

# BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

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**SUBJECT:** *Emergency Procedures Manual*

**EFFECTIVE DATE:** October 21, 2014

**BOARD POLICY REFERENCE:** CGC

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## **PURPOSE**

The safety of all Blinn College students, faculty/staff, and visitors is of utmost importance. Blinn College will help ensure the safety of all individuals on our campuses through means of policies and procedures that encompass both emergency situations and daily activities. Our goal is to provide a multi-hazard approach that encompasses the four phases of emergency management: mitigation, preparedness, response, and recovery.

## **PROCEDURES/GUIDELINES**

See attached manual.



# Emergency Procedures

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# Emergency and Safety Overview

## *Purpose*

The safety of all Blinn College students, faculty/staff, and visitors is of utmost importance. Blinn College will help ensure the safety of all individuals on our campuses through means of policies and procedures that encompass both emergency situations and daily activities. Our goal is to provide a multi-hazard approach that encompasses the four phases of emergency management: mitigation, preparedness, response, and recovery.

## *Scope of Authority*

Blinn College Emergency Management and Safety oversee all emergency and safety procedures and will be responsible for making sure all appropriate compliance, emergency, safety and other related issues are met.

## *Communication*

All communications regarding status of Emergency and Safety issues, policies and procedures should be directed to the Emergency Management/Safety Manager or appropriate Vice Chancellor.

## *Accountability*

It will be the responsibility of the Blinn Emergency Management/Safety Manager to ensure appropriate policies and procedures are developed, implemented, reviewed and revised. Additionally, he/she will have the authority to enforce and follow up on any discrepancies. It is expected that all faculty, staff, students and visitors will adhere to all emergency and safety policies and procedures.

## *Emergency Response*

Blinn College has several trained, certified, and licensed faculty and staff in a variety of emergency and health fields. However, during an emergency, scene command and control must be maintained. Therefore, the only groups/individuals that have authority to respond to any emergency scene are: Police, Emergency Management/Safety, and Campus Health Clinic RNs. At their discretion, they may use the skills and expertise of other Blinn personnel, but these individuals will fall under the command and control of the authorized responders.

During an emergency, all personnel other than emergency personnel or those who have been asked to respond or assist, must clear the area.

## General Safety

Safety is everyone's responsibility at Blinn College. Therefore, if anyone sees or is involved in an action or work that they feel is unsafe, they have the authority to stop the job. If this occurs, the following takes place:

- A. Notification
  - 1. Maintenance Supervisor and/or
  - 2. Emergency Management/Safety Manager
  
- B. Review
  - 1. Concerns
  - 2. Policy/procedure
  - 3. Task
  
- C. Evaluation
  - 1. Discuss situation
  - 2. Make corrections if required
  
- D. Resume tasks/ action

IT IS UNDERSTOOD THAT STOPPAGE OF WORK OR REPORTING OF ITEMS  
FOR SAFETY CONCERNS IS WITHOUT CONSEQUENCE.

## Emergency and Safety Equipment

The safety of all Blinn College students, faculty/staff, and visitors is of utmost importance. Blinn College will help assure the safety of all individuals on our campuses through means of safety and emergency equipment that encompass both emergency situations and daily activities. Our goal is to preserve life, limb and property.

### *Scope of Authority*

It will be the responsibility of the Blinn Emergency Management/Safety Manager to help assure practices, procedures and policies are developed, implemented, reviewed and revised. Additionally, he/she will have the authority to enforce and follow up on any discrepancies.

### *Communications*

All communications regarding emergency or safety equipment will be directed through the Blinn Emergency Management/Safety Manager.

### *Accountability*

Safety supplies and equipment are available for all college employees. These are generally found in the maintenance areas or from the Emergency Management/Safety Manager. Employees are encouraged to utilize these items as appropriate.

Any person found misusing, deliberately disabling, destroying, altering, or removing any safety or emergency equipment or devices without approval or authority, will be found in violation of Blinn College safety and emergency policies and procedures. Therefore, the college shall retain the right to pursue any appropriate disciplinary actions.

# Active Shooter

## *Purpose*

It is possible that an extreme condition may occur in which an active shooter may enter your building. If this extreme condition exists, the following should be used as a guide to assist you in proper responses and actions to take. Blinn College will initiate a lockdown. This is a defensive effort to help mitigate the effects of a shooter situation.

## *Procedure*

- A. Call 911.
- B. If you cannot speak, leave the phone “open” so dispatch can hear communication.
  - A. Remain as calm as possible.
- B. If the shooter is not in your room/area and you have a clear path of escape and exit, LEAVE IMMEDIATELY.
  - 1. DO NOT leave if you do not have a clear path out.
  - 2. Warn others on your way out.
  - 3. Your safety is number one.
    - a. Do not carry objects.
    - b. Keep your hands visible.
    - c. Do not stop and try to save others; warn only.
  - 4. Try to observe as many details as possible. These descriptions can be of valuable help to emergency responders.
  - 5. Expect to be stopped, searched, or questioned by law enforcement.
- C. If you cannot leave:
  - A. LOCK DOOR.
  - B. Turn off lights.
  - C. Close blinds/cover door windows.
  - D. Turn off any device that emits sound.
  - E. Stay out of sight.
  - F. Remain quiet.
  - G. DO NOT respond to anyone unless you can verify the requests are from an “authorized” college or emergency official.
- H. If a shooter enters your room/area:
  - 1. Try to remain calm.
  - 2. DO NOT provoke the shooter.
  - 3. If you are being held hostage:
    - a. Be patient and calm.
    - b. Follow the instructions of your captor.

- c. Do not appear hostile or aggressive.
- d. Do not look the aggressor in the eye.
- e. Do not talk down to the captor.
- f. Be observant.
- g. You have the option to engage or try to flee from the captor if you feel your life is in immediate danger and there is no other option for you to make. This is a personal decision that you must make. Neither Blinn College, nor its personnel, can advise you or take responsibility for your action in this situation.



# Bomb Threat/Suspicious Package

## *Purpose*

Threats to life or property can be made in a variety of methods. The threat of explosive devices or suspicious and unattended items are two similar forms of threat. This procedure will help ensure the proper response to this type of incident.

Anyone finding a note or receiving a call of a bomb threat or finding a suspicious package shall follow this procedure. The Blinn College Police and the Emergency Management/Safety Manager shall have authority over the incident and will assess the situation and determine appropriate actions.

## *Procedure*

### I. Phone Call:

- A. Remain Calm. Obtain as much information as possible. (Use the Bomb Threat Checklist to assist you – See Below).
- B. Try to obtain the following:
  1. Location of Bomb (bldg., floor, room, etc.)
  2. When it will go off
  3. What does it look like
  4. Caller's Name
  5. Write down the exact words used by the caller
  6. Where is the caller
  7. What will make it explode
  8. Background noise
  9. Write down any and all information you see on the Caller ID screen
- C. Immediately notify the Blinn College Police Department
- D. Do not tell others and call for evacuation
  1. Evacuations must be safe and controlled
  2. Refer to policy statement
- E. Do not use cell phones
- F. Always follow the instruction of the Blinn Police, Blinn Emergency Management/Safety, Police and Fire agencies.

### II. Written Threat:

- A. Handle as little as possible
- B. If email:
  1. DO NOT DELETE
  2. LEAVE ON SCREEN
- C. Immediately notify the Blinn Police
- D. Do not tell others

### III. Suspicious or Unattended Package:

- A. DO NOT TOUCH
- B. Signs of suspicious package are:

1. No return address
  2. Excessive tape or string
  3. Ticking sound
  4. Protruding wires or aluminum foil
  5. Strange odor
  6. Stains
  7. Incorrect titles
  8. Unexpected delivery
  9. Poorly written or misspelled
  10. Restrictive notes (Personal, Confidential, etc.)
- C. Immediately notify Blinn Police
- D. DO NOT USE CELL PHONE within 100feet of package
- E. Keep others away
- F. Always follow the instruction of the Blinn Police, Blinn Emergency Management/Safety, Police and Fire agencies

IV. Evacuation or Shelter in place:

- A. After the Blinn Police or Emergency Management have assessed the situation, an evacuation or shelter in place may be ordered
- B. Follow the directions of the emergency personnel and stay calm

**Bomb Threat Check List**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of Call: \_\_\_\_\_  AM  PM

Time Caller Hung Up: \_\_\_\_\_ Number on phone call ID: \_\_\_\_\_

Number Where Call Was Received: \_\_\_\_\_

**ASK CALLER**

Where is bomb? \_\_\_\_\_ When will it go off? \_\_\_\_\_

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

**About Caller**

Name: \_\_\_\_\_ Where is Caller? \_\_\_\_\_

Age: \_\_\_\_\_ (estimate) Is voice familiar:  Yes  No Accent  Yes  No \_\_\_\_\_

Male  Female  Calm  Angry  Excited  Crying  Slurred  Stutter  Lisp

Deep voice  High voice  Disguised voice  Other: \_\_\_\_\_

**Threat Language**

Incoherent  Message read  Taped  Irrational  Profane  Well Spoken

Other: \_\_\_\_\_

**Background Sounds**

House  Animal  Street  Conversation  Music  Machine  Shop  Motor

PA system  Other: \_\_\_\_\_

**Other Information**

Your Name: \_\_\_\_\_

Phone: \_\_\_\_\_

# Building Evacuation

## *Purpose*

There are many situations that may call for a building to be evacuated. If unsafe condition(s) occur, building occupants will be evacuated.

In an emergency, the following will have the authority to initiate a building evacuation:

- Blinn Emergency Management/Safety Manager
- Blinn Police Department
- Blinn CIRT
- Blinn Director of Housing

## *Procedure*

- I. Occupants should walk to the nearest designated and usable exit. NOTE: The nature of the emergency may make some exits unusable. Be familiar with alternate exits.
- II. DO NOT use elevators.
- III. Shut all doors on the way out. Do not lock.
- IV. Proceed directly to the assembly area and await further instructions. DO NOT leave the assembly area unless you have been given clearance to do so. If the designated assembly area is not accessible, proceed upwind and out of the immediate area to a safe location. Wait for further instructions.
- V. Accountability
  - A. Once an Evacuation has been initiated and occupants are assembled in the designated assembly area, a building accountability will be conducted by emergency personnel to ensure the building has been completely evacuated.
  - B. All persons must evacuate if asked to do so by any Blinn emergency personnel.

## Critical Incident Response Team (CIRT)

### *Purpose*

There are times when various situations will need trained first responders. The Critical Incident Response Team (CIRT) is a group of volunteers, from faculty and staff, who are trained in various first responder topics and skills. This group will be able to assist Blinn Emergency Management and Police in a variety of situations. A CIRT may be established based on need and available personnel.

### *Scope of Authority*

The CIRT will come under the oversight of the Blinn Emergency Management/Safety Manager. Each campus team will come under the direction of the Blinn Police Department and/or assigned team leader, depending on the emergency situation. The campus team leader will be responsible for establishing training, record keeping, and other related activities and duties.

The Blinn Emergency Management/Safety Manager will act as a resource and advisor to the campus CIRT teams. The Emergency Management/Safety Manager will be advised of all activity and training and may oversee operations as needed. When activated, the CIRT members have full authority to conduct their assignments, duties, or activities.

### *Membership*

CIRT is a volunteer organization whose members are faculty and staff of the college. There is no compensation for their time or service. Members are encouraged to meet a minimum of 60% attendance at training sessions for campuses having year round training and 50% for those campuses training only during the fall and spring semesters. Attendance below that will be reviewed to assess membership. It will be up to the CIRT leadership at that campus to evaluate and make recommendation to the member that falls below the recommended number of trainings. Trainings can be made up through approved methods which will meet the attendance requirement to be determined by the local team leader.

### *Team Structure*

The team will follow the Incident Command System guide for structure and organization in emergency operations. Typically CIRT will be in the Operations Section. Within the team structure itself, the position of Team Leader will be established. The team leader will assist in management of team direction in emergencies and will lead, assist or help organize trainings and assist the director with other duties associated with CIRT. Other positions may be implemented as needed at each location.

### *Training*

Training sessions will normally be conducted once each month for a specified time appropriate for the subject. Some locations may choose to suspend training for the summer months. There may be circumstances where a monthly session may be cancelled or an additional monthly session scheduled.

Training will be over a variety of topics. Within a 4-year period, CIRT members will be given instruction/continuing education in ten basic areas:

- Searches
- Evacuations
- Fire Extinguishers
- Incident Command System (ICS)
- Crowd Management
- Traffic Control
- Lifting and Moving
- Basic First Aid including AED
- Lockdown
- Shelter in Place

Each location may be on a different training schedule. For example, one location may start cycle in January and another may start in September. There is no set order of the training and other training(s) are at the discretion of each team leader and can be over a variety of topics.

In some cases, the training may be audio or video recorded for those who cannot make a training session. There may be other means available for makeup of a session(s) and these should be approved through the individual campus CIRT leadership.

### *Equipment and Supplies*

Each team member will be supplied with basic equipment and supplies. Upon leaving CIRT, all issued supplies and equipment must be returned to the director or CIRT Team Leader.

### *Identification*

Each CIRT member will be given an identification card or a CIRT designation can be printed on a college ID card. The members should carry both their college ID and their CIRT ID if separate. The college ID will serve a verification they are a college employee while the CIRT ID will verify they are a member of the emergency response group and are authorized to be on campus and performing assigned duties.

### *Activities*

The main goal of CIRT is to act as first responders in a variety of emergency situations. Additionally, at various times through the school year, the team may host functions that will promote safety and emergency awareness for the entire College District. Examples will include (but not limited to): the showing of safety or emergency videos, working a booth/table at school functions, or assisting with crowd management at large events.

### *Communication*

The primary means of communication will be by radio or member's cell phone, depending on the location and need. Each building that has a CIRT member will be supplied a radio. The main communication means should be plain language as codes can be misleading or misunderstood.

### *Activation*

CIRT may be activated on a variety of situations. Typically they will used to assist in (but not limited to):

- building evacuations
- searches
- crowd/traffic management
- other safety related actions

The CIRT assignments will come under the direction of the Blinn Police or Emergency Manager and will be dependent on situation and need. At no time should the assignments be beyond the training or capability of the team. Small incidents can be managed at the local level without activation of CIRT.

Incident management is situation dependent. If an incident requires additional resources, may involve or impede more than one college function or operation, or will be of significant interest to internal or external stakeholders, the Blinn College Incident Management Team (IMT) should be activated. In this situation, CIRT will fall under the Operations section as described in Team Structure. The difference between CIRT and IMT is CIRT is an emergency/incident response group, and not an emergency/incident management team that is responsible for a broader range of actions such as planning, media relations, and long term incidents. Typically, if the IMT is activated, there will be a unified command structure (in line with the ICS standard) since other agencies (fire, city police, etc.) may also be involved.

# Elevator Emergencies

## *Purpose*

It is possible that an elevator will malfunction. This may be due to power failure, mechanical malfunctions, and electrical circuit failures, as well as other causes. It is important to understand the proper response to this situation if it occurs.

## *Procedure*

- I. If you are trapped in an elevator:
  - A. Remain calm
  - B. Use the emergency communications device located in the elevator to alert authorities of the problem
  - C. Do not try to force the doors open
  - D. Do not try to exit from any door or service hatch
- II. If you are notified that someone is trapped in an elevator:
  - A. Call the college police
  - B. Encourage the occupants to remain calm
  - C. Direct the occupants to use the emergency communications device located in the elevator
  - D. Do not try to force open the door or attempt rescue
- III. If you find an elevator is not functioning:
  - A. Do not force the doors open
  - B. Do not try to manually override the elevator system
  - C. Call the maintenance department and report problem
- IV. In case of fire NEVER use the elevator, take the stairs instead.



# Emergency Response Plan

See <https://www.blinn.edu/admnpolicy/Safety-Program-Emergency-Response-Plan.pdf>

## Hostage Situations

### *Purpose*

It is possible that an extreme condition may occur in which one or more individuals would become a hostage. If an extreme condition exists, Blinn College will initiate a lockdown. This is a defensive effort to help mitigate the effects of a hostage situation.

### *Procedure*

- I. Blinn Police, the Emergency Management/Safety Manager, or Blinn IMT will initiate a Lockdown.
- II. 911 will be called or local police notified as needed to assist in hostage negotiations.
- III. If you are being held hostage:
  - A. Be patient and calm
  - B. Follow the instructions of your captor
  - C. Do not appear hostile or aggressive
  - D. Do not stare at the captor
  - E. Do not attempt to engage the captor
  - F. Do not talk down to the captor
  - G. Be observant
- IV. You have the option to engage or try to flee from the captor if you feel your life is in immediate danger or there is no other option for you to make. This is a personal decision that you must make. Blinn College, nor its personnel can advise you or take responsibility for your action in this situation.
- V. When help arrives, expect the authorities to take control of the situation. This means to immediately follow all their directions without question or hesitation.
- VI. Be observant. If you are escaping from or have been released by the hostage taker, law enforcement may ask you questions regarding the surroundings and situation.
- VII. Do not communicate information with others. Keep communications restricted to emergency responders.

# Hurricane Preparedness

## *Purpose*

Hurricanes and other tropical weather events are extremely dangerous. Preparation for tropical weather events will help minimize risks to students, faculty/staff, visitors and property. This procedure will provide general guidance and specific duties that will be performed before, during, and after a tropical weather event.

## *Hurricane Command Staff*

Hurricane Command Staff are composed of essential personnel who will be assigned based on need and will be at a designated Emergency Operations Center (EOC) if required. Only command staff and college executive council have authorization in the EOC. Principals of the Incident Command System will be used in EOC.

## *General Tropical Weather Information*

### Definitions:

- A. Tropical Storm - Sustained winds of 39-73 mph
- B. Hurricane - Sustained winds of 74 mph or higher
- C. Major Hurricane - Sustained winds of 111 mph or higher
- D. Tropical Hurricane Classification (Saffir-Simpson Wind Scale):
  - 1. Category 1 74-95 mph
  - 2. Category 2 96-110 mph
  - 3. Category 3 111-130 mph
  - 4. Category 4 131-155 mph
  - 5. Category 5 >155 mph

Projected Landfall - For this procedure, landfall predicted to be between Corpus Christi, Texas and Beaumont, Texas.

### Projected Landfall Phases:

- 1. Phase 1 - Anytime a named storm enters or forms in the Gulf of Mexico
- 2. Phase 2 - Any projected landfall within 120-72 hours of landfall
- 3. Phase 3 - Any projected landfall within 72-24 hours of landfall
- 4. Phase 4 - Any projected landfall within 24-0 hours of landfall
- 5. Phase 5 - Post storm/recovery

## *Procedure*

- I. Administrative Committee Meeting will occur:
  - A. Beginning of each phase unless other arrangements have been made
  - B. As significant changes occur that necessitates a formal meeting
- II. Phase Holding
  - A. The Administrative Committee may determine that the college will remain in a particular phase based on storm conditions.
    1. Certain tasks may be added or deleted based on conditions.
    2. Phases may be implemented if the Administrative Committee expands the projected landfall area.
- III. Phase I
  - A. Administrative Committee meets to set strategy:
    1. Formal meeting or
    2. Phone conference or
    3. Email
  - B. Emergency Management and/or Police attend any Washington/Brazos/Austin/Fayette County hurricane briefings.
  - C. Email sent to faculty/staff announcing Phase I
  - D. Each department begins their Phase I action
    1. Each department/group will have a plan (see addendum for examples of tasks)
    2. Plan will be submitted to the Emergency Management/Safety Manager yearly
    3. Will be accessible to their staff/department via:
      - a. Hard copy or
      - b. Web site or
      - c. Electronic media
- IV. Phase II
  - A. Administrative Committee meets to set strategy
    1. Formal meeting or
    2. Phone conference or
    3. Email
  - B. Emergency Management and/or Police attend any Washington/Brazos/Austin/Fayette County hurricane briefings
  - C. Select possible EOC
    1. Start preparation on EOC
    2. Select alternate site and plan potential move
    3. Housing to begin any preparations that may be needed
    4. Food service to begin any preparations that may be needed
    5. Information Technology to begin any preparation for:
      - a. Back up
      - b. Shut down

- c. Other necessary tasks

#### V. Phase III

- A. Administrative Committee meets to set strategy
  - 1. Formal meeting or
  - 2. Phone conference or
  - 3. Email
- B. Emergency Management and/or Police attend any Washington/Brazos/Austin/Fayette County hurricane briefings
- C. Prepare a statement for Blinn Alert
  - 1. Preliminary storm statement (if needed)
  - 2. Action statement
  - 3. Obtain preapproval from:
    - a. Media relations
    - b. Executive Council
    - c. Be prepared to issue alert(s) if needed
- D. Begin office shutdown as needed
  - 1. Prepare for dismissal
    - a. Non-essential
    - b. Faculty/Staff
    - c. Student
    - d. Begin dismissal/evacuation if needed
- E. Dismiss Hurricane Crew
  - 1. Released to take care of any personal issues
  - 2. Report back at beginning of Phase IV
- F. Request curfew authority
- G. Begin location lockdown
- H. Begin shelter in place
- I. Prepare housing roster
- J. Develop and verify emergency telephone numbers

**\*\* NOTE: BLINN COLLEGE IS NOT AN EMERGENCY SHELTER, BUT IS A SHELTER IN PLACE FOR SOME RESIDENCE HALL/APARTMENT STUDENTS AND APPROVED FACULTY/STAFF. \*\***

#### VI. Phase IV

- A. Administrative Committee meets to set strategy
  - 1. Formal meeting or
  - 2. Phone conference or
  - 3. Email
- B. Hurricane Crew reports back to location
  - 1. Update of plan and storm
  - 2. Assign tasks/shifts

- C. Close location
  - D. EOC operational
  - E. If evacuation was issued
    - 1. Shelter in place
    - 2. Lockdown location
    - 3. Check on remaining dorm/apartment residents
    - 4. Blinn Alert on close of location and curfew
  - F. No one allowed out after winds reach 50 mph without permission of
    - 1. Emergency Management/Safety Manager
    - 2. Chief of Police
    - 3. Incident Commander
  - G. Establish and initiate dorm/apartment residence checks
- VII. Phase V
- A. Administrative Committee meets to set strategy
    - 1. Formal meeting or
    - 2. Phone conference or
    - 3. Email
  - B. Begin recovery
    - 1. Damage assessments and repair
    - 2. Plan/schedule return of personnel
    - 3. Plan/schedule return of students
    - 4. Plan/schedule startup of college
  - C. Prepare a statement for Blinn Alert
    - 1. Preliminary store statement (if needed)
    - 2. Action statement
    - 3. Obtain preapproval from
      - a. Media relations
      - b. Executive Council
  - D. Shutdown EOC
  - E. Cancel Hurricane operations
  - F. Release hurricane crew to take care of personal issues as/if needed
  - G. Return to normal operations or recovery operations if needed

## ADDENDUM

Below are examples of activities that could be performed by various departments in different phases of our hurricane plan. Please note, these are examples and although they may be used, they are not necessarily the only items that could or should be performed, nor are all departments or sections listed. It is recommended that a check sheet be developed by each department and section to help simplify and easily identify activities. Keep in mind, that a plan showing your department's activities for each phase must be submitted to the Emergency Management/Safety Manager. Additionally, these plans must be reviewed and updated by May 1 of each year. Hurricane season begins June 1 of each year and this will allow time for formal review, revision, update, and implementation.

## Maintenance

### Phase I:

Stay alert to all hurricane communications

Inventory supplies and order deficiencies

Inspect grounds for loose items and pick up area

Assign work crews and duties for any phase II activities

### Phase II:

Stay alert to all hurricane communications

Secure all vehicles (return to maintenance, fuel, etc.)

Check operation of emergency generators and battery backup systems

Tie down/secure all loose equipment (carts, trailers, containers, etc.)

Establish hurricane crew and submit list to Emergency Management and Police

Prepare barricades, sandbags, potable water containers, etc.

### Phase III:

Stay alert to all hurricane communications

Obtain contact number

Prepare to release non crew members

Secure area (loose items, tie down where appropriate)

### Phase IV:

Stay alert to all hurricane communications

Hurricane crew back and awaits any assignments

## Administrative Services

### Phase I:

Stay alert to all hurricane communications

Prepare for any back up of system/files

Confirm appropriate agreements for purchase and delivery of supplies

### Phase II:

Stay alert to all hurricane communications

Review payroll policies and procedures regarding emergency issues

Review time off policies and procedures regarding emergency issues

Begin moving critical items away from windows

### Phase III:

Stay alert to all hurricane communications

Secure area

Prepare for release of non-essential personnel

Begin covering critical equipment with plastic

Establish accounting procedures for potential FEMA reimbursements

### Phase IV:

Stay alert to all hurricane communications

Secure area



## Academic

### Phase I:

Stay alert to all hurricane communications

### Phase II:

Stay alert to all hurricane communications

Prepare to back up all course information, syllabus, grades, or other class information

### Phase III:

Stay alert to all hurricane communications

Begin back up activities

Advise students of course procedure during the event

Prepare to dismiss/evacuate

Cover all computer/electronic or other items with plastic

Secure area

### Phase IV:

Stay alert to all hurricane communications

Secure area

## Media/Communications

### Phase I:

Stay alert to all hurricane communications

### Phase II:

Stay alert to all hurricane communications

Prepare to backup/secure systems

### Phase III:

Stay alert to all hurricane communications

Start any backups

Secure all systems

Begin appropriate shutdowns

Prepare release of nonessential personnel

### Phase IV:

Stay alert to all hurricane communications

Secure all areas

## Student Services/Housing

### Phase I:

Stay alert to all hurricane communications

### Phase II:

Begin housing student notification and intent to leave or stay if evacuation is called

Provide counseling and student assistance as needed

Prepare to back up information

### Phase III:

Stay alert to all hurricane communications

Obtain accurate housing list if evacuation is ordered

Help communicate curfew restrictions if instated

Prepare to secure area

Cover essential electronic equipment

### Phase IV:

Stay alert to all hurricane communications

# Lockdown

## *Purpose*

It is possible that an extreme condition that is of immediate threat to life or health may occur. Examples would be a hostage situation, active shooter, or other criminal activity. If an extreme condition exists, Blinn College will initiate a lockdown. This is a defensive effort to help mitigate the effects of an extreme condition.

## *Procedure*

- A. Stay Inside
- B. Shut and lock all windows and doors
- C. Stay away from windows and doors
- D. Cover door windows
- E. Place all cell phones on silent or turn off
- F. Stay quiet
- G. Wait for further instructions
- H. Under NO circumstance should you answer or respond to anyone outside your door except for recognized and identified emergency responders
- I. Under NO circumstances should you leave or enter a building unless directed to do so by:
  1. Police
  2. Emergency Management
  3. Notice by Blinn Alert
  4. Identifiable Public Servant

## *Road Closure*

In some cases, Blinn emergency personnel or local Police may close all or parts of college entrances, exits or internal roads. In a lockdown situation, do not expect to be able to enter or leave the location. Expect delays. If you are not at the location, do not come to the location unless directed to do so. Announcements will be made, as necessary, through Blinn Alert and on the college web site.

## *Release*

As soon as officials have determined the active area, other areas of the college may be placed on shelter in place or released. This will be at the discretion of the Blinn Incident Management Team, or Blinn emergency personnel. Notifications will be given through Blinn Alert. In some instances, instruction may be given in person, by Blinn emergency personnel.

## Missing Person – Residential Student

### *Purpose*

Blinn College recognizes the importance of safety for our on-campus living community. The purpose of this procedure is to establish the process for responding to reports of missing students. This procedure applies to Blinn College enrolled students who reside in on-campus housing, including on-campus apartments units owned by the college. The following procedure has been established in accordance with the Higher Education Opportunity Act (HEOA) – 2008.

### *Definition*

For the purpose of this procedure, a student will be considered missing if a roommate, classmate, faculty member or other college district person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information regarding the missing person's daily routine. Circumstances can also include, but are not limited to a report or suspicion that the missing person may be the victim of foul play.

### *Emergency Contact Information Designation*

All students are given the opportunity to list emergency contact information. Likewise, this information can be updated as needed. Emergency designation is based on student classification as follows:

1. Students age 18 and over or an emancipated minor are given the opportunity during each semester to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with these procedures. A designation will remain in effect until changed or revoked by the student.
2. Students under the age of 18 or not emancipated are pursuant to the procedures set forth below when determined to be missing. The college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with procedures.
3. Residence Hall students are given the opportunity to provide their emergency contact persons and telephone numbers to the Director of Housing.
4. Apartment residents are also given the opportunity to provide their emergency contact persons and telephone numbers to the Director of Housing.

### *Procedure*

- I. Persons receiving information that an on-campus student may be missing should notify the Dorm Director.
- II. The Dorm Director, through its Missing Student protocol, shall undertake a reasonable effort to locate the student in question.

- III. If the student in question cannot be located through the Missing Student protocol, the Dorm Director or housing office will immediately notify the Blinn College Police.
- IV. If Blinn College Police, after initiating an official investigation, determines that the student has been missing for more than 24 hours, the Chief or his/her designee will have the missing student's confidential contact notified. Additionally, if the missing student is under the age of 18 and not an emancipated individual, the Chief or his/her designee will also have the student's custodial parent or guardian notified.

# Severe Weather

## *Purpose*

Severe weather can be anticipated or occur without warning, and is considered any weather condition that can pose a threat to life or property. This includes tornados and thunderstorms which can produce hail, high winds, lightning and flash floods. Planning for and properly reacting to these events will help minimize risks to students, staff, faculty and visitors.

## *Procedures*

### Severe Thunderstorm

These storms have the potential to produce high winds (greater than 50mph), hail (up to ¾ inch) and numerous lightning strikes. Storms may last 30 minutes or more and have the potential to produce flash flooding.

1. Shelter in place. Avoid gazebos, golf carts, dugouts, sheds and like structures as they are not considered safe areas.
2. Stay away from windows and doors.
3. Avoid using electrical devices if lightning is in area.

### Flash Flood

Sudden heavy rains can quickly fill up low lying areas. Water running downhill can create strong currents. Likewise, small creeks and drainage areas can quickly fill up with strong currents.

1. Shelter in place until storm passes.
2. Do not drive into low areas, under overpasses or over bridges that have running water over them.
3. Do not step out into streams of fast moving water, even if in the street.
4. Wait for storm waters to recede or notification of safe conditions.

### Hail

Hail can be as small as a pea or large as a softball. Large hail stones can fall at speeds of over 100mph. Hail is often associated with severe thunderstorms or tornados. Hail stones can produce severe injuries and extensive property damage.

1. Seek safe shelter immediately.
2. Do not go outside until storm has passed.

### Tornado

These are one of nature's most violent storms. Winds can be 300mph and the base of the storm can be from a several feet to in excess of a mile wide. These storms can form suddenly and unexpectedly. Remember that a Watch condition means the formation of storms is possible and a Warning means a tornado has been sighted. If alerted a tornado is in the area, take cover and:

1. Seek safe shelter immediately. Sheds, dugouts, vehicles and such are not considered safe.
2. If traveling in a vehicle, DO NOT seek shelter under an overpass. This is not a safe shelter.
3. Shelter in place.
4. Stay away from exterior walls, doors and windows.

5. Go to the interior of the building and stay low.
6. If possible, get under a heavy desk or other item.
7. Do not leave unless given the all clear.
8. Once the storm has passed be alert for the smell of gas.
9. Evacuate damaged buildings.
10. DO NOT re-enter a damaged building unless given the all clear by the Emergency Management/Safety Manager, Blinn College Police or other recognized public servant.

### Lightning

Lightning is a severe threat to life and property. Strikes can occur up to 10 miles from the leading edge of a storm. It is estimated that 30% of lightning strike victims are struck under clear skies before the storm arrives. Another 60% are struck under clear skies after the storm has passed. If lightning is in the area, immediate actions should be taken:

1. Monitor weather and be alert for thunderstorm watches and warnings.
2. Monitor storm conditions with a lightning detector.
3. If a detector is not available, use the 30sec rule: count seconds from lightning flash until thunder is heard. If thunder sounds 30 seconds or less from the lightning flash, the storm is 6 miles or less from your location.
4. If a lightning detector alerts or the 30 second rule applies, cease all outdoor activity. If sports are involved, spectators should be evacuated from the stands. Players must leave the field. Note: Dugouts ARE NOT considered a safe area.
5. Seek safe shelter immediately: grounded buildings and metal vehicles (with closed doors and windows). Sheds, open-sided buildings, overhangs, fiberglass vehicles and such are not considered safe.
6. Activities may be resumed after 30 minutes of no lightning displays or thunder.



## Shelter in Place

### *Purpose*

There are many situations where hazardous conditions may occur. Examples in which individuals' safety may be at risk include (but not limited to): weather, chemical incidents, or air quality concerns. If conditions warrant, building occupants will remain indoors for their safety and protection. If outdoors, individuals may be directed to the nearest shelter or other safe areas.

### *Procedure:*

1. Stay inside
2. Do not use elevators
3. Stay away from windows and doors
4. Shut and lock all windows
5. Close exterior doors
6. If tornado warnings have been issued, go to the interior of the building along hallway walls
7. Wait for further instructions
8. Under NO circumstances should you leave the building unless directed to do by a Blinn or public service emergency responder

# Timely Warning

## *Purpose*

It is possible that serious crimes against people may occur on any Blinn College property. Additionally, some incidents may pose an ongoing threat to members of the Blinn College community. Should either of these situations occur, Blinn College shall develop timely warning notices to notify the college community.

## *Communication*

- A. All communications regarding timely warnings will be directed through:
  - 1. Blinn Chief of Police
  - 2. Designated Cleary Officer
  - 3. Blinn Emergency Management/Safety Manager
  - 4. Blinn Director or Assistant Director of Media Relations.
- B. All timely warnings and updates will be disseminated through the Blinn Alert System, Blinn College email, or posted on the Blinn College Website and bulletin boards as determined appropriate for the situation.
- C. Written timely warnings may be posted in Blinn College buildings with the following restrictions:
  - 1. Authorized by 1, 2, or 3 above
  - 2. Printed on distinctive color paper
  - 3. Once the incident has been controlled, the warning shall be removed

## *Procedure*

- A. Timely warnings will be distributed for the following:
  - 1. Crimes
  - 2. Arson
  - 3. Criminal homicide
  - 4. Robbery
- B. Cases of aggravated assault and sex offenses shall be considered on a case-by-case basis, depending on:
  - 1. The facts of the case
  - 2. The information known by the Blinn College Police
- C. Timely warnings may be distributed for other crimes as deemed necessary by the Chief of Police or designee in their absence
- D. Before any timely warnings is disseminated, it shall be written/reviewed by:
  - 1. For all criminal acts:
    - a. Chief of Police
    - b. Cleary Officer

- c. Emergency Management/Safety Manager
  - d. Director of Media Relations
- 2. For all non-criminal acts:
  - a. Director of Media Relations
  - b. Emergency Management/Safety Manager
- 3. Continuous warnings updates:
  - a. Reviewed by:
    - i. Chief of Police
    - ii. Emergency Management/Safety Manager
  - b. Disseminated by:
    - i. Director of Media Relations or designee
    - ii. Emergency Management/Safety Manager or designee