notify the CERT as necessary.
- Log the incident into the Daily Activity Log.

Upon receiving the notification to evacuate the buildings, instructors and staff will perform the following:

- Evacuate the building according to the fire escape plan.
- Ensure that all students are out of the building and accounted for from their respective areas and departments.
- Notify the Chief of Police of any missing students.
- Keep students clear of the involved building, fire equipment, and fire fighters.
- Await the ALL CLEAR notification or further instruction by the Chief of Police.
- Prepare the Incident Offense Report.

**Bomb Threat Call Checklist:** Attempt to keep the caller on the phone, and ask the following questions.

- When is the bomb going to explode? Where is the bomb?
- What does the bomb look like? What kind of bomb is it?
- What will cause the bomb to explode? Did you place the bomb?
- What is your name?
- Where are you?
- What is your address?

Immediately following the call and after alerting the command's office, fill out the following questionnaire.

Sex of caller: \_\_\_\_\_ Approximate age: \_\_\_\_\_

Time of call: \_\_\_\_\_ Accent/Country/Region: \_\_\_\_\_

**Caller's Voice: (Circle all that apply.)**

Calm	Laughing	Angry	Crying	Disguised
Excited	Normal	Slow	Rapid	Slurred
Familiar	Nasal	Raspy	Stuttering	Lisped
Well Spoken	Foul	Incoherent	Taped	Irrational
Reading				

**Background Noises: (Circle all that apply.)**

Motor vehicles	Machinery	Other voices
Animals	Clear	Static

Record the caller's exact words as nearly as you remember.

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**Bomb Threat in Writing Checklist**

- Avoid unnecessary handling of the document.
- Save all related materials, such as envelopes or containers.
- Place each page of the materials between pieces of blank paper
- Maintain custody until turnover to the chief, campus police, or local law enforcement officials.

## Communication of a Personal Threat or Threat of Suicide

### Immediate Action:

- Call 911.
- Contact the appropriate campus police department.
- Contact the Chief of Police.

Communication of a threat to do bodily harm constitutes assault under the law and may be evidence of a potential threat to the safety of others. Upon witnessing a threat to commit bodily harm, the incident should be reported immediately to the appropriate authority.

The Chief of Police, with the assistance of the Dean of Student Services as appropriate, will investigate the incident and take appropriate disciplinary action as required.

If the threat was communicated by an SSCC employee, the incident should be reported to the Chief of Police, who will then notify the President.

Threats from visitors or individuals who are not members of the SSCC community will be reported immediately by calling 911. The appropriate campus police department should then be contacted, as well as the Chief of Police.

Threats of suicide must be reported immediately by calling 911. Follow-up calls should then be made to the appropriate campus police department and to the Chief of Police. The Chief of Police or designee will immediately respond to the student and determine the need for continuous monitoring until referred to an appropriate counseling agency. Specific follow-up actions are detailed in **PART III: Crisis Action Follow-Up Procedures**.

## Active Shooter or Active Assailant with Weapon

In the event that a student, employee, or outside intruder is observed with a deadly weapon or threatens others with a deadly weapon, 911 should be called immediately. Follow-up calls should then be made to the appropriate campus police department and to the Chief of Police.

### Immediate Action:

- Decide whether you should Run/Hide/Fight if the intruder with the deadly weapon is in close proximity of you.
- Call 911 only when you are in a safe location and not at risk of death or bodily harm.
- Notify the Chief of Police.
- Notify the appropriate campus police department.
- Initiate campus-wide LOCKDOWN verbally and via the SSCC Alert! Emergency Notification System.
- Identify the assailant and pinpoint the location.
- Await instruction from law enforcement.
- Notify the President and the CERT.
- Log the incident into the Daily Activity Log.

Instructors and staff will perform the following:

- Follow active shooter training protocols for Run/Hide/Fight.
- Lock all doors and windows.
- Move all students/employees away from doors and windows.
- Turn off all lights.

- Keep everyone quiet.
- Wait for the “ALL CLEAR” from the Chief of Police, campus police, or other emergency first responders on the scene.

If in close proximity to/contact with the intruder, everyone should perform the following:

- Follow active shooter training protocols for Run/Hide/Fight.
- Do not make sudden moves that could frighten the subject.
- Do not initiate communication with the subject. Do not ever argue with the subject.
- Allow only trained law enforcement officers to communicate with the subject unless absolutely necessary, if communication is necessary.
- Take your time talking to the subject and keep his/her attention away from the students.
- Tell students to get down and take cover if subject starts shooting.
- Do not attempt physical force unless someone’s life is in imminent danger.
- Make mental notes of as many details as possible, and do not touch anything at the crime scene, except as necessary to render emergency aid.

## **Fighting and Rioting**

In the event of fighting or rioting on campus, the College will perform the following:

### **Immediate Action:**

- Call 911 if there is a threat of imminent or escalating danger.
- Call the appropriate campus police department and the Chief of Police to get assistance.
- Attempt to take charge by loudly commanding that the behavior stop immediately.
- Obtain help from other instructors or staff members only if safe.
- Attempt to keep other students away from the site of the fighting or rioting.
- Attempt to separate the combatants and prevent them from further confrontational behavior.
- Do not attempt physical force unless severe bodily harm is imminent.
- Contact the Dean of Student Services for Student Code of Conduct violations’ referral and action.
- Log the incident into the Daily Activity Log.

The Chief of Police will perform the following:

- Notify the President.
- Activate **LOCKDOWN** procedures if necessary.
- Call 911 and provide additional information if merited.
- Attempt to defuse tensions.
- Remove the students involved in the altercation to the Chief of Police’s Office or other appropriate location under adequate supervision.
- Contact the Dean of Student Services for Student Code of Conduct violations’ referral and action.

## Hostage Situation

In the event of a hostage or barricade situation, the College will perform the following:

### Immediate Action:

- Call 911 immediately when safe to do so.
- Contact the appropriate campus police department and the Chief of Police.
- Notify the President and the CERT.
- Stay as calm as possible.
- Follow the instructions of the captor, providing the captor does not place additional students or staff at risk.
- Do not attempt to escape or resolve the situation by force.
- Instruct students to lie on the floor and await instructions from the rescue team if a rescue effort takes place by law enforcement agencies.
- Log the incident into the Daily Activity Log.

The Chief of Police will perform the following:

- Notify the President.
- Initiate a **LOCKDOWN** of the campus or building verbally, electronically, and/or via the SSCC Alert! Emergency Notification System, as necessary.
- Call 911 to confirm the initial call was placed, and provide any additional information known.
- Move all other students and employees away from the hostage or barricade site.
- Provide strong and reassuring presence to non-involved students to maintain calm.
- Cooperate with law enforcement agencies responding.
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## Crisis Communication Plan

### Purpose

The purpose of effective crisis communication is to mitigate the emergency, crisis, or incident as well as to protect the safety of the students, faculty, staff, and community by providing timely and accurate information to all constituencies. The purpose of this plan is to outline emergency communication actions within Shelton State Community College, with the media, and with the greater College community.

### Activation of Crisis Communication Plan

During an emergency or crisis, College personnel should follow the procedures outlined in the *Emergency Operations Plan*. This document discusses College preparations and responses to a variety of emergencies, crises, or incidents, including fires, bomb threats, crimes, hurricanes, tornadoes, floods, and accidents, etc. After an assessment of the emergency, crisis, or incident, the President or the Chief of Police will determine whether the CERT should be activated.

### Media Inquiries

All media inquiries should be forwarded to the Director of Media and Communication at 205.391.2959. It is extremely important during emergencies, crises, and incidents that only factual information be distributed to prevent speculation and rumors and while security and privacy issues are considered. Facts and updates should be

communicated in a timely manner.

<b>Campus Emergency Response Team (CERT)</b>		
President	Jonathan Koh	205.391.2251
Chief of Police	Mark Cline	205.391.2352
Chief Financial Officer	Brian Harrison	205.391.2332
Dean of Workforce Development	Nicole Dubose	205.391.5860
Dean of Community Relations	Joe Eatmon	205.391.2936
Dean of Instruction	Michael Green	205.391.2257
Dean of Student Services	Anika Lodree	205.391.5878
Dean of Administrative Services	Channing Marlowe	205.391.2256
Dean of Human Resources	Kevin Davis	205.391.2290
Director of Auxiliary Operations	Keith Crowley	205.391.2952
Director of Media and Communication	Ashleigh Aldridge	205.391.2959

### **Tasks – Immediate Response**

Assess the situation: A fact sheet of the emergency, crisis, or controversial issue is developed by the Director of Media and Communication and the Chief of Police.

The fact sheet contains a summary statement of the situation, including all known details to be released to the media and other constituencies. This information is submitted to the President’s office for review and action. The fact sheet is analyzed with respect to the public’s right to know and concerns for privacy and security, in consultation with the legal division within the Alabama Community College System or other appropriate authorities.

Designate a spokesperson: In most cases, the designated spokesperson is the Director of Media and Communication, who also serves as the SSCC Public Information Officer (PIO). A secondary PIO is the Chief of Police. The President may appoint a person with direct knowledge of the situation to assist in this task. In cases of significant crisis, the President should take the lead in conveying the College’s response to the crisis.

Determine if photography/videography/data retrieval is required for documentation or media releases.

Contact appropriate constituencies: Depending on the nature of the situation, appropriate constituencies will be contacted. Constituencies may include the following:

- Full-time and adjunct faculty, on and off campus
- Students, on or off campus
- Parents
- Alumni
- Foundation board members
- Business community
- Vendors, College partners, granting entities
- Mass media
- General public

Refer all requests for comment to the designated spokesperson.

## **Appropriate Communication Vehicles**

The Crisis Communication Team will determine the appropriate vehicles(s) to communicate information and priority order, which may include the following:

- SSCC Alert! Emergency Notification System
- Key campus employees (office, cell, landline phones)
- SSCC Web site (sheltonstate.edu)
- Social media
- Facsimiles
- Crisis Communication telephone line: 205.391.2256/205.391.2617
- Media releases and/or interviews for broadcast/digital/print media
- Press conference
- Hotlinks on media Web sites
- Internal campus monitors
- College newsletters
- Employee and student meetings

## **Release of Information**

- Information will be approved by the President. The information should be time/date stamped and updated frequently.
- In all instances, the College strives to protect students, faculty, and staff members' right to privacy, as defined in the Family Educational Rights and Privacy Act (FERPA).
- When inquiries are directed to SSCC concerning a criminal charge or pending criminal investigation, caution must be exercised not to compromise the proceedings. Legal counsel may need to provide input in such circumstances.
- In the event of injury or death, the College will not release names of involved parties until the family has been notified. FERPA guidelines will be followed.
- In extreme crisis situations, an emergency media center may need to be established (on-off-site) where all media will be directed to assemble to work and receive information and updates.
- The Crisis Communication Team will determine whether it is appropriate to allow location footage to be gathered by media covering the incident. A team member will accompany media representatives as necessary.
- No information is to be given "off the record" by anyone at SSCC.
- In general, the College will allow news media as much access as public safety and decorum dictate. Every effort will be made to protect students, faculty, and staff from invasive newsgathering.

## **Tasks – Post Crisis Incident/Protocol**

Whenever possible and as soon as practical after the close of a crisis, a public forum will be held for all interested members of the campus community. Representatives from the College designated by the President or Crisis Communication Team should attend and be prepared to answer questions and share pertinent information. Specific departments and/or employees also may be requested to attend and participate, depending upon the nature of the crisis.

Factual information should be available through several communication vehicles for a period of time after the incident, as determined by the President. Follow-up and appreciation letters to external agencies or organizations who assisted will be sent.

- Grief counseling, mental health services, support groups, memorial services, and continued safety seminars may need to be established based on the nature of the crisis. The President will notify the campus community as necessary.
- The Campus Emergency Response Team will plan to meet within seven days of each incident to ascertain effectiveness and make recommendations for improvements.
- The Director of Media and Communication, the Chief of Police, or other designee by the President will monitor, assess, broadcast, update, and archive coverage of the incident.

## Search and Seizure Checklist

Due to the legal nature of search and seizures, this activity should not take place without first consulting with the Chief of Police or the Dean of Student Services.

- Remove the student to a private area away from other students.
- Observe the student closely during removal and search.
- Have another school official present as a witness during the search.
- Have school officials of the same gender as the student to conduct and witness the search.
- Offer the student the opportunity to surrender the suspected item.
- Conduct the search in a discreet manner to minimize possible embarrassment to the student.
- Seize any item that violates a criminal law or institute regulation or provides evidence of such a violation.
- Attempt to identify the item for which you are searching before searching a student's personal belongings. Upon finding the item, stop the search unless you have reasonable suspicion to believe that additional items will be found. For example, if you find a gun, it is reasonable to continue searching for ammunition or other weapons.

Follow the **Chain-of-Custody Checklist**:

Make an inventory of seized items that includes the following:

- Description of item(s) seized
- Date and time of seizure
- Source of seized item (from whom and at what location)
- Name of the official who seized the item
- Name of the person witnessing the search

Place the items in a bag, envelope, or container marked with inventory information. Secure evidence in a locked storage area with restricted access.

Do not leave any evidence unattended.

As applicable, transfer the evidence as soon as possible to the Chief of Police, campus police, or appropriate law enforcement officer. Obtain and retain a copy of the inventory signed by the officer taking possession of the evidence.

Campus police will log the incident into the Daily Activity Log.

## Part III - Crisis Follow-Up Procedures

### Introduction

Disasters and crises that befall Shelton State Community College and the community result in numerous aftereffects, many of which impact on the health and welfare of the campus community and the viability and reputation of the institution. Implementing immediate and long-term follow-up procedures after a crisis is an essential responsibility of the administration and crisis management organization. Follow-up actions and procedures will be implemented to accomplish the following priorities:

- Ensure the health and welfare of the campus community.
- Restore SSCC's instructional programs and related services.
- Preserve property and assets.
- Assess damages, crisis action procedures, and long-term concerns.
- Safeguard institute reputation, public image, recruiting, and fundraising.
- Acknowledge those who deserve recognition.

The declaration of "ALL CLEAR" and the content of "ALL CLEAR" messages broadcast electronically, on social media, and via the SSCC Alert! Emergency Notification System should be approved by the President or designee. Following the declaration of ALL CLEAR for any crisis, the following procedures, with respect to each of the above priorities, should be considered for implementation.

### Health and Welfare

**Accountability.** Strict accountability of personnel is essential to overall safety and security of any organization during an incident or emergency. Students on campus are generally under the supervision of members of the faculty or staff, whether in the classroom or lab, participating in athletic events, or other student-related functions. Many crisis action procedures listed in **Part II: Crisis Action Plan** direct accountability of students to the respective supervisors during crisis action implementation. However, the Chief of Police should work with other administrators, faculty, coaches, and staff to attempt an accurate headcount of all students and employees immediately following ALL CLEAR directives being given. The names and last known locations of all missing individuals should be reported to the Emergency Operations Center (EOC) immediately. The Campus Emergency Response Team (CERT) will initiate search procedures in coordination with appropriate first-response agencies.

**Hazards Assessment.** Many disasters, such as hurricanes and tornados, can create hazardous venues on campus. Flooded areas, swiftly draining culverts, fallen power lines, ruptured gas lines, and suspended tree limbs are just some examples. Before recommending ALL CLEAR, the Chief of Police and the Director of Auxiliary Operations should survey the campus in order to determine the structural integrity of buildings and facilities, identify hazardous situations, and secure hazardous areas to prevent access, as applicable.

**Grief and Trauma Counseling.** Crises on campus, especially deaths, are traumatic events in the lives of students. The death of a student, particularly from suicide, requires rapid, compassionate actions from school administration, student support services, and assistance from outside agencies who specialize in trauma counseling. Follow-up procedures after traumatic events include (1) identification of those traumatized, (2) evaluation of the extent of the trauma for each student, (3) determination of immediate needs of the traumatized individuals, and (4) long-term needs of the individuals traumatized. SSCC does not employ clinical counseling professionals. However, referrals to outside agencies are readily available for these types of incidents.

The College has implemented a C.A.R.E. Team (Behavior Intervention Team) for oversight and response to evaluations and referrals. This process is described in detail in section III.

**Student Information Briefings.** Rumors and speculation are deterrents to good order and discipline. Students should be informed as quickly and as accurately as possible following a disaster or crisis event. Accidents, acts of violence, and suicides are particularly susceptible to rumors and speculations.

**Immediately following a crisis event and as soon as prudent, the President or designee should address the College community.** The content of the address should be discussed by the CERT to ensure that all concerns of the students are addressed and that sensitive information with respect to confidentiality and on-going investigation issues is not disclosed.

**Memorial Services.** Various types of tragedies may require various types of memorial services as part of the healing and closure process. Memorial services should be planned in coordination with the family to ensure their availability and to avoid any conflicts with family funeral services. It is recommended that students close to the victim be incorporated into the planning and presentation of the service.

Additionally, allowing for the presence and possible participation of students in the family funeral service is appropriate and should be encouraged.

## Restoration of Services

**Access.** Once the hazards assessment has been conducted, the second priority is to restore vital utility services to the campus. Removing obstructions to vehicular access throughout the campuses is essential to the restoration of other utilities. The Chief of Police and the Director of Auxiliary Operations will work in close coordination with external agencies to begin clearing roads and entranceways to buildings as soon as "ALL CLEAR" is declared and hazards identified. The President, with the recommendation from the Chief of Police and Director of Auxiliary Operations, will determine clearance priorities.

**Water.** Water is critical to sanitation and occupancy of the campus facilities and structures. The Director of Auxiliary Operations will coordinate directly with the City of Tuscaloosa Water Department to ensure/restore water services. In the event of prolonged water service interruption, it may be necessary to procure commercial sources for bottled water and portable toilet facilities.

**Electrical Power.** Emergency generators are available to maintain power to essential facilities until commercial power is restored campus-wide. The President, in consultation with the Chief of Police and the Director of Auxiliary Operations, will determine the priorities for emergency power distribution. IT closets and mechanical rooms where critical infrastructure utility functions are based will be high priority. HVAC services and power to sewage pumping units will also be high priority areas. Shelton State Community College campuses are a high priority by Alabama Power Company for power restoration. The College has excellent working relationships with all utility providers.

**Communication Services.** Communication by College landlines, Internet, electronic methods to include email servers, and the power grid for the SSCC Alert! Emergency Notification System are essential for effective command, control, and communication during and after a crisis. The Director of Auxiliary Operations will work directly with the Associate Dean of Information Technology Services in restoring all communication methods. The Associate Dean of Information Technology Services is also responsible for coordinating with AT&T or other telecommunications vendors for the restoration of telephone usage as a first priority and the restoration of the IT network as a secondary priority.

**Campus Cleanup.** Following various types of disasters and incidents, it may be necessary for all SSCC employees to assist in the general cleanup and restoration of the College environment. Campus cleanup will be conducted by the

Director of Auxiliary Operations but may be assisted by work parties of students under the supervision of the Chief of Police, Dean of Student Services, other administrators, staff, faculty members, and volunteer staff.

**Instructional Classes.** The Chief of Police, with input from the Dean of Instruction, associate deans, faculty members, and other key administrators, will determine the adequacy of academic facilities for resuming classes and will recommend to the President accordingly. A report of the number of lost instructional days and a plan for making up those classes will be submitted to the Chancellor of the Alabama Community College System in accordance with Board of Trustees Policy 211.01.

## Property and Assets

**Insurance Estimates.** The Chief of Police will work jointly with the Chief Financial Officer (CFO) to ensure that any and all insurance claims processes are initiated and submitted accordingly. The CFO is responsible for documenting damage during the restoration process and coordinating with insurance agencies in a timely manner to apply for appropriate reimbursement.

**Application for State or Federal Aid.** The Chief Financial Officer is also responsible for determining the school's qualification for state or federal aid as the result of being declared an emergency or disaster area. The CFO will work jointly with the Chief of Police to coordinate requirements with the Federal Emergency Management Agency.

## Assessment

**Investigations.** All accidents, acts of violence, and deaths will be thoroughly investigated to determine the cause, establish culpability where appropriate, and assist in preventing future incidents of a similar nature. The Chief of Police is responsible for working with local law enforcement authorities in investigating accidents and acts of violence within the College community. All deaths and serious acts of violence by any member of the campus community will be referred to the appropriate law enforcement agency. As applicable, the Chief of Police will assist in the investigation. All investigations will result in a report to the President and will contain recommendations relative to any disciplinary action, criminal prosecution status, and plans for the prevention of future related incidents.

**After-Action Report.** Prior to deactivating the Campus Emergency Response Team at the end of each crisis situation and disaster, the designees of the Chief of Police, in coordination with members of the President's Cabinet, will prepare an after-action report documenting a timeline of events; preparatory actions taken, if any; procedures and actions that proved effective or less than effective in response to the incident or accident, recommendations for changes/additions in procedures, facilities, and equipment; and identification of those individuals and agencies to be commended for extraordinary service. The report will be reviewed by the President and maintained on file in the office of the Chief of Police.

## Public Relations

**Alabama Community College System.** Timely reporting of a serious incident, and the on-going status of the institution with respect to the incident, should be submitted to the Chancellor of the Alabama Community College System, as required by ACCS policy. The CERT should draft immediate and follow-up releases for the President's review and consideration. Personal communication with the ACCS Chancellor and other staff members will be made at the discretion of the President.

**Parents/Alumni/Donors.** Parents, alumni, and donors are significant stakeholders in the College's viability. The

dissemination of timely, accurate information during and immediately following a crisis is essential to maintaining their trust and support. The CERT should consider drafting special reports to each group, for release by the President, to provide critical information regarding the incident and to assist in putting fears to rest.

The President or designee should communicate with the College community frequently to disseminate cleared information. The Director of Alumni Affairs should provide necessary information to the alumni database. The President should consider communicating personally with members of the SSCC Foundation Board and selected donors. If events become public knowledge through regional, state, or national news, applicants in the recruiting database should be contacted by recruiting personnel as soon as positive information can be divulged.

**Media follow-up.** Information dissemination during a crisis event is vital. In addition to executing the public information procedures outlined in **Part II: Crisis Action Plan**, (SSCC Crisis Communication Plan), follow-up press releases explaining the status and updates of the institution should be considered. Local and regional media will often print follow-up stories prepared by the College when they would not otherwise assign a reporter to follow-up. Meritorious actions by students, faculty, and staff members can often create positive news after a crisis. As applicable, SSCC's President's Cabinet, in cooperation with the CERT, will anticipate and respond to issues that challenge the credibility and reliability of the College. Law firms and insurance companies representing SSCC should be instructed to keep the President, CERT, and President's Council apprised of legal proceedings that could generate news interest.

**Legal Issues.** Serious incidents, such as accidents, acts of violence, and suicide, often result in lawsuits against institutions, where it can be demonstrated that "due diligence" was not present. The *Emergency Operations Plan* is one measure to ensure that the College is in continuous pursuit of preparation for and prevention of threats to the safety and security of the College community. The Chief of Police should conduct a thorough review of the after-action report and investigations conducted after a serious incident, with respect to the College's vulnerability to legal action. Under the guidance of the President, the Chief of Police, acting as the principal liaison with professional legal advisors, should seek legal advice with respect to procedures and precautionary practices employed by SSCC when appropriate.

## **C.A.R.E. Team Initiative**

**Mission Statement.** The Shelton State Community College C.A.R.E. Program (Communicate, Assess, Refer, and Educate) is committed to helping maintain individual and College community safety and well-being through proactive and collaborative prevention, assessment, and intervention. The C.A.R.E. Team connects students who are experiencing unusual stress or challenges with a variety of resources internally and externally to address their concerns.

### **Referral Intake for Students or Employees**

- Online referrals and requests for assistance forms may be found on the Shelton State Community College Web page. Once filed, this electronic form will automatically be emailed to the entire C.A.R.E. Team.
- Written or verbal referrals and requests for assistance may be received by any member of the C.A.R.E. Team or campus Police Department.

**C.A.R.E. Team Core Group-Tier 1**

- Wyetta Ryan, Office of Student Services, Chair
- Anika Lodree, Dean of Student Services Acting Dean, C.A. Fredd Campus
- Kevin Davis, Dean of Human Resources
- Mark Cline, Chief of Police
- Kelly Ann Griffiths, Library Services
- Kristen Bobo, Adult Basic Education
- Josie Cox, Student Services
- ACCS System Member-ex-officio

**Tier II Group (As Needed)**

- Office of Disability Services Representative
- Financial Aid Representative
- Enrollment Services Representative
- Student Opportunities for Achievement and Resources (SOAR) Institute Representative
- Others

**Referral Threat and Intervention Matrix Generalized Risk Assessment**

RISK CATEGORY	CLASSIFYING CRITERIA	INTERVENTION TOOLS TO ADDRESS RISK AS CLASSIFIED
<b>Extreme</b>	<p><b>Disruptive or concerning behavior</b></p> <ul style="list-style-type: none"> <li>- Threat of self-harm – credible with details</li> <li>- Farewell statements alluding to never seeing people again</li> <li>- Giving away prized possessions</li> <li>- Has made homicidal statements</li> <li>- Direct treats to others – specific</li> <li>- Treat repeated with consistency</li> <li>- Threat plausible and includes details of planning</li> </ul>	<ul style="list-style-type: none"> <li>- Removal from College pending due process hearing</li> <li>- Suspension – Probation</li> <li>- Review for Student Code of Conduct/Employee Handbook</li> <li>- Police department investigation and possible prosecution of criminal offense</li> <li>- Review for possible self/involuntary commitment</li> </ul>
<b>Severe</b>	<p><b>Disruptive or concerning behavior</b></p> <ul style="list-style-type: none"> <li>- Statements concerning feeling of hopelessness</li> <li>- Visible injuries–cuts, burns, etc.</li> <li>- History of suicide attempts</li> <li>- Expressions of worthlessness or anxiety</li> <li>- Suffered financial or personal loss</li> <li>- Preoccupied with violence</li> <li>- Written, drawn, or verbal communication involving death, torture, and/or extreme violence</li> <li>- Fantasy of harming people</li> <li>- History of planning a violent event</li> <li>- Fascination with weapons</li> </ul>	<ul style="list-style-type: none"> <li>- Review for Student Code of Conduct/Employee Handbook</li> <li>- Police department investigation and possible prosecution of criminal offenses</li> <li>- Referral to counseling options</li> <li>- Review for possible self/involuntary commitment</li> </ul>

	<ul style="list-style-type: none"> <li>- Owns or has access to weapons</li> <li>- Intimidating</li> <li>- Repeated direct threats to others</li> <li>- Possession of weapon on campus</li> </ul>	
<b>Elevated</b>	<p><b>Disruptive or concerning behavior</b></p> <ul style="list-style-type: none"> <li>- Direct threats toward an individual or individuals, implausible or lacks details</li> <li>- Displays unprovoked anger, aggression, or hostility</li> <li>- Abusive to animals</li> <li>- Preoccupied with fire</li> <li>- History of family violence</li> <li>- History of violent, reckless, or antisocial behavior</li> <li>- Suspected drug or alcohol abuse</li> <li>- Suffered childhood abuse or neglect</li> <li>- Suffered sexual assault or abuse</li> <li>- Harassment–minor assault –push, strike, shove</li> <li>- Criminal mischief–destruction of property</li> <li>- Direct threats with no means to achieve goal</li> </ul>	<ul style="list-style-type: none"> <li>- Review for Student Code of Conduct/Employee Handbook</li> <li>- Police department investigation and possible prosecution of criminal offenses</li> <li>- Referral to counseling options</li> </ul>
<b>Moderate</b>	<p><b>Disruptive or concerning behavior</b></p> <ul style="list-style-type: none"> <li>- Indirect threats toward an individual or individuals</li> <li>- Unusual writing or drawings</li> <li>- Demanding</li> <li>- Inappropriate outburst or reactions</li> </ul>	<ul style="list-style-type: none"> <li>- Review for Student Code of Conduct/Employee Handbook</li> <li>- Police department investigation and possible prosecution of criminal offenses</li> <li>- Referral to counseling options</li> </ul>
	<ul style="list-style-type: none"> <li>- Stares inappropriately at others</li> <li>- Makes unwanted physical contact</li> </ul>	
<b>Mild</b>	<p><b>Disruptive or concerning behavior</b></p> <ul style="list-style-type: none"> <li>- Significant change in personal hygiene or appearance</li> <li>- Significant change in energy level</li> <li>- Change in mood, personality, or behavior</li> <li>- Withdrawn, complaints of fatigue</li> <li>- Inability to focus or concentrate</li> <li>- Unusual or erratic performance, speech behaviors</li> <li>- Significant change in weight</li> <li>- Difficulty controlling emotions</li> <li>- Academic or workplace performance concerns</li> <li>- Comments related to sleeping issues/nightmares</li> <li>- Excessive absenteeism/missing</li> </ul>	<ul style="list-style-type: none"> <li>- Referral to counseling, mentoring, tutoring options</li> </ul>

	scheduled classes or appointments	
	<b>Academic Concerning Problems</b> <ul style="list-style-type: none"> <li>- Tardiness to class or appointments</li> <li>- Excessive absenteeism/missing scheduled classes or appointments</li> <li>- Problems making friends</li> <li>- Not completing class assignments</li> <li>- Lack of classroom participation</li> <li>- Referral to tutoring</li> </ul>	

## Operational Process

- All information received, discussed, and shared within the C.A.R.E. Team must be maintained with the strictest confidentiality protocol. No C.A.R.E. Team Member is allowed to share any referrals-related information with anyone outside of the C.A.R.E. Team group, unless approved by the C.A.R.E. Team Chair.
- Referrals submitted via Internet will be electronically submitted to members of the C.A.R.E. Team. Submissions and referrals received from other methods will be forwarded to the C.A.R.E. Team Chair for intake and logging, then disseminated electronically to the C.A.R.E. Team.
- The Chair will coordinate the C.A.R.E. Team review. If additional measures are merited, the Dean of Student Services will contact the ACCS Intelligence Coordinator for further threat assessment, utilizing all available ACCS System intelligence resources. Any findings will then be shared with the Chief of Police.
- The threat assessment process will not utilize any constitutionally protected behaviors to indicate a threat.
- All threat indicators will be based on the actions of the individual.
- The College will not provide counseling services; rather, referrals will be provided to any individual who needs assistance.
- C.A.R.E. Team members will coordinate with faculty and staff, as necessary, concerning the person being referred.
- Behavioral indicators identified at the mild and moderate levels will be addressed by the C.A.R.E. Team Chair initially, and then directed to the C.A.R.E. Team as a whole for review, or to individual C.A.R.E. Team members for review and action. All employee-related referrals will be directed to the C.A.R.E. Team Chair, and then to the Dean of Human Resources for review and action. In each incident, the remaining C.A.R.E. Team members will be briefed of the situation electronically.
- Behavioral indicators rated at the elevated, severe, and extreme levels will be evaluated immediately by the C.A.R.E. Team to determine the appropriate intervention strategy.
- C.A.R.E. Team protocols and processes do not override the College's Emergency Preparedness Plan.
- Documentation of referral submissions and interventions will be maintained by the C.A.R.E. Team Chair.

## Acknowledgements

**Individuals.** During crisis events and disasters, many individuals perform acts of inspiration and courage. The CERT should actively query employees and students to help identify those deserving of special recognition. Recognition of employees, faculty members, and students helps to build morale within the campus community, and significantly meritorious acts often serve as positive news stories in otherwise bad news events. Recommendations for acknowledgments should be included in the after-action report prepared by the Office of the Dean of Student Services. Once approved by the President, the Director of Media and Communication is responsible for appropriate dissemination to media and posting in school publications.

**Agencies.** Similarly, many federal, state, and local agencies perform meritoriously in crisis situations. The CERT should identify agencies for recognition and draft letters of appreciation to appropriate supervisors of those agencies. Letters should identify specific individuals by name when possible.

Identification of agencies in news media releases should also be considered. Accolades and recognition will serve the College well in strengthening the bonds and future cooperation with external agencies.

## Part IV - Hurricane Shelter Operations Guide

### Alabama Community College System Hurricane Shelter Plan for Evacuees

#### An Overview

In an effort to assist residents living along the Alabama Gulf Coast during inclement weather, some Alabama Community College System (ACCS) facilities may be utilized as emergency shelters for mandatory hurricane evacuation for both Alabama residents and for residents of other states as part of the Emergency Management Information Tracking System (EMITS). EMITS is a congressionally-ratified organization that provides form and structure to interstate mutual aid. Through EMITS, a disaster-impacted state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement. As the result of a Memorandum of Understanding (MOU) among the state of Alabama; the ACCS; and the American National Red Cross, these shelters represent a cooperative partnership.

Activation occurs by direction from the Governor of Alabama to the Chancellor of the ACCS. In order to facilitate this effort, the ACCS facilities are divided into three tiers for use as shelters. The utilization of the tiers allows a phase in activation response based on the projected magnitude of the event and mandatory evacuation requirements.

Conditions, which may require the directive from the Governor to the Chancellor, are a named storm with a projected strike cone on the Gulf Coast affecting Alabama within seventy-two hours of landfall. This advance directive is necessary in order to execute response plans, stand up shelters, and evacuate residents prior to storm landfall.

Upon direction of the Chancellor, a phased activation is planned. For category three hurricanes and below, Tier 1 colleges could be activated immediately while some Tier 2 and Tier 3 colleges strategically located along or near evacuation routes may be activated to standby status and fully activated if needed. In the event of a category four hurricane, Tier 1 and Tier 2 colleges could be activated immediately while some Tier 3 colleges strategically located along or near evacuation routes could be activated to standby status and fully activated if needed. In the event of a category five hurricane, all colleges in all tiers could be fully activated immediately.

#### Listing of Tier 2 Colleges

##### Central Alabama Tier

Central Alabama-main campus Gadsden State-main campus Jefferson State-main campus

Lawson State-Birmingham main campus Marion Military Institute

[Shelton State-Tuscaloosa-Martin main campus](#)

Wallace Community College-Selma

#### Section I - Purpose

The purpose of the Hurricane Shelter Operations Guide is to provide information and guidance for shelter operations at Shelton State Community College (SSCC) located in the city of Tuscaloosa in west central Alabama. It is not intended to be a comprehensive plan; however, additions and deletions are to be expected as policies, procedures, and personnel change.

### **Need to Know Definitions:**

#### **Mass Care:**

Mass care is to organize and maintain the capability to provide congregate lodging and meet basic human needs, before (as it relates to evacuation orders prior to hurricane landfall and/or other similar type events), during, and after emergencies or disasters to persons unable to provide for themselves.

#### **Sheltering:**

Sheltering is to provide for the use of local buildings (such as schools, colleges, community centers, or other public facilities) as shelters for people unable to return home as a result of disaster and to ensure availability of basic survival needs (food, water, etc.) for use during disasters.

#### **Special Populations and Medical Needs Populations:**

Special populations include concentrations of people in one area, such as hearing impaired, disabled, elderly, hospitals, schools, non-English speaking, etc., Individuals with medical needs include individuals requiring critical care, elderly/frail people, and people dependent upon life support, dialysis, or medications, etc.

#### **EMITS:**

The Emergency Management Information Tracking System (EMITS) is a congressionally-ratified organization that provides form and structure to interstate mutual aid. Through EMITS, a disaster-impacted state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

#### **National Incident Management System (NIMS):**

NIMS provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

**Incident Command System (ICS):** ICS is a widely applicable management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is a fundamental form of management established in a standard format with the purpose of enabling incident managers to identify the key concerns associated with the incident—often under urgent conditions—without sacrificing attention to any component of the command system. It represents organizational "best practices" and, as an element of the Command and Management Component of NIMS, has become the standard for emergency management across the country. Designers of the system recognized early that ICS must be interdisciplinary and organizationally flexible to meet the following management challenges:

- Meet the needs of incidents of any kind or size.
- Allow personnel from a variety of agencies to meld rapidly into a common management structure.
- Provide logistical and administrative support to operational staff.
- Be cost effective by avoiding duplication of efforts.

ICS consists of procedures for controlling personnel, facilities, equipment, and communications. It is a system designed to be used or applied from the time an incident occurs until the requirement for management and operations no longer exists.

**REPATRIATION:** Repatriation is the process of returning evacuees back to their location of origin.

## Section II - Policy

This Shelter Operating Guide is consistent with the National Incident Management System (NIMS) and Incident Command System (ICS) and may be activated for local, county, state or EMITS operations. All personnel associated in any capacity with the SSCC Campus Emergency Response Team (CERT) and designated staff and administration personnel are encouraged to take FEMA independent study courses at <http://training.fema.gov/IS/NIMS.asp>.

- IS-/ICS-100.SCa An Introduction to ICS for Schools
- IS-/ICS-200.a ICS for Single Resources and Initial Incidents
- IS-/ICS-700.a NIMS: An Introduction
- IS-/ICS-800.b National Response Framework, An Introduction

IS 100, 200, 700 and 800 are the recommended basic courses.

The Alabama Community College System is governed by a Board of Trustees with supervision of the Alabama College System residing with a chief executive officer entitled Chancellor.

Shelton State Community College will be utilized as a shelter, if necessary, when activated by the Governor of the state of Alabama through the Alabama Emergency Management Agency and the Chancellor of the Alabama Community College System, of which Shelton State Community College is a member.

All emergency operations and shelter operations shall be directed by the President of Shelton State Community College. The direct designee responsible for oversight at the College-level is the Chief of Police, also known as the Shelter Coordinator. In the absence of the College President or designee, the on-duty campus police officer will act as the Shelter Coordinator and shall assume operational control of the emergency and/or shelter management until relieved.

In media relations, the College has two basic guidelines to observe in crises and during shelter operations being conducted on the campus:

- Only authorized spokespersons (College President or specified designee Director of Media and Communication, who serves as our Public Information Officer-PIO) will speak with the media.
- Only factual information will be released; no speculation is to be offered.

In the event that Shelton State Community College is opened as a hurricane evacuation shelter, the President of SSCC has the authority to cancel classes and close the College to all but emergency traffic. Faculty, staff, and administration may be called upon to assist in shelter efforts.

Shelton State Community College has been designated a **TIER 2** college within the State Hurricane Evacuation Plan.

The Tuscaloosa County Emergency Management Agency (TCEMA) policy as it relates to this guide:

- Coordinate the efforts of the Local Emergency Planning Committee (LEPC) in accordance with existing plans, policies, and procedures and at the direction of the President of Shelton State Community College or his designee.
- Begin sheltering and mass care operations as soon as an activation request from the AEMA director is given to support evacuation activities in state and/or receipt of evacuees from other states in accordance with the state of Alabama's Emergency Management Information Tracking System (EMITS). The basic essential life support to be provided for the displaced population in a congregate care atmosphere includes food, water, clothing, medical services,

- sanitation, lodging, and communications.
- Coordinate with the President of SSCC, state agencies, and federal agencies to facilitate the delivery of assistance programs to individuals, including the identification of appropriate site(s) for the Disaster Recovery Centers(s) when required.
  - Coordinate environmental health assessment of mass care operations with DHR, DPH, and the SSCC Building and Grounds Superintendent.
  - Do not allow animals and pets, other than animals used to assist the physically-impaired, in shelters, per the national policy of the American Red Cross. The care of pets and other animal needs will be addressed as situations warrant in conjunction with local Animal Control and Veterinary Services of the Tuscaloosa County Emergency Operations Plan (PCEOP) and SSCC.
  - Do not deny any service (i.e., discriminate) on the basis of race, color, national origin, religion, sex, age, or disability; no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of county and municipal services. County and municipal activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with Title 44, Code of Federal Regulations (CFR), Section 205.16 – Nondiscrimination. Federal disaster assistance is conditional on full compliance with this rule.
  - Comply with the American Disabilities Act and its standards set forth in 41 CFR 101.19-6, to the extent permitted by fiscal constraints.

The Alabama Emergency Management Agency (AEMA) coordinates the overall management of an emergency to include requests for support and resources from other state agencies, county EMA's, other states under the EMITS, and supplemental assistance from the federal government. The EMITS process offers state-to-state assistance during Governor-declared states of emergency: EMITS offers a responsive and straightforward system for states to send personnel and equipment to help disaster relief efforts in other states. When one state's resources are overwhelmed, other states can help to fill the shortfalls through EMITS.

The Alabama Department of Human Resources (DHR) is primarily responsible for coordinating the mass care function in a specific disaster whether natural or human caused under the National Incident Management System (NIMS) and the Alabama Community College System Memorandum #2009-EXE-063 *"Shelter Manager Duty at Alabama Community College Shelters dated March 24, 2009."*

In accordance with Emergency Support Function #6 (Mass Care), DHR employees will be required to work in evacuee shelters before, during, and after a disaster. Directors in each county DHR office will develop a plan in coordination with county officials, the local EMA office, the Red Cross, and other community partners, to ensure that both general population and medical needs shelters are appropriately staffed by DHR employees as well as employees or volunteers from other community resources and agencies. DHR personnel will staff only those shelters approved and meeting the American Red Cross Shelter guidelines.

It is the responsibility of DHR to be present and perform the required shelter duties.

DHR staff should not perform any medical duties or assist evacuees with medical or health needs. Any request from local officials not meeting the DHR criteria for shelter operations should be cleared with the Commissioner of DHR or his designee.

DHR will support all ESF#6 activities and services in accordance with existing state and federal statutes, rules, and regulations.

The purpose of the Alabama Department of Public Health is to provide caring, high quality, and professional services for the improvement and protection of the public's health through disease prevention and the assurance of public health services to resident and transient populations of the state regardless of social circumstances or the

ability to pay. The Department of Public Health works closely with the community to preserve and protect the public's health; provide caring, quality services; and serve the people of Alabama by assuring conditions in which they can be healthy. The DPH will provide emergency medicine, medical services, and supplies essential for sustaining physical health for people in shelters.

The American Red Cross Dallas-Selma Chapter shall be a supporting agency to DHR for shelter operations at SSCC. The American Red Cross, a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement, will provide relief to victims of disaster and help people prevent, prepare for, and respond to emergencies. As the largest humanitarian organization in the United States, the American Red Cross depends on volunteers to accomplish the organization's mission. In general, the Red Cross provides disaster relief and preparedness, international tracing, messaging to members of the Armed Forces and their families, health and safety classes, blood donations, and much more. The Red Cross is not a government agency; it relies on donations of time, money, and blood to do its work.

The city of Tuscaloosa will first and foremost emphasize and focus on its primary responsibility to provide for the safety and security of its citizens. The SSCC campus is located in the city limits of Tuscaloosa, and as such all city ordinances and directives shall apply. City services, such as law enforcement, fire and EMS, public works, parks and recreation, animal control, Senior Services, etc. will be an integral part of the support operations for shelter activities at the SSCC campus. The Mayor of the city of Tuscaloosa directly and/or through his delegate shall coordinate all city activities through the Tuscaloosa County EMA Director and the SSCC Shelter Coordinator.

The Tuscaloosa County LEPC provides the venue for agencies to coordinate, collaborate, communicate, and cooperate on disaster planning, training, and response.

- The LEPC recognizes that the agencies, rather than the LEPC itself, provide the direct disaster services.
- The LEPC plans and coordinates the primary resources of its members and assists in defining the roles of each member.
- The LEPC trains members within their respective agencies for effective activity in all phases of disaster response and recovery.
- The LEPC convenes members to share information concerning the disaster and coordinates their plans for response.
- The LEPC partners with the Alabama Emergency Management Agency Regional Coordinator and the Tuscaloosa County EMA Director to facilitate communication and coordination.
- The LEPC recognizes that the Tuscaloosa County EMA Director shall coordinate all LEPC activities through the SSCC Shelter Coordinator and members of the SSCC Campus Emergency Response Team.

MOUs outline specific support to the successful and safe operation of a hurricane shelter. Attachment D contains two such MOUs currently in place.

### **Section III – Situation and Assumptions**

#### **Situation**

After a disaster, it may become necessary to provide shelter for victims who have become displaced from their homes. Those individuals could be from the local area or may have been instructed to relocate to Tuscaloosa County from within the state or even out of state to seek shelter. Depending on the severity of the disaster, homes could be destroyed or badly damaged with personal belongings being lost. Those individuals will look to the local government for assistance.

## **Assumptions**

- All emergency operations and shelter operations conducted on the Shelton State Community College Campus shall be directed by the President of SSCC and/or his designee known as the Shelter Coordinator. In the absence of the College President or his designee, the on-duty campus police officer will act as Shelter Coordinator and shall assume operational control of the emergency and/or shelter management until relieved.
- The Tuscaloosa County EMA will coordinate the efforts of the SSCC Campus Emergency Response Team (CERT) in accordance with existing policies and procedures and at the direction of the President of Shelton State Community College. The Tuscaloosa County EMA Director and SSCC Shelter Coordinator will act as directors for the Shelter Operations Center (SOC).
- The Tuscaloosa County Department of Human Resources will use all services and resources at its disposal.
- The American Red Cross-West Alabama Chapter will assist with mass care operations within its capability and in coordination with the Tuscaloosa County DHR.
- The Alabama Department of Public Health will coordinate and provide emergency medicine, medical services, and supplies essential for sustaining physical health for people in shelters.
- Facilities planned for shelter and mass care use at SSCC will be available at the time of need.
- Upon opening Shelton State Community College's Umphrey Gymnasium as a shelter, LEPC in coordination with neighborhood organizations and local congregations will emerge to provide care and shelter support as needed. The SSCC CERT will need to coordinate care and shelter services with those groups that emerge spontaneously. The Tuscaloosa County EMA Director through the Tuscaloosa County LEPC will assist in coordinating spontaneous Community Based Organizations (CBO's).
- Essential public and private services will continue during shelter and mass care operations.
- Sufficient activation time will be available to ensure that the SSCC facilities are opened in time to provide shelter and other services for the people who will be or have been evacuated.
- Individuals who have disabilities that can be accommodated in general population shelters may include, but are not limited to, the following.
  - A person requiring medication - Consumable Medical Supplies (CMS), such as hearing aid batteries, incontinence supplies, or Durable Medical Equipment (DME), such as wheelchairs, walkers, canes, etc.
  - A person with a stable medical or psychiatric condition
  - A person who requires a caregiver in which the regular caregiver can stay with the person
  - A person requiring assistance with transferring from a wheelchair to a cot in which the assistance does not require specialized training or lifting equipment
  - A person requiring oxygen who is mobile and does not require medical attention
  - A person needing assistance with some activities of daily living, such as cutting of food

## **Section IV - Responsibilities**

### **Local**

#### **Shelton State Community College**

The SSCC President and/or his designee (Chief of Police) shall be known as the Shelter Coordinator. In the absence of the College President or his designee, the on-duty campus police officer will act as Emergency Coordinator and shall assume operational control of the emergency and/or shelter management until relieved.

- Provide a representative to the Shelter Operations Center (SOC) staff to coordinate all SSCC

- matters when the SOC is activated.
- Declare a campus state of emergency.
- Declare a major emergency if circumstances indicate that such a condition is developing or is probable. The authority to declare a campus state of emergency rests with the College President or his designee as follows.

### **DECLARATION OF CAMPUS STATE OF EMERGENCY**

A major emergency may be declared if circumstances indicate that such a condition is developing or is probable. The authority to declare a campus state of emergency rests with the College President or designee as follows.

During the period of any major emergency and at the direction of the President or his designee, campus police as required shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. When this declaration is made, only registered students, faculty, staff, and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification showing their legitimate business on campus will be asked to leave the campus unless doing so would create additional risk(s) to life safety. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Code of Alabama.

In addition, only those faculty and staff members who have been assigned emergency resource team duties or cleared by campus police will be allowed to enter the immediate disaster site. In the event of fires, storms, or major disasters occurring in or about the campus or involving College property, campus police will be dispatched to determine the extent of any damage to College property.

#### **Tuscaloosa County Emergency Management Agency (TCEMA)**

- Work closely with the President of SSSC, DHR, and other agency/members of the Local Emergency Planning Committee in assuming and sharing the primary and secondary responsibilities for this emergency function.
- Maintain and coordinate all emergency response resources (i.e., personnel, equipment, and supplies).
- Activate the Shelter Operations Center (SOC) on the campus of Shelton State Community College along with the President of SSSC.
- Assist in coordinating the establishment of the ICS and/or Unified Command System and requests through EMITS.
- Provide a representative to the Shelter Operations Center (SOC) staff to coordinate all EM matters when the SOC is activated.
- Activate the Tuscaloosa County Emergency Operations Center (EOC), if necessary, in support of the SOC.
- Activate the Tuscaloosa County LEPC as planned and coordinated leading to shelter activation on the SSSC campus.

#### **American Red Cross (ARC)**

The American Red Cross West Alabama Chapter shall be a supporting agency to DHR for shelter operations at SSSC.

#### **Provide Care and Shelter Services**

By congressional mandate and in accordance with its corporate policy, the Red Cross has a long-standing disaster relief mission. Red Cross care and shelter services may include the following:

- Provide emergency shelter management and operations.
- Provide a representative to the Shelter Operations Center (SOC) staff to coordinate all Red Cross matters when the SOC is activated.

- Provide fixed and mobile feeding.
- Provide mental health support.
- Provide disaster welfare inquiry services.
- Provide vouchers for clothing, occupational supplies, and basic home furnishings.
- Provide disaster preparedness education and shelter operations training.

### **Engage in Cooperative Care and Shelter Planning**

The Red Cross will meet regularly with representatives of the Local Emergency Planning Committee and designated representative(s) of the SSCC CERT to engage in care and shelter planning and preparedness activities.

DCH Regional Medical Center (DCHRMC) will serve as the immediate emergency medical response treatment facility during shelter operations at SSCC, including emergency and non-emergency ambulance services. In the absence of Alabama Department of Public Health personnel, other health center options must be considered. SSCC does not have a Student Health Center to provide on-site nursing and medical needs management.

Provide representative(s) to the Shelter Operations Center (SOC) staff to coordinate all city matters when the SOC is activated as coordinated by the Tuscaloosa County EMA Director. City services include, but are not limited to, the following:

#### **Law Enforcement (See Memorandum of Understanding, Attachment D.)**

- Provide security at the shelter facility in accordance with MOU directives.
- Include coordinating mutual aid request of other municipal departments, Tuscaloosa County Sheriff's Office, and surrounding law enforcement authorities.
- Provide traffic control during shelter operations.
- Provide manpower in support of shelter operations. Fire Department
- Provide personnel to shelter facility if requested and available.
- Conduct fire and evacuation plans for shelter facilities.
- Conduct routine fire inspections during the course of shelter operations. Street Department
- Provide sanitation services as needed to support shelter operations.
- Provide additional traffic control and crowd control devices, such as barricades and signs.

#### **Commissioner's Office**

- Provide supplemental transportation services if requested and available. Parks and Recreation
- Provide manpower in support of shelter operations. Animal Control Officer
- Assist in coordination and processing of shelter population pets to include boarding, feeding, sanitation, and veterinary services.

#### **Local Business and Industry**

Businesses often donate goods or services to assist the community in its recovery from a disaster. Establishing pre-disaster agreements with local businesses will expedite the purchase or use of equipment and supplies required for shelter operations.

#### **Local Utilities**

In the event of loss of service to a utility that supports facilities where shelter operations are being conducted, utility providers should prioritize to the extent possible and secondary to critical infrastructure the restoration of

service to those facilities.

### **Local Organizations**

These organizations can provide direct and ongoing services to support shelter operations and special needs of the shelter population and shelter workers. They can support shelter operations with language and cultural sensitivity needs, and they can serve as a conduit for getting information to people whom local government may have difficulty reaching. Some organizations may include:

- Voluntary Organizations Active in Disaster (VOAD),
- Faith Based Organizations (FBOs), and
- Community Based Organizations (CBOs).

### **Tuscaloosa County Coroner**

The Tuscaloosa County Coroner will serve in the capacity and perform the duties of the office as prescribed by state law.

### **State**

#### **Alabama Department of Human Resources (DHR)**

DHR is the lead agency responsible for organization and mobilization of this function during emergencies. For operations specific to SSCC shelter, duties of the DHR county director and DHR county employees include, but may not be limited to, the following:

- Coordinate the opening, closing, and operation of the shelter facility.
- Coordinate with other agencies to ensure the shelter has adequate supplies and food.
- Ensure that the shelter meets necessary building and fire codes.
- Register evacuees who enter the shelter.
- Coordinate with campus police and building personnel when applicable.
- Identify and address situations that require special attention.
- Perform other administrative duties as needed.
- Oversee the general operation.
- Coordinate all shelter operations with the SSCC Shelter Coordinator and CERT.
- Work in close concert with the Red Cross and others in activation and operation of the shelter at SSCC.
- Assist with the assessment of human needs before, during and after shelter operations as required.
- Coordinate and/or conduct emergency welfare services activities, including coordinating with volunteer agencies and providing for registration and basic human needs of the shelter population.
- Provide a representative to the Shelter Operations Center (SOC) staff to coordinate all DHR matters when the SOC is activated.
- Establish a clear line of authority for DHR employees in the shelters. Every DHR employee who is working in the shelter should know who he or she reports to while working at the shelter. A DHR employee should be designated as the employee in charge of the shelter for each shift, and this information should be posted in the shelter.

#### **Alabama Department of Public Health/Tuscaloosa County Department of Public Health.**

The County Health Care Services Agency encompasses a variety of program areas: medical care, behavioral care, public health, and environmental health. Public and environmental health provides the following disaster response functions:

- Provide emergency medicine, medical services, and supplies essential for sustaining physical health for people in shelters.
- Establish and operate medical needs shelters across the state.
- Develop procedures for inspecting conditions at emergency shelters to ensure sanitary conditions with respect to food preparation, waste disposal, potable water supplies, etc.
- Assist at shelters in the care of the infirmed and persons requiring specialized medical care.
- Provide nursing support to shelter operations.
- Coordinate transport and care for the medical needs of the shelter population.
- Act to prevent the spread of communicable disease and disaster-related illness.
- Make public health nursing services available to disaster shelters.
- Address food and water safety and sanitation issues in shelters.
- Monitor, assess, and report on the community disaster health status.

**Alabama Department of Mental Health and Mental Retardation (DMH/MR).**

DMH/MR provides a wide variety of services based on the identified needs and expressed desires of consumers and families. The categories in which these services are provided are as follows:

- Mental illness
- Mental retardation
- Substance abuse

**Alabama Emergency Management Agency (AEMA).**

- Provide coordination among state, local, and federal agencies.
- Coordinate special equipment and other resource needs.
- Make protective action and safety recommendations.
- Request federal assistance, if needed.
- Activate the State Emergency Operations Center (SEOC).
- Send state liaisons to the local EOC to assist response, if necessary.
- Monitor and evaluate the entire incident.

**Section V - Concept of Operations**

The function of care and shelter is to provide temporary emergency relief to disaster victims. Providing temporary emergency relief involves a range of emergency human services (e.g., food, shelter, health care, mental health support, etc.).

Emergency operations for sheltering and most mass care (mass care, individual assistance, sheltering, special population needs/medical needs) will be an extension of normal programs and services. However, during widespread, multiple site disasters and evacuations, human services personnel, resources, and facilities may be in short supply.

The Alabama Department of Human Resources (ADHR) is the lead state department, in cooperation with the Tuscaloosa County DHR, the American Red Cross (West Alabama Chapter), LEPC agencies for coordinating with the Tuscaloosa County EMA Director, and provider agencies for sheltering and mass care needs and problems not addressed by the Red Cross or other human service agencies. Other county and municipal departments may assist in this effort. This partnership requires that all agencies work cooperatively during the preparedness phase to clarify roles and responsibilities.

Existing mutual aid agreements may be able to augment and satisfy a temporary increase in local needs. If local capabilities are exceeded, support may be available from regional, state, and federal human services groups.

Coordination among human services agencies is necessary to ensure emergency operational readiness. Each

department/agency having responsibility for human services must develop operating instructions and resource listings to support this plan.

Other elements that will need to be considered but may not be known until the event develops include the following:

- Magnitude of the disaster (area/population affected)
- Intensity (severity of the storm)
- Speed of onset (speed of impact)
- Duration
- Impact on community (economic, psychological, emotional, and infrastructure)

## **Section VI - Shelter Activation and Operations**

### **Alert and Notification Activities**

In the event of a named hurricane with a projected strike cone on the Gulf Coast affecting Alabama, all colleges should regularly and without notification review all state level procedures and local procedures to be prepared to activate the hurricane preparedness plan when the Governor directs the Chancellor to use Alabama College System facilities.

- The Tuscaloosa County EMA will notify the Chief of Police and SSCCERT members in the event of a named hurricane with a projected strike cone on the Gulf Coast for Alabama and other Gulf Coast states and request that all members begin and continue monitoring the situation.
- Upon notification by the Tuscaloosa County EMA, all SSCC CERT members will review plans and procedures, notify other members of their organizations of the developing situation in the Gulf, and update/validate the accuracy of their phone rosters. Any changes or updates should be transmitted to the EMA to update the plan.
- The SSCC CERT will meet to review plans, facilities, resources, and personnel in preparation for notification of the next levels, such as Stand-By, Alert, Activation, and Post-Land Fall.

### **Stand-By Activities**

Once notification has been given to go to Stand-By, the SSCC CERT will perform the following:

- Mobilize team leaders.
- Prepare the Shelter Operations Center.
- Prepare the Incident Action Plan to include defining of operational periods.
- Secure facilities.
- Transport supplies and equipment.
- Prepare and coordinate reports to the AEMA, Chancellor, DHR, and Red Cross.
- Test communications.
- Assess shelter transportation needs.

### **Alert Activities**

Once the notification has been given to go to the Alert level, the SSCC CERT will perform the following:

- Activate the Shelter Operations Center (if appropriate at this time).
- Mobilize all task force members.
- Update the Incident Action Plan.
- Prepare facilities.
- Check all positions; arrange for emergency supplies and equipment.
- Alert all support team members.
- Prepare and coordinate reports to the AEMA, Chancellor, DHR, and Red Cross.

### **Activation Activities**

Once the notification has been given to go to the Activation level, the SSCC CERT will perform the following:

- Activate the Shelter Operations Center.
- Mobilize appropriate members of their respective staff/team members.
- Develop the Incident Action Plan for activation procedures.
- Finalize facilities' readiness.
- Confirm emergency supplies and equipment are in place.
- Confirm law enforcement and fire are ready for activation.
- Confirm EMS and medical support are ready for activation.
- Open shelter and begin operations.
- Prepare and coordinate reports to the AEMA, Chancellor, DHR, and Red Cross.
- Prepare for the feeding and sheltering of shelter operations personnel and responders.
- Prepare for lodging for staff and volunteers.

### **Receiving Evacuees (Shelter Population) In-processing**

#### **Law Enforcement**

- Prepare for lodging for staff and volunteers.
- Provide initial safety assessment of evacuees to include metal detectors.
- Provide medical screening.
- Provide initial triage/questionnaires (Tuscaloosa County DPH).
- Provide shelter layout/shelter personnel manifest and registration forms.
- Manage (SSCC CERT and Tuscaloosa County DHR staff).

#### **Personnel Care**

- Community Based Organizations, Faith Based Organizations, and the Red Cross will manage issuing of "snack-packs" during initial in processing.

### **Shelter Operations Sustainment**

#### **Shelter Operations Center (SOC)**

- Hold key leadership/department head meetings at 8:00 AM and 4:00 PM daily throughout the event.
- Take responsibility for situation reports to Chancellor's office.
- Maintain a roster of shelter staff and volunteers.
- Ensure personnel timesheets and equipment hours are documented/logged accurately. SSCC business officer will assist with this task.

#### **Shelter Staff and Volunteers**

- Personnel should sign-in/out at the SOC when coming onto or leaving campus.
- SSCC CERT will assist with information dissemination and management to keep evacuees' situational awareness as accurate as possible during the event. This includes publishing/posting mealtimes and other shelter activities for all evacuees with special focus/emphasis on children and elderly persons or any person(s) with unique circumstances.

#### **Local Law Enforcement/SSCC Police**

- Maintain safety and security of evacuees throughout the event.
- Take responsibility for the rotation of available personnel resources as outlined in MOU (See Attachment D.).

#### **Department of Public Health**

- Provide assistance to medical needs of evacuees during the event.
- Coordinate with College City Drugs for medical supplies and medications as needed.

### **Community Based Organizations, Faith Based Organizations, and American Red Cross**

- Provide assistance with activities for children and elderly evacuees.
- Coordinate with local churches for volunteers to help with letter "A" above.

### **Repatriation**

Immediately upon arrival of shelter evacuees, planning for repatriation will begin.

- Manifest and registration forms will be utilized for this operation.

## **Section VII - Deactivation and Demobilization**

### **Close Shelter**

- Deactivate shelter and staff upon notification from the Chancellor and/or determination that immediate shelter needs have been met or if the shelter is no longer suitable to meet mission needs.
- Disseminate notification and timeline to evacuees to close shelter operations.
- Coordinate transportation of shelter residents by the same method in which they arrived.

### **Demobilize Mass Care Assets**

- Salvage remaining items from mass care.
- Transport items to appropriate storage.
- Transfer items to appropriate agencies.
- Take responsibility for the initial breakdown of the shelter (shelter staff and volunteers and often with the assistance of evacuees).
- Provide staff debriefing; ensure staff receives mental health evaluation.
- Deactivate staff from operations; begin releasing staff and volunteers upon health evaluation.

### **Clean and Inspect Shelter**

- Closing inspection and walk-through are coordinated by TCEMA, Tuscaloosa County DPH, and the SSCC Director of Auxiliary Operations.

## **Section VIII - Attachment Listing**

Attachment A:	Health and Safety Campus Protocols and Procedures for Coronavirus & COVID-19 Pandemic
Attachment B:	Hurricane Evacuation and the Alabama College System Tier Designation
Attachment C:	Map of Shelton State Community College
Attachment D:	Memorandums of Understanding
Attachment E:	ICS-SSCC Shelter Task Force
Attachment F:	ICS-SSCC Shelter Task Force-Incident Commander and Command Staff Position Requirements
Attachment G:	SSCC Shelter Task Force Notification Information
Attachment H:	SSCC Shelter Facility: Umphrey Gymnasium <ul style="list-style-type: none"><li>- H (1) Lay-Out of Operations</li><li>- H (2) SSCC Facility Diagram: Facility Blueprint</li><li>- H (3) Facility Infrastructure</li><li>- H (4) Facility Supplies Checklist</li></ul>
Attachment I:	SSCC Campus Emergency Response Team (CERT) Alert Roster
Attachment J:	Drill and Training Support Documentation

## Attachment A: Health and Safety Campus Protocols and Procedures for Coronavirus & COVID-19 Pandemic

### HEALTH AND SAFETY

#### CAMPUS PROTOCOLS AND PROCEDURES

1. **Prior to their return to campus, students, faculty, and staff will receive communication via email with links to the Reopening Plan and to College-created training videos for the proper use of PPE and hygiene practices.**
2. **All gatherings on campus may have no more than thirty-five participants and must follow all protocols and guidelines listed below as they relate to social distancing.**
  - “Gatherings” are limited to courses which have outcomes that cannot be measured or achieved virtually, such as laboratory, clinical experiences, certifications, and testing.
3. **General hygiene and respiratory etiquette will be followed College-wide.**
  - Hands should be washed often. Soap and water should be used for at least twenty seconds, or hands should be cleaned with alcohol-based hand sanitizer that contains at least sixty percent alcohol.
  - Avoid touching eyes, nose, and mouth.
  - Do not shake hands.
  - Cover your coughs and sneezes. Use a tissue; then throw the tissue in the trash.
4. **Temperature checks will be conducted prior to campus entry.**
  - Temperature checks will be conducted prior to entry into the building. All campus visitors will be directed to a checkpoint prior to exiting their vehicle.
    1. Martin Campus – under awning at the front of the building
    2. Fredd Campus – under awning of Building 100
  - Individuals with temperatures at or above 100.4 will not be permitted entry. Temperatures at or above 100.4 will be confirmed by a second scan. Employees and students will be directed to a designated waiting area where the second scan will be performed not less than five minutes after the initial scan. Individuals denied entry are asked to consult their healthcare provider prior to returning to campus.
  - Temperature checks will be required for daily entry. Employees, students, and visitors will receive designated wristbands providing daily clearance.
5. **All students will be required to sign waivers indemnifying the College of any legal action as a result of participating in on campus instruction.**
6. **Personal protective equipment (PPE) must be worn by all persons on campus.**
  - **All persons entering SSCC campuses must wear a facial covering/mask.**
  - Medical and environmental services employees will be provided (the equivalent of) N-95 masks, gloves, gowns, and face shields. Directions for safe use will be provided.
  - Employees may use personal facial coverings or masks; however, one (1) multi-use mask will be provided with directions for safe use.
  - Students and campus visitors must wear facial coverings or masks. Single-use masks will be provided upon entry for visitors without a facial covering.

**7. Common areas will have precautions and will be disinfected or temporarily disabled.**

- All common areas in use will be disinfected according to protocol.
- Doors will remain open when possible.
- Utilizing building elevators will require specific practices.
  - o Employees are advised to use elevators as little as possible during the outbreak period.
  - o If the use of the elevator is necessary, the following guidelines apply:
    1. Limit one person per elevator or utilize stairs as possible.
    2. Avoid touching your face with your hands and wash your hands immediately after pressing any elevator buttons.
- Limited vending machines will be in use.
- Chick-fil-A will not be open.
- Water fountains will be disabled.
- Fleet scheduling will be unavailable.
- Seating areas in common locations will not be in use.

**8. Self-distancing and disinfecting will be required.**

- **Office Areas**
  1. Employees will remain isolated when possible.
  2. Employees will maintain six feet of separation between themselves and other co-workers at all times.
  3. Employees should disinfect phones, keyboards, mouse, and computers on a daily basis.
  4. All personal items and work supplies will be removed from shared work spaces.
  5. If office spaces do not allow six feet of separation or if duties require employees and/or students to work within six feet of one another, one or more of the following measures will be implemented:
    - a. Use of barriers such as plexiglass
    - b. Provision of face mask, face-shield, gloves, or other appropriate PPE
    - c. Modification of duties to accommodate social distancing
    - d. Proper removal of PPE (Immediately following completion of duties, all participants shall properly remove PPE and wash hands for a minimum of twenty seconds as recommended. If soap and water are not available, a hand sanitizer containing at least sixty percent alcohol will be provided.)
- **Classrooms/Labs**
  1. Classroom and lab occupation will be limited to every other seat to maintain social distance.
  2. If classrooms and labs do not allow six feet of separation or if duties require employees and/or students to work within six feet of one another, one or more of the following measures will be implemented:
    - a. Use of barriers such as plexiglass
    - b. Provision of face mask, face-shield, gloves, or other appropriate PPE
    - c. Rescheduling of duties to accommodate social distancing
    - d. Proper removal of PPE (Immediately following completion of duties, all participants shall properly remove PPE and wash hands for a minimum of twenty seconds as recommended. If soap and water are not available, a hand sanitizer containing at least sixty percent alcohol will be provided.
  3. Avoid sharing tools or other equipment when possible.
  4. If equipment is shared, proper disinfection will be required according to protocol.
  5. For areas falling outside general disinfection protocol, the Director of Auxiliary Operations will coordinate a plan for disinfecting labs and equipment.

- **Restrooms**
  1. Self-distancing guidelines must be maintained in restrooms, including waiting in lines.
  2. Hands must be thoroughly and properly disinfected when finished in the restroom.
  3. In order for restrooms to remain sanitary, all paper products must be disposed properly, and toilets must be completely flushed.
  
- **Breakrooms and Kitchen Areas**
  1. Employees are discouraged from using breakrooms and kitchen areas.
  2. No students will be allowed in breakrooms or kitchen areas.
  3. Employees must maintain proper self-distancing guidelines.
  4. Employees should not sit directly across from one another.
  5. Employees should minimize touching objects in the breakroom or kitchen areas, such as refrigerators or other commonly shared items. If a breakroom or kitchen area item is touched, employees should wash or sanitize their hands afterwards, and items touched should be disinfected on a regular basis.
  
- **Arrival and Dismissal**
  1. Employees and students should not congregate in parking lots at any time.
  2. Employees and students must maintain six feet of distance between themselves and others upon entering and exiting the building.

## **PERSONNEL AND STUDENT MONITORING**

### **Symptoms of COVID-19 (Sources: U.S. Centers for Disease Control and Prevention and Johns Hopkins Medicine)**

People with COVID-19 have had a wide array of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with the following symptoms or combinations of symptoms may have COVID-19:

- Dry cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle aches
- Headache
- Sore throat
- New loss of taste or smell
- Diarrhea

This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

### **Self-Screening**

One of the most vital aspects of detection involves self-screening at home. Employees and students should self-screen at home for symptoms associated with COVID-19 and should not report to campus if experiencing a fever of 100.4 degrees Fahrenheit or greater or experiencing multiple other symptoms of COVID-19. Employees and students are asked to consult with their healthcare provider.

Employees and students who have noticed symptoms through self-screening, but have not received a diagnosis of COVID-19, should remain at home until **ALL THREE** of the following statements are true:

- You have had no fever for at least twenty-four hours (i.e., one full day of no fever **without** the use of medicine that reduces fevers).
- Other symptoms have improved (e.g., when your cough or shortness of breath has improved).
- At least ten days have passed since your symptoms, other than fever, first appeared, OR you have been tested for COVID-19 and have had two consecutive negative tests at least twenty-four hours apart.

#### **When to Seek Medical Attention (Source: U.S. Centers for Disease Control and Prevention)**

If you have any of the following **emergency warning signs\*** for COVID-19, seek **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

\*This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 if you have a medical emergency.** Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

#### **On-Site Monitoring**

The College will set up checkpoints as monitoring stations on both campuses. A health screening team will monitor the temperature of individuals allowed to enter using no-touch thermometers. If an employee or student exhibits a fever of 100.4 degrees Fahrenheit or above, a second temperature scan shall be conducted to confirm the results. Employees and students will be directed to a designated waiting area where the second scan will be performed not less than five minutes after the initial scan. If confirmed, the employee or student will be sent home to self-quarantine and is asked to consult a healthcare provider prior to returning to campus.

#### **Observations of Employees Exhibiting Symptoms**

If an employee observes a coworker exhibiting symptoms of the virus (as listed above), the employee should report the symptomatic coworker to their immediate supervisor who shall then report the same to the applicable Cabinet member. The employee's body temperature should be monitored for a fever at or greater than 100.4. If such a fever is detected, a second scan will be performed to confirm the fever. If confirmed, the employee will leave campus and telework from home, if possible. If the employee is required to leave campus and is unable to telework, the employee must utilize his or her accrued paid leave or, if applicable, leave under the Families First Coronavirus Response Act (FFCRA) or the Family Medical Leave Act (FMLA) in order to remain in paid status. If paid leave is unavailable, an employee may be eligible to receive unpaid leave upon request.

While on campus, social distancing remains one of the primary ways to avoid contracting a virus or contamination. It is imperative that employees maintain proper self-distancing as recommended by the CDC and other health organizations. This means that a minimum of six feet (two meters) must be maintained between employees at all times, even when PPE is worn.

#### **Observations of Students Exhibiting Symptoms**

If a student is observed exhibiting symptoms of the virus (as listed above), the observing individual should report the symptomatic student to the Dean of Student Services. The student's body temperature should be monitored for a fever at or greater than 100.4. If such a fever is detected, a second scan will be performed to confirm the fever. If confirmed, the student will leave campus.

While on campus, social distancing remains one of the primary ways to avoid contracting a virus or contamination. It is imperative that students maintain proper self-distancing as recommended by the CDC and other health organizations. This means that a minimum of six feet (two meters) must be maintained between students at all times, even when PPE is worn.

**Behaviors to avoid include the following:**

- Gathering in groups
- Entering crowded areas
- Carpooling with others who live outside of your home
- Hugging or shaking hands
- Eating face-to-face and similar activities that would put you and/or others in close proximity

**Proper distancing behaviors include the following:**

- Remain isolated when possible.
- Maintain six feet of distance between yourself and the nearest co-worker at all times. Do not sit directly across from one another. (This distancing includes during meeting and training times.)
- Follow right of way walking practices to and from work and common areas.
- Utilize proper PPE and follow guidelines of usage.
- Avoid sharing tools or equipment. If tools must be shared, follow disinfection protocol for employees.

**Employee or Student Positive Case**

Employees or students who are diagnosed with COVID-19 should not be on campus or return to campus until the CDC criteria to discontinue home isolation are met. Employees and students who are diagnosed with COVID-19 are required to try and assist the College in ascertaining the following:

- Determining the last time the employee or student entered campus, and ascertaining the areas in which the employee or student was present during the two days before symptoms appeared or specimen collection date (whichever was earlier); and
- Identifying any other employees or students with whom the employee or student had contact during the two days before symptoms appeared or specimen collection date (whichever was earlier).

The College will take reasonable steps to alert all employees or students who are identified in the above process that they may have been exposed to a co-worker or student diagnosed with COVID-19 and direct them to monitor themselves for symptoms.

**Employees or students diagnosed with COVID-19 who have experienced symptoms and have stayed home (home isolated) can return to campus under the following conditions:**

- You have had no fever for at least twenty-four hours since recovery (i.e., one full day of no fever **without** the use of medicine that reduces fever).
- AND**
- Other respiratory symptoms have improved (e.g., when your cough or shortness of breath has improved).
- AND**
- At least ten days have passed since your symptoms first appeared.
- 

**Employees or students who DID NOT have COVID-19 symptoms but tested positive and have stayed home (home isolation) can return to campus under the following conditions:**

- At least ten days have passed since the date of your first positive test.
- AND**
- You continue to have no symptoms (no cough or shortness of breath) since the test.

**Employees or students diagnosed with a second positive COVID-19 test within three months of the initial positive test who have experienced symptoms** can return to campus under the following conditions:

- You have had no fever for at least twenty-four hours since recovery (i.e., one full day of no fever **without** the use of medicine that reduces fever).  
**AND**
- Other respiratory symptoms have improved (e.g., when your cough or shortness of breath has improved).  
**AND**
- At least ten days have passed since your symptoms first appeared.  
**AND**
- You have received clearance from a healthcare provider (e.g. physician or mid-level provider).

**Employees or students diagnosed with a second positive COVID-19 test within three months of the initial positive test who DID NOT had COVID-19 symptoms** can return to work/campus under the following conditions:

- At least ten days have passed since the date of your second positive test.  
**AND**
- You continue to have no symptoms (no cough or shortness of breath) since the test.  
**AND**
- You have received clearance from a healthcare provider (e.g. physician or mid-level provider).

**Employee or Student Contact with Positive Case**

If you think you have been exposed to COVID-19, carefully review the symptoms (listed above).

If you...	Steps to take...
<p>If you or someone in your home <u>might</u> have been exposed</p>	<p><b>Self-Monitor</b></p> <p>Be alert for symptoms. Watch for <b>fever, cough, or shortness of breath.</b></p> <ul style="list-style-type: none"> <li>• Take your temperature if symptoms develop.</li> <li>• Practice social distancing. Maintain six feet of distance from others, and stay out of crowded places.</li> <li>• Follow CDC guidance.</li> <li>• Do not return to campus if symptoms develop. (See above protocols.)</li> </ul>
<p>Recently had close contact** with a person with COVID-19 and you are not experiencing signs/symptoms of COVID-19</p>	<p><b>Self-Quarantine</b></p> <ul style="list-style-type: none"> <li>• Check your temperature twice a day, and watch for symptoms.</li> <li>• Stay home for fourteen days, <b>and</b> self-monitor.</li> <li>• If possible, stay away from people who are high-risk for getting very sick from COVID-19.</li> </ul>

Recently had close contact** with someone who experienced a second positive COVID-19 test within three months of an initial COVID-19 test and you are not experiencing sign/symptoms of COVID-19	<b>Self-monitor for signs/symptoms of COVID-19, self-isolation is not necessary.</b>
Recently traveled from somewhere outside the U.S. or on a cruise ship or river boat	<b>Self-Quarantine</b> <ul style="list-style-type: none"> <li>• Check your temperature twice a day, and watch for symptoms.</li> <li>• Stay home for fourteen days, <b>and</b> self-monitor.</li> <li>• If possible, stay away from people who are high-risk for getting very sick from COVID-19.</li> </ul>

\*\* Close contact is defined as within six (6) feet of a person with COVID-19 for at least fifteen (15) minutes without an N-95 mask and includes household contacts, intimate partners, and in-home caregivers, starting two days before symptoms appeared or specimen collection date (whichever was earlier). Distance could be longer and time shorter, depending on the exposure level and setting.

If an employee is required to take leave or stay away from campus because of COVID-19 related reasons and is unable to telework while off campus, the employee will need to utilize his or her accrued paid leave or, if applicable, leave under the FFCRA or FMLA in order to remain in paid status. If paid leave is unavailable, an employee may be eligible to receive unpaid leave upon request.

Leave under the FFCRA must be requested, and eligibility must be established by the employee before such leave will be granted. The form required to request leave under the FFCRA will be available on myShelton under Policies, Procedures, and Forms > Forms and Procedures.

If you are an employee and have received a positive COVID-19 test since April 1, 2020, and you need further guidance on returning to campus or work, please contact the Cabinet member for your area.

If you are a student and have received a positive COVID-19 test since April 1, 2020, and you need further guidance on returning to campus, please contact the Dean of Student Services.

The College will report positive COVID-19/Coronavirus cases to ACCS using established notification processes.

**DISINFECTION PROTOCOL**

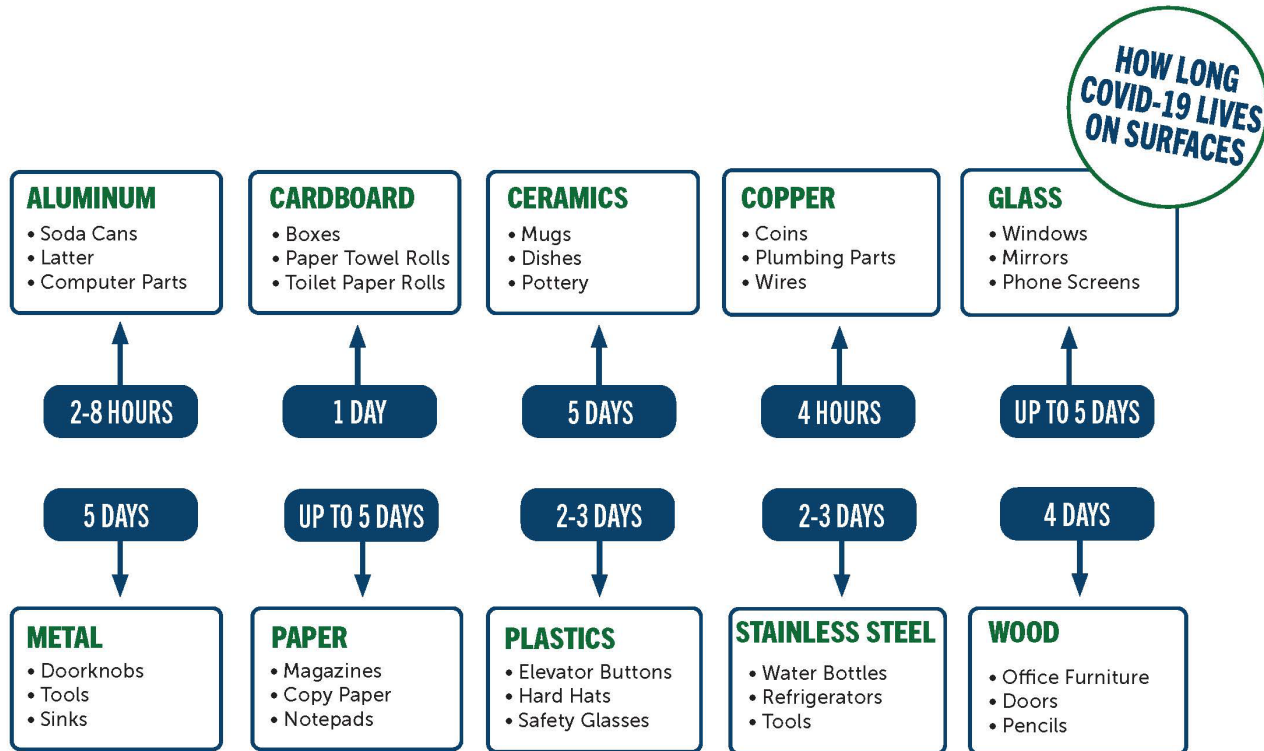
Shelton State Community College Environmental Services has increased cleaning and disinfecting processes in several key areas. These include the following:

- Assignment of additional personnel in common areas on campus
- Disinfection of touch points (door handles, light switches) in common areas on campus
- Power washing of restrooms in common areas and the use of electrostatic disinfectant fog/spray

In accordance with CDC guidelines and with the proper use of PPE, the College currently uses cleaning products that specifically target and stop the spread of the COVID-19 virus. Disinfectant chemical products approved by the Environmental Protection Agency (EPA) and associated with this process are Clorox Bleach – Germicidal Cleaner, Spartan HDQ Neutral, Spartan HDQL Super, and Spartan TB\_CIDE\_QUAT.

Frequency of cleaning will follow standard recommendations according to the life of the virus.

If an area has been vacant for over seven days, the need for deep clean is minimized. The longest the virus can live on a hard or soft surface is five days. (See diagram below.)



If an area has not been closed or vacant for seven days, environmental services staff will clean hard surfaces using approved cleaning measures and while wearing appropriate PPE. Soft surfaces such as chairs and carpets will be cleaned as necessary. HVAC filters will be cleaned, disinfected, or replaced.

Daily (Monday through Friday) disinfection by Environmental Services staff will occur in the following areas:

- Restrooms – all surfaces
- Entrance doors to common areas and classrooms
- Tables and desks in common areas and classrooms
- Floors in common areas and classrooms
- Utilized equipment in classrooms, labs, and common areas\*

\*Employees and students will be provided with cleaning materials allowing for additional daily disinfection. Proper PPE and training will be provided prior to usage.

**Disinfection Following Identification of Positive Case COVID-19**

In the event that an employee or student tests positive for COVID-19, the College will assess the risk level for other employees and students and respond accordingly. Preventing an outbreak will utilize a combination of control measures.

In addition to Environment Services previously established, the College will contract with an external professional service to assess and disinfect the affected campus or area(s).

If decontamination is not feasible, a period of closure will be considered in order to allow the virus to naturally deactivate.

## **COMMUNICATION PLAN**

### **Timeline Information**

Email will be sent to employees regarding initial reopening guidelines and procedures. Individual work schedules will be communicated by supervising Cabinet Member.

Email will be sent to students regarding reopening guidelines and procedures. Designated technical students will receive communication via Canvas concerning on-campus schedule.

Consistent with all COVID-19/Coronavirus operational changes, the College will communicate public updates via press releases, text messaging, myShelton, [College's News](#), SSCCA!ert!, and social media. All protocol and procedural changes will be shared prior to opening to the public.

### **Signage and Directional Tape**

Signs will be posted to indicate entry and exit, guidelines and procedures, along with signs indicating areas where access is not allowed.

Signs will be posted in common areas and restrooms indicating hand hygiene practices, signs/symptoms of COVID-19/Coronavirus, and social distancing reminders.

Directional tape will be utilized to ensure proper self-distancing once the College reopens to the public.

### **Positive Case COVID-19**

Control measures and updates will be shared via standard public communication outlets as listed above for timeline information.

## **INSTRUCTIONAL SERVICES**

**Prior to their return to campus, students, faculty, and staff will receive communication via email with links to the reopening plan and to College-created training videos for the proper use of PPE and hygiene practices. Protocols and procedures as listed in the Health and Safety section of the Reopening Plan will be required by all those on campus.**

### **Academic Classes**

Academic courses without labs will be offered as online or virtual. Students enrolled in online classes are not required to come to campus or to be online on specific days or times. Instructors may provide video conferencing sessions (Zoom, Teams Meetings, etc.) at specific times, but sessions will be recorded and posted in Canvas so students have access if unable to attend the sessions. Virtual classes will have set meeting days and times to meet live through video conferencing (Zoom, Teams Meetings, etc.). Class meetings will also be recorded and posted in Canvas for student review.

When possible, academic courses with labs will be offered completely online or virtual. For courses that necessitate on-campus labs, classes will be offered in a hybrid format. The lecture portion of the class will be offered online or virtual with students coming to campus for the lab portion of the class. Students will be divided into small groups for lab instruction in order to maintain appropriate safety and social distancing guidelines.

## Health Program Classes

Health Information Technology courses will be offered as online or virtual. Students enrolled in online classes are not required to come to campus or to be online on specific days or times. Instructors may provide video conferencing sessions (Zoom, Teams Meetings, etc.) at specific times, but sessions will be recorded and posted in Canvas so students have access if unable to attend the sessions. Virtual classes will have set meeting days/times to meet live through video conferencing (Zoom, Teams Meetings, etc.). Class meetings will also be recorded and posted in Canvas for student review.

Nursing and Respiratory Therapy courses will be taught in a hybrid format. The lecture components of the classes will be offered as online or virtual. Lab components of classes will be conducted on campus in small group settings to maintain appropriate safety and social distancing guidelines. Clinical components of classes will be conducted at approved clinical sites and through simulations as needed. Programs will follow guidelines of appropriate accreditation bodies for acceptable means of competency validation.

## Technical Services Classes

**Theory Only Courses:** Instruction for theory only courses will be online, virtual, and/or other remote delivery method. Course content will be delivered using Canvas, the College's learning management system.

**Lab Courses:** Lab courses will continue to operate on-campus. Safety and sanitization protocols will be in effect, and enrollment will be managed to ensure students and instructors maintain proper social distancing. Following these same health and safety guidelines, Fridays will be used as open lab opportunities for students to make up any missed work.

**Theory with Lab Courses:** Instruction for theory coursework will be online or virtual. Course content will be delivered using Canvas, the College's learning management system. Lab coursework will continue on-campus. Safety and sanitization protocols will be in effect, and enrollment will be managed to ensure students and instructors maintain proper social distancing.

## Syllabus

The College will include the following remote instruction clause in all syllabi for all classes:

"In the event that Shelton State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or another event warranting the need for such plans, an addendum to this syllabus will be provided to students. This addendum will provide details pertaining to the College, department, and/or program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact your course instructor."

## Faculty Office Hours

All faculty members will establish and maintain scheduled virtual office hours throughout the fall 2020 semester.

## Conclusion of On-Campus Instruction and Labs

All face-to-face theory and lab instruction will be completed on November 24, 2020, immediately prior to the College's Thanksgiving holiday. Any work not completed by this time will be completed virtually or online. If an extenuating circumstance prevents a student's completion of coursework, a grade of "I" will be assigned until the competencies may be completed.

## Pre-Kindergarten Program

It is the directive of the Alabama Department of Early Childhood Education to proceed with a typically planned academic year for 2020-2021. This will include eighteen children and two teachers in each classroom for a total of

180 full days of student attendance and 187 days of staff attendance. The start date for the academic year of 2020-2021 will coincide with the start date of the local school systems which is currently listed as August 20, 2020.

SSCC First Class Pre-K will follow recommendations from the Governor's Office to close all K-12 schools and the ACCS order to suspend on-campus learning should a closure be announced after the start of the academic year. If this were to occur, SSCC Pre-K will offer online opportunities but will not meet on the Fredd Campus for the remainder of the time indicated by the state governing authorities. Supplies for send-home packets would be compiled and distributed for each pre-k family.

Additionally, the Pre-K program would develop a private Facebook group strictly for current students and their families. Each day, the teachers would post at least one activity and one read-aloud. Teachers would continue to collect documentation for each child based on the photos and videos posted by parents of children completing the activities. This method of teaching and contact was utilized during the previous closure.

Should a physical classroom closure re-occur, Pre-K staff would be expected to coordinate and complete the above listed services and continue to complete professional development as assigned by the OSR Office. The staff would also be available for additional contact with Pre-K families and students while maintaining any social distancing guidelines provided by the Governor's Office and the State Health Department.

SSCC First Class Pre-K does anticipate additional instructions from the Alabama State Department of Education, State Superintendent Dr. Mackey, the Department of Human Resources, and the State Health Department. SSCC First Class Pre-K will notify the ACCS, the College, faculty/staff, and students should the additional instructions change the means of services provided.

### **Library Services**

The library will be open to students enrolled in classes and will observe social distancing practices as detailed in the health and safety section.

Library resources are available to students off campus through a wide range of electronic resources. Students can access these resources through the College's website and through a link embedded in Canvas for all courses. Video tutorials are also available regarding usage of library resources.

### **Faculty Support and Professional Development**

All faculty are enrolled in the College Professional Development (CPD) course in Canvas. The CPD course serves as the primary tool for ongoing questions, answers, and training related to the use of instructional technology for delivering remote instruction. All details about instructional technology that will be used in remote instruction are housed in the CPD course. The CPD course also contains tutorials, videos, a question and answer discussion board, and other resources that can be accessed as needed. Faculty will receive continued instructional support from the Director of eLearning.

### **STUDENT SERVICES**

**Prior to their return to campus, students, faculty, and staff will receive communication via email with links to the reopening plan and to College-created training videos for the proper use of PPE and hygiene practices. Protocols and procedures as listed in the Health and Safety section of the Reopening Plan will be required by all those on campus.**

**It is important to note for the purpose of this plan that Shelton State does not have student housing.**

## **Student Services**

The website is updated regularly and all information related to Student Services is current. Contact email addresses are listed for all areas.

All student services options will be offered remotely via Zoom, phone call, email, and text, however, employees are able to accept in-person appointments from individuals with specific needs for on-campus meetings. If approved for an on-campus meeting, the student must adhere to safety protocols and procedures as listed in the Health and Safety section of the Reopening Plan.

On campus activities are limited to classroom instruction and instructional support. Student services will not host traditional fall activities on campus, but remote options are being created. Large student events such as “Get on Board Day” and “Welcome Back Week” will be moved to online/electronic formats. Online contests will be created for social media platforms and featured in the weekly Remote Update.

All students are enrolled in a Canvas course created for easily locating resources and support options. This course includes scheduling basic help sessions for general questions, technology support, and health and wellness topics and videos. Students are also provided a Canvas Student Guide that indexes topics into visual quick start pages allowing them to skim through needed information.

### **Freshmen Orientation (Shelton State Days)**

Fall freshman orientation sessions (Shelton State Days) will be provided via Canvas and Zoom. Advisors will host Zoom meetings with small, assigned groups, and a Canvas class has been created for students to learn about topics traditionally covered in on-campus sessions. Videos have been created to share information and showcase the campuses and programs.

- Students who are unable to attend a “Zoom Shelton State Day” will be able to work one-on-one with their advisor via phone, email, alternate Zoom time, or on-campus appointment.

### **Tutoring**

Tutoring will continue to be provided online via individual Zoom sessions as well as via Smarthinking for 24/7 service. SOAR will reopen to students for on-campus tutoring by appointment only. All health and safety protocols will be followed.

### **Athletics**

If athletic events are approved by the NJCAA, all published NJCAA regulations will be followed as it relates to student-athletes and spectators.

### **Office of Disability Services**

Students with disabilities can work via Zoom or on-campus appointments to meet with the Office of Disability Services. All standard accommodations can be provided in online and hybrid courses just as they would be provided in traditional courses.

## **WORKFORCE DEVELOPMENT AND ADULT EDUCATION**

**Prior to their return to campus, students, faculty, and staff will receive communication via email with links to the reopening plan and to College-created training videos for the proper use of PPE and hygiene practices. Protocols and procedures as listed in the Health and Safety section of the Reopening Plan will be required by all those on campus.**

**Training provided for regional business and industry will begin online, on-campus, and offsite and will follow**

**appropriate rules for social distancing, mask-wearing, and sanitizing.**

**The following remote instruction clause will be added to all enrollment forms:** In the event Shelton State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, such communication will be provided to students. This communication will provide details pertaining to the program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact your course instructor.

**The following language will be added to contracts to address potential inability of fulfillment of contractual obligations to business and industry:** Neither party shall be deemed to be in violation of this Agreement if prevented from performing any of its obligations hereunder for any reasons beyond its control, including without limitation, acts of God or of the public enemy, flood, storm, strikes, or statutory regulations, rule, or action of any federal, state, or local government, or any agency thereof.

#### **Medical Technician**

These courses will be offered through hybrid instruction fall 2020. Most course requirements will be completed online with students completing clinical and hands-on requirements at SSCC or other medical offices.

#### **Ready to Work (RTW)**

Ready to Work will be offered through hybrid instruction fall 2020. All course requirements can be completed online except WorkKeys. Students will complete WorkKeys onsite at SSCC.

#### **Truck Driving**

The College will provide theory and yard training complying with all social distancing procedures. Road training will occur with a ratio of 1:1.

#### **MSSC**

The majority of MSSC instruction will be delivered onsite at local companies. SSCC will also offer MSSC online and onsite at SSCC.

#### **Community Education Programs**

The College will continue to offer ed2go and other community courses online.

#### **EITP Grants**

The statuses of the College's EITP grants are listed below.

- Westervelt, Lear, ZF, Schnellecke – Currently scheduling this training using a variety of delivery methods that will include online training, onsite training at SSCC and offsite training at local companies as allowed.
- Brose - Training is scheduled to begin August 2020 offsite at Brose.
- Bolta – Currently working with Bolta to resume training. The company does not expect to have all employees back to work until August 2020. The College has proposed an online training, but the company has elected to wait until face-to-face delivery can resume.
- Sealy – This grant is under review with ACCS.
- SMP – Injection Molding training will begin July 2020 onsite at SSCC.

#### **Adult Education**

Adult Education students will continue to complete coursework through online lessons, virtual classrooms, mail outs, and limited onsite instruction. Faculty members will create a schedule of onsite, topic-specific sessions with a limited number of students to maintain all social distancing requirements. If an individual student has a specific need or area of concern, individual on-campus appointments will be made to provide additional direction and support.

Students will continue making appointments to complete TABE, WorkKeys, and other tests on-campus as needed. The College plans to resume GED testing by appointment in August 2020.

At this time, due to the required cleaning and sanitation protocols, the College is not planning to offer onsite instruction at off-campus locations. However, students could schedule an appointment to meet at the SSCC campus or may continue with remote options. Once the off-site locations reopen, a review will be required to determine if College-required cleaning protocols can be maintained.

**Points of Contact**

The College’s website will continue to serve as the primary source of contact information for all College employees.

[Workforce Development](#)  
[Adult Education](#)

**REFERENCES**

[Alabama Department of Public Health \(ADPH\)](#)

Alabama Technology Network: 2020 Return to Work Mitigation Plan Post COVID-19

[Centers for Disease Control and Prevention \(CDC\)](#)

The Chamber of Commerce of West Alabama and West Alabama Works: Playbook for Reopening Your Business in the Age of COVID-19

MBUSI Handout from West Alabama Chamber of Commerce Webinar

**Attachment B: Hurricane Evacuation and the Alabama Community College System Tier Designation**

The Alabama College System, the state of Alabama, and the American Red Cross have partnered to utilize college facilities as hurricane evacuation centers. The “trigger” for the use of these facilities will be the directive from the Governor to the Chancellor of the Alabama College System.

Having clearly defined processes and procedures ensures smooth operations during a time of crisis. Plainly defining expectations, roles, and responsibilities enhances preparations and serves as a map during emergency situations.

**Process**

In the event of a named hurricane with a projected strike cone on the Gulf Coast affecting Alabama, all colleges should immediately and without notification review all state level procedures and local procedures to be prepared to activate the hurricane preparedness plan when the Governor directs the Chancellor to use Alabama College System facilities.

<b>Upon the Direction of the Chancellor Phased Activation</b>			
<b>STORM CATEGORY</b>	<b>TIER 1</b>	<b>TIER 2</b>	<b>TIER 3</b>
Category 2 Hurricane			
Category 3 Hurricane	ACTIVATED	Select Colleges on Standby Activated as Needed	Select Colleges on Standby Activated as Needed
Category 4 Hurricane	ACTIVATED	ACTIVATED	Select Colleges on Standby Activated as Needed
Category 5 Hurricane	ACTIVATED	ACTIVATED	ACTIVATED

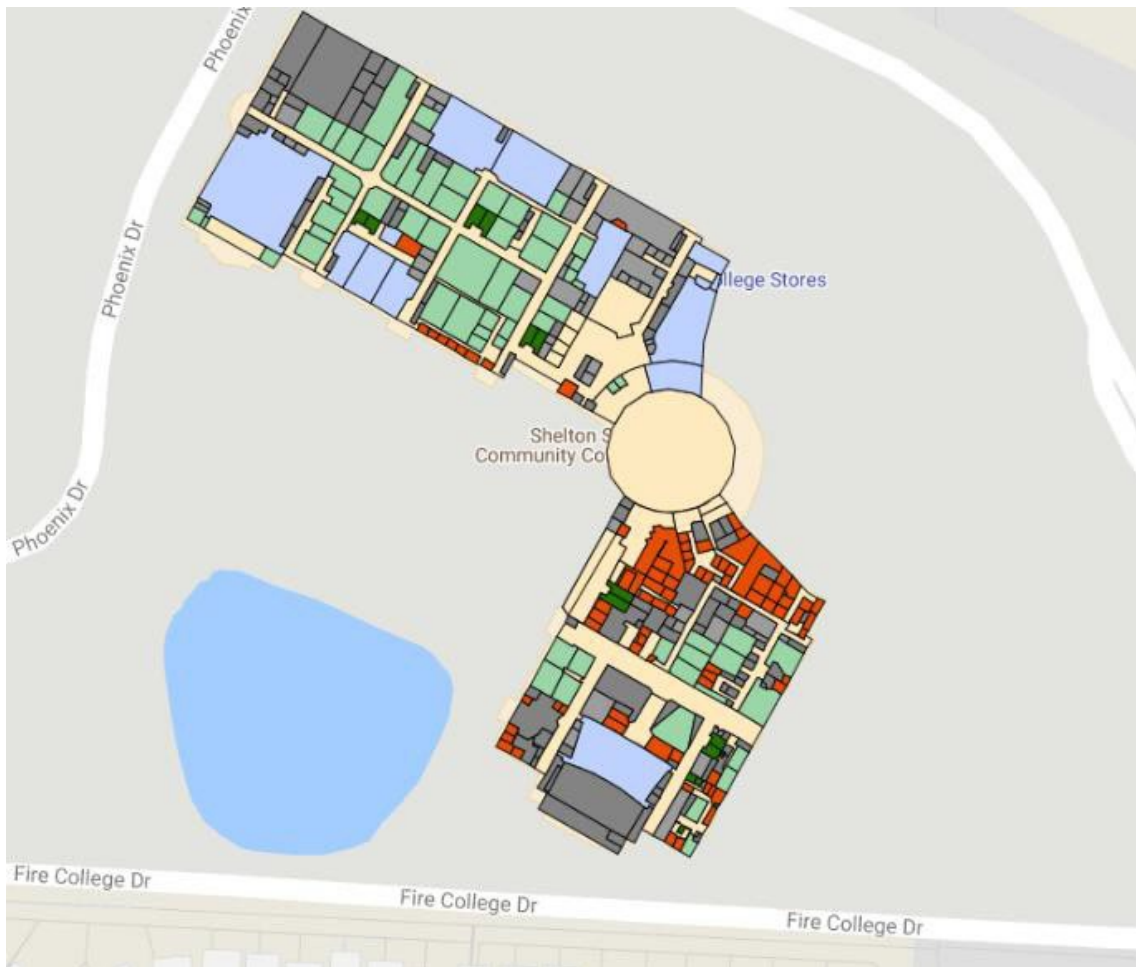
**Shelton State Community College is designated as a Tier 2 facility.** The Umphrey Center Gymnasium becomes the shelter. The dining hall may be available for food and meals. The Shelter Operations Center will be based in the office of the Chief of Police.

**Attachment C: Map of Shelton State Community College**

**Martin Campus – Aerial View**



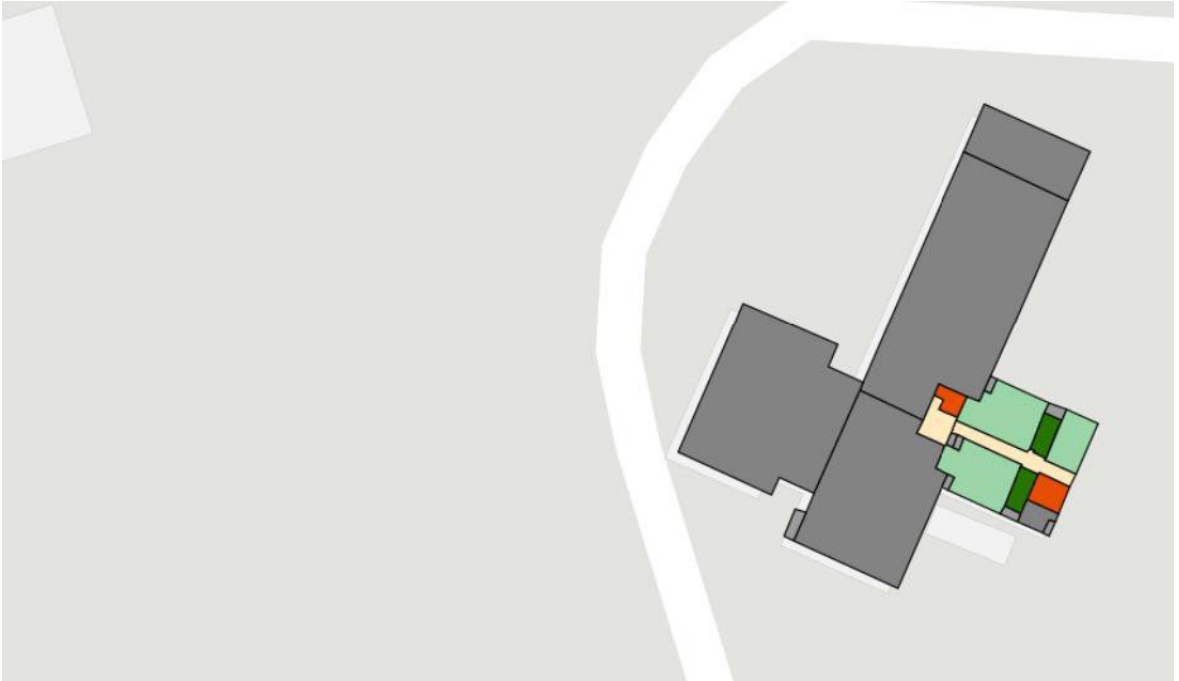
**Martin Campus – Main Building**



**Martin Campus – Annex**



**Martin Campus – Diesel Shop**



Shelton State Community College

**Martin Campus – Athletic Field House**



**Fredd Campus – Aerial View**



Shelton State Community College

**Fredd Campus – Building 100**



Shelton State Community College

**Fredd Campus – Building 200**



**Fredd Campus – Building 300**



Shelton State Community College

**Fredd Campus – Building 400**



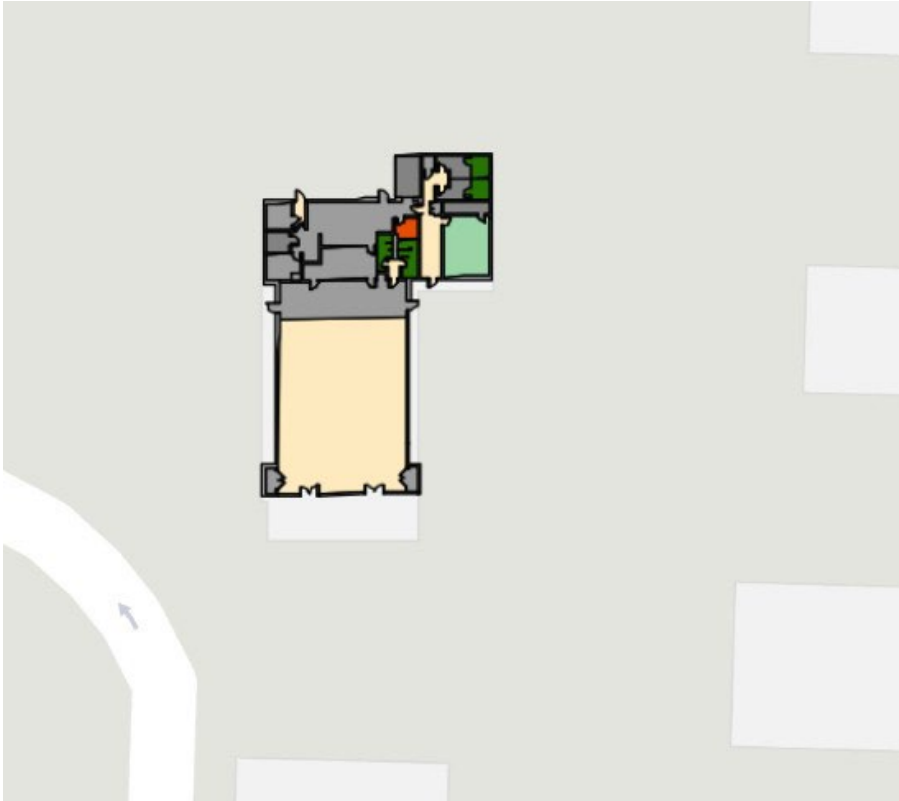
**Fredd Campus – Building 500**



**Fredd Campus – Building 600**



**Fredd Campus – Cafetorium**

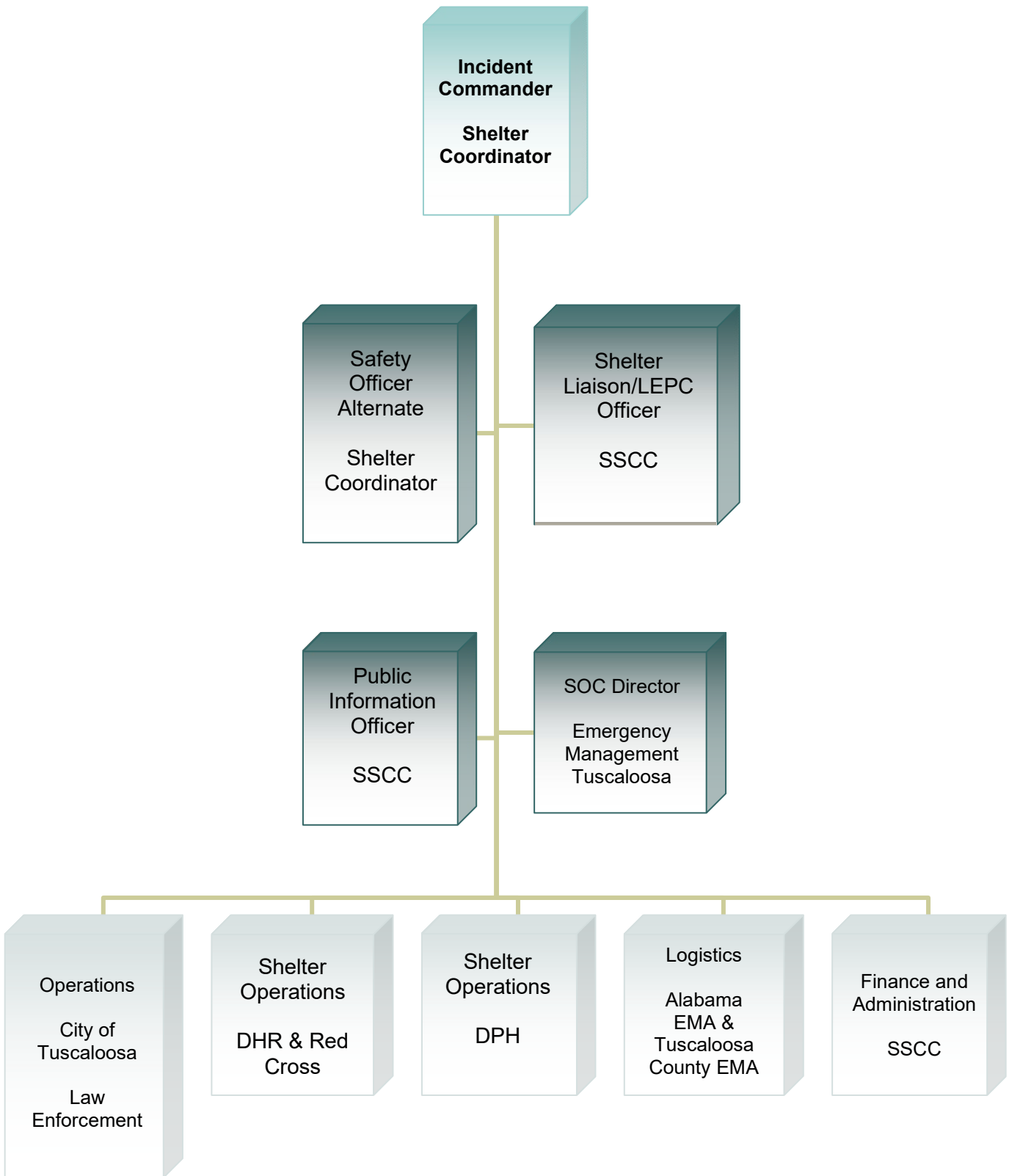


**Attachment D: Memorandums of Understanding**

- **Memorandum of Understanding between Shelton State Community College and the Tuscaloosa County Emergency Management Agency.**
- **Memorandum of Understanding between Shelton State Community College (SSCC), Tuscaloosa Police Department (TPD), and the Tuscaloosa County Sheriff Office (TCSO).**

TO BE DEVELOPED....

Attachment E: ICS-SSCC Shelter Task Force



## **Attachment F: ICS-SSCC Shelter Task Force Incident Commander and Command Staff Position Requirements**

### **INCIDENT COMMANDER/SHELTER COORDINATOR**

Description: Identify, analyze, and apply relevant situational information; evaluate actions to complete assignments safely; meet identified objectives. Complete actions within established timeframe.

- Administer and/or apply agency policy, contracts, and agreements.
- Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.
- Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.
- Make appropriate decisions based on analysis of gathered information.
- Take appropriate action based on assessed risks.
- Modify approach based on evaluation of incident situation.
- Follow established procedures and/or safety procedures relevant to given assignment.
- Ensure operations consider socio-economic, political and cultural aspects.
- Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.
- Plan for demobilization and ensure demobilization procedures are followed.

### **SAFETY OFFICER/ALTERNATE SHELTER COORDINATOR**

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

- Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.
- Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.
- Utilize information to produce outputs.
- Take appropriate action based on assessed risks.
- Anticipate, recognize and mitigate unsafe situations.
- Follow established procedures and/or safety procedures relevant to given assignment.
- Ensure compliance with all legal and safety requirements relevant to air operations.
- Ensure functionality of equipment.
- Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.
- Plan for demobilization and ensure demobilization procedures are followed.

### **SHELTER LIAISON/LEPC OFFICER**

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

- Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.
- Modify approach based on evaluation of incident situation.
- Follow established procedures and/or safety procedures relevant to given assignment.
- Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.
- Plan for demobilization and ensure demobilization procedures are followed.

## **PUBLIC INFORMATION OFFICER**

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

- Gather, analyze, and validate information pertinent to the incident or event, and make recommendations for setting priorities.
- Take appropriate action based on assessed risks.
- Anticipate, recognize, and mitigate unsafe situations.
- Follow established procedures and/or safety procedures relevant to given assignment.
- Provide logistical support as necessary.
- Develop appropriate information releases, and conduct media interviews according to established protocol.
- Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.
- Plan for demobilization and ensure demobilization procedures are followed.

## **SOC DIRECTOR-EMERGENCY MANAGEMENT**

Description: Identify, analyze, and apply relevant situational information; evaluate actions to complete assignments safely; meet identified objectives. Complete actions within established timeframe.

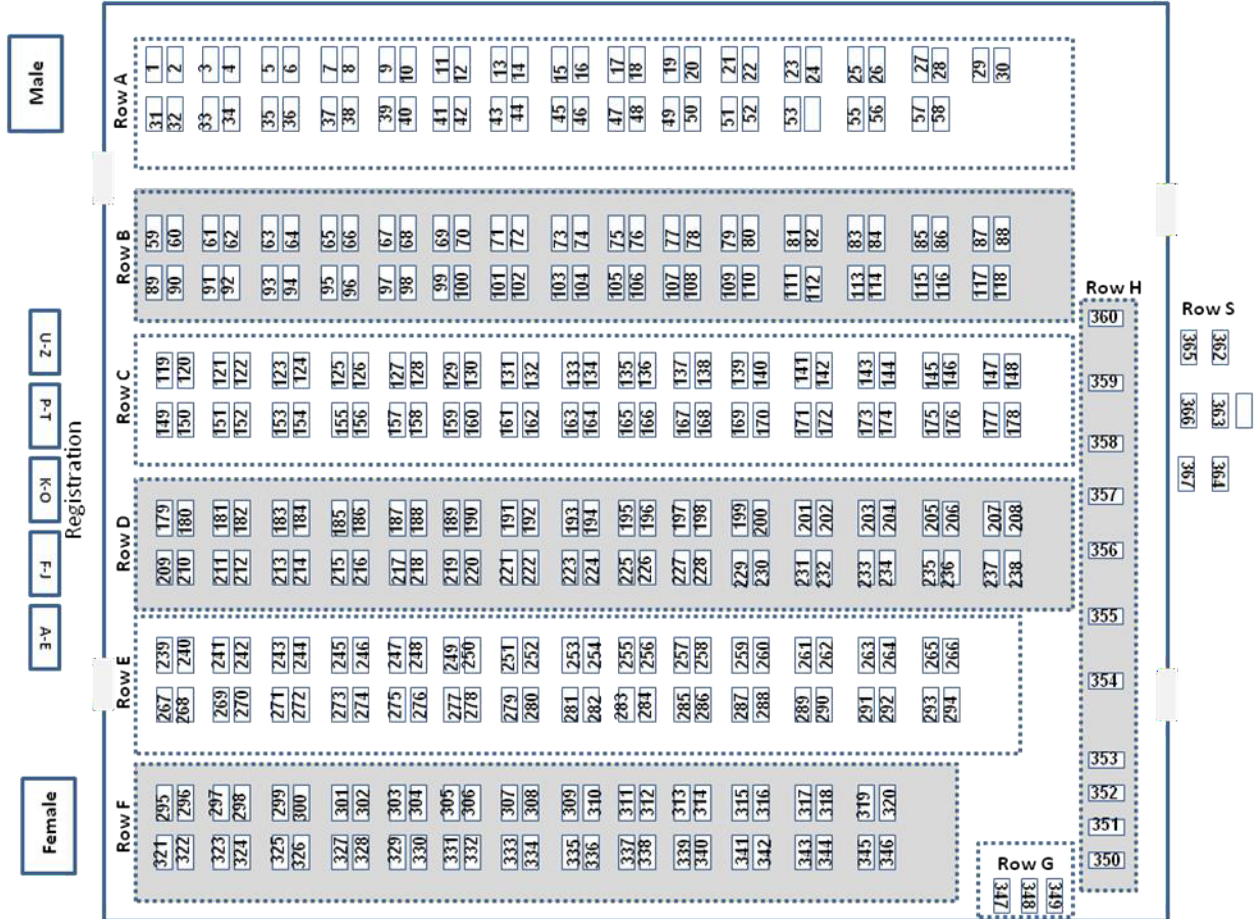
- Administer and/or apply agency policy, contracts, and agreements.
- Gather, analyze, and validate information pertinent to the incident or event, and make recommendations for setting priorities.
- Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.
- Make appropriate decisions based on analysis of gathered information.
- Take appropriate action based on assessed risks.
- Modify approach based on evaluation of incident situation.
- Develop appropriate information releases, and conduct media interviews according to established protocol.
- Ensure operations consider socio-economic, political, and cultural aspects.
- Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.
- Ensure relevant information is exchanged during briefings and debriefings.
- Ensure documentation is complete and disposition is appropriate.
- Gather, produce, and distribute information as required by established guidelines; ensure understanding by recipient.
- Communicate and ensure understanding of work expectations within the chain of command and across functional areas.
- Plan for demobilization and ensure demobilization procedures are followed.

**Attachment G: SSCC Shelter Task Force Notification Information**

Organization	Name	Title	Office Phone	E-Mail
Alabama EMA	Jeff Smitherman	Director	205.280.2200	jeff.smitherman@ema.alabama.gov
Tuscaloosa County EMA	Nick Lolley	SOC-Director-EMA	205.561.4849 cell 1*77*263 2-way Southern Linc	nlolley@tuscoema.gov
Tuscaloosa County EMA	Tamara Croom Doss	Deputy Director-EMA	205.349.0150	tdoss@tuscco.com
SSCC	Jonathan Koh	SSCC President/ Incident Commander	205.391.2251 808.205.3271 cell	jkoh@sheltonstate.edu
SSCC	Mark Cline	Alt. IC	205.391.2377 205.391.5207 cell	jcline@sheltonstate.edu
SSCC	Keith Crowley	Shelter Liaison Officer	205.391.3238 205.292.6361 cell	keith_crowley@sheltonstate.edu
SSCC	Ashleigh Aldridge	PIO	205.391.2959 205.454.0624 cell	aaldridge@sheltonstate.edu
SSCC	Brian Harrison	Chief Finance Office	205.391.2332 205.394.3182 cell	bharrison@sheltonstate.edu
SSCC		Admin/Dean		
SSCC		Food Services		
PCDHR		Director		
DHR				
PCDPH		Director		
ADPH	Albert White, Jr. MD	Area 3	205.454.9531 cell	albert.white@adph.state.al.us
TCDPH	Stacey Adams	Area 3	205.554.4500 205.562.6900 cell	stacey.adams@adph.state.al.us
Red Cross	Mid-Alabama		205.439.7800	
FBO/CBO	Frances Ford	Sowing Seeds of Hope	334.683.6152 334.207.5230 cell	Fixit843@aol.com

City of Tuscaloosa	Chief Brent Blakney	Tuscaloosa Police Department	205.349.2121	
County of Tuscaloosa	Sheriff Ron Abernathy	Tuscaloosa County Sheriffs Office	205.464.8501	
City of Tuscaloosa	Northstar Paramedics		205.345.3630 205.345.9011	

Attachment H: SSCC Shelter Facility – Umphrey Gymnasium  
 H (1) Facility Diagram  
 H (2) Lay-Out of Operations at the Facility



**Upon activation of the shelter, ensure the following are in place/reviewed with respective shelter staff and volunteers.**

**UTILITIES:**

Electrical Providers

Water Provider

Gas Provider

Phone Systems Provider

Internet Provider/IT Support Cable/Satellite Provider

Heating and Cooling Contractor

**FIRE PLAN:**

Facility Evacuation Plan Alternate Site Plan

**TORNADO PLAN/SEVERE WEATHER PLAN LOSS OF UTILITIES PLAN**

**LAW ENFORCEMENT SECURITY PLAN**

**Traffic Control**

Entry and Exit Check Points

Perimeter Controls

**Attachment H (4): SSCC Shelter Facility – Umphrey Gymnasium; Facility Supplies Check List**

<b>Item Description</b>	<b>Qty. Required</b>	<b>Qty. on Hand</b>	<b>Storage/Location</b>	<b>Responsible Agency</b>
Cots	300	508	Semi-Trailer	
Pillows	300	655	Semi-Trailer	
Blankets	300	1,416	Semi-Trailer	
Towels/Wash Cloths	300			
Shower Shoes				
Comfort Care Kits				
Basic Medical Supplies				
Toilet Paper				
Paper Towels				
Snacks				
Water				
Drinks				
Garbage Bags				
Mops/Buckets				
Cleaning Supplies				
Reading Materials				
Games and Reading Materials for kids				
Stationary supplies for shelter population				
Batteries				
Radios				
Newspapers / Magazines				
Kleenex				
Wheelchairs				
Crutches				
Canes				
Walkers				

**Attachment I: SSCC Campus Emergency Response Team (CERT) Roster**

