



# **ENVIRONMENTAL HEALTH AND SAFETY MANUAL**

## Table of Contents

### SAFETY AND SECURITY CONTACT INFORMATION

.....	9
INTRODUCTION .....	10
PURPOSE .....	10
MISSION .....	10
GOALS .....	10
VOLUNTARY COMPLIANCE .....	10
ORGANIZATION .....	11
GENERAL INFORMATION .....	11
EVALUATION AND REVISION .....	11
TYPES OF EMERGENCIES .....	12
DECLARING A STATE OF EMERGENCY .....	12
EMERGENCY DIRECTOR .....	12
EMERGENCY COORDINATOR .....	13
ROLE AND RESPONSIBILITY OF THE JEFFERSON STATE COMMUNITY COLLEGE SAFETY AND SECURITY DEPARTMENT .....	13
GENERAL COMMAND POST .....	14
COLLEGE TELEPHONE SERVICES .....	14
DUTIES AND RESPONSIBILITIES OF MAINTENANCE DEPARTMENT .....	14
GENERAL PUBLIC SAFETY .....	15
BUILDING SECURITY .....	15

LIGHTING .....	15
VISITORS/SUSPICIOUS PEOPLE.....	15
TRAFFIC .....	16
ACCIDENT PREVENTION.....	17
PROCEDURES.....	17
EYE AND FACE PROTECTION .....	18
RULES FOR WEARING EYE PROTECTION .....	18
LABORATORY RULES.....	18
RULES FOR SHOPS.....	19
RULES FOR CONSTRUCTION AND MAINTENANCE.....	19
STANDARDS AND TYPES OF EQUIPMENT .....	19
EQUIPMENT STANDARDS .....	19
SELECTION OF APPROPRIATE DEVICES BASED ON HAZARD.....	19
COST, CARE, AND RECLAMATION.....	22
PROVIDING PROTECTION .....	22
EYE EXAMINATIONS.....	22
RETURN / REPLACING OF PROTECTION DEVICES AND CARE.....	22
EYE CONTAMINATION.....	23
EYE WASH FACILITIES .....	23
FIRST AID CHEMICAL BURNS .....	23
FIRE SAFETY PLAN.....	23
FIRE DEPARTMENT .....	24

JEFFERSON STATE POLICE DEPARTMENT .....	24
MAINTENANCE DEPARTMENT.....	24
DISABLED PEOPLE .....	24
HEALTHCARE / MEDICAL EMERGENCY / BLOODORNE PATHOGENS .....	25
MEDICAL EMERGENCY .....	25
LIFE THREATENING SITUATION .....	25
INFECTIOUS DISEASE .....	26
SAFETY PLAN .....	26
BLOODBORNE PATHOGENS .....	28
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS).....	29
COMMAND TYPES .....	29
MODULAR ORGANIZATION .....	29
FACILITIES .....	30
MANAGEMENT STYLE.....	31
COMMUNICATION .....	31
REQUIRED TRAINING .....	31
MEMORANDUM OF UNDERSTANDING / MUTUAL AID.....	32
PUBLIC INFORMATION SYSTEM.....	33
RESPONSE INVENTORY .....	33
INTEROPERABILITY .....	34
EXERCISES .....	34
SEVERE THUNDERSTORM / DESTRUCTIVE WINDS .....	34

GENERAL .....	34
THUNDERSTORMS.....	34
LIGHTNING .....	35
FIRST AID FOR PERSON(S) STRUCK BY LIGHTNING .....	35
SNOW / ICE STORMS.....	35
TORNADO SAFETY PLAN .....	35
TORNADO WATCH.....	35
TORNADO WARNING.....	36
HOMELAND SECURITY ADVISORY SYSTEM .....	36
THREAT CONDITIONS AND ASSOCIATED PROTECTIVE MEASURES .....	38
BOMB THREAT SAFETY PLAN.....	39
RECEIPT OF A BOMB THREAT .....	39
TELEPHONE THREATS .....	39
WRITTEN THREATS .....	40
BOMB THREAT SCENE .....	40
BOMB / SUSPICIOUS OBJECT FOUND .....	41
EXPLOSION .....	42
BOMB THREAT PREVENTATIVE MEASURES .....	42
EVACUATION CONSIDERATIONS.....	44
CIVIL DISORDER / DEMONSTRATION SAFETY PLAN.....	45
PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS .....	45
VIOLENT / DISRUPTIVE DEMONSTRATIONS.....	45

PROCEDURE.....	46
RESPONSIBILITIES.....	46
POINTS OF EMPHASIS .....	47
STATEMENTS .....	47
ACTIVE SHOOTER RESPONSE PLAN.....	48
DEFINITIONS.....	48
PURPOSE.....	49
COMMUNICATION .....	49
CONTACT TEAM.....	49
RESCUE TEAM.....	50
PERIMETER SECURITY .....	50
EXPLOSIVE DEVICE(S).....	50
EVACUATION PROCEDURES.....	50
PUBLIC RELATIONS OFFICER(S).....	51
CRIME SCENE INVESTIGATION .....	51
BARRICADED SUSPECT / HOSTAGE SAFETY PLAN.....	51
BARRICADED / HOSTAGE SITUATION (NO ACTIVE SHOOTER).....	52
RESPONSE TO SUICIDAL INDIVIDUAL(S) .....	53
RESPONSE TO A SUICIDAL PERSON (NO THREAT TO OTHERS).....	53
HAZARDOUS MATERIAL(S) SPILL SAFETY PLAN .....	54
SAFETY RULES .....	54
SAFETY DATA SHEET (SDS).....	56

LABOR STRIKES SAFETY PLAN .....	56
UTILITY OUTAGE(S) .....	57
COMMUNICATION SYSTEM .....	57
ALARM SYSTEM .....	58
LIGHTING .....	58
TERRORISM THREAT SAFETY PLAN .....	58
TERRORISM TYPES .....	58
PERCEIVED / ACTUAL CHEMICAL AND BIOLOGICAL THREATS .....	59
MAILROOM GUIDELINES .....	59
SUSPICIOUS PARCEL .....	59
GENERAL PRECAUTIONS .....	60
HANDLING OF SUSPICIOUS PACKAGE (UNOPENED PACKAGE) PROCEDURE .....	60
COLLECTION .....	61
HANDLING OF SUSPICIOUS PACKAGE (OPENED) PROCEDURE .....	61
NOTIFICATION .....	61
COLLECTION .....	62
HANDLING OF SUSPICIOUS PACKAGE (NO THREAT/NO ILLNESS) PROCEDURE ..	62
HANDLING OF SUSPICIOUS PACKAGE (NO THREAT/ ILLNESS) PROCEDURE .....	62
GRIEVANCE PROCEDURE .....	63
APPENDIX A .....	64
JEFFERSON STATE COMMUNITY COLLEGE EMERGENCY TELEPHONE LIST .....	64
APPENDIX B .....	68

BOMB THREAT PHONE REPORT SAMPLE .....	68
APPENDIX C .....	70
CALLER IDENTIFICATION CHECK LIST .....	70



# ***SAFETY AND SECURITY CONTACT INFORMATION***

## **JEFFERSON STATE COMMUNITY COLLEGE**

### **POLICE**

**All Campuses Phone — 24 Hours (205) 856-6093**

**All Campuses Emergency — 24 Hours (205) 602-4182**

**Shelby-Hoover Campus — (205) 983-5997**

**St. Clair-Pell City Campus — (205) 812-2700**

**Chilton-Clanton Campus — (205) 280-8205**

### **MAINTENANCE**

**Maintenance Department — Work Hours — (205) 856-7998**

**Maintenance Department — After Hours — (659) 268-4311**

**Alternate Maintenance Department — After Hours — (659) 297-6127**

**All Campuses Phone—24 Hours (205) 856-6093**

**All Campuses Emergency — 24 Hours (205) 602-4182**

<u>Jefferson Campus</u>	<u>Shelby-Hoover Campus</u>	<u>St. Clair-Pell City Campus</u>	<u>Chilton-Clanton Campus</u>
Jefferson County Sheriff's Office (205) 325-1450	Shelby County Sheriff's Office (205) 670-6000	St. Clair County Sheriff's Office (205) 325-1450	Chilton County Sheriff's Office (205) 755-4698
Birmingham Police Department (205) 328-9311	Hoover Police Department (205) 822-5300	Pell City Police Department (205) 884-3333	Clanton Police Department (205) 755-1194
Birmingham Fire & Rescue (205) 250-7575	Hoover Fire & Rescue (205) 444-7655	Pell City Fire & Rescue (205) 338-6006	Clanton Fire & Rescue (205) 755-0533



**FIND YOUR  
PLACE**  
AT JEFFERSON STATE

Nick Dyer  
Chief of Police  
Phones: 205-856-6006  
Email: [Nicholas.dyer@jeffersonstate.edu](mailto:Nicholas.dyer@jeffersonstate.edu)

## INTRODUCTION

### PURPOSE

The purpose of the guide is to outline the basic emergency procedures used to preserve the security of lives and property on Jefferson State Community College campuses. The procedures in the guide are designed to be flexible to fit various types of emergencies. These procedures apply to all faculty, staff and students in the academic community and to buildings and grounds owned or leased and operated by the College.

### MISSION

The mission of the Environmental Health and Safety Program is to provide a safe and healthy environment for faculty, staff and students by establishing basic standards and guidelines for healthy and safe operations.

### GOALS

The goals of the Environmental Health and Safety Program are as follows:

1. to assign areas of responsibility and to coordinate health and safety efforts.
2. to make and have inspections of Jefferson State Community College property.
3. to solicit and act on reports of hazardous conditions.
4. to follow up on corrective action.
5. to comply with federal, state, and local health and safety standards that impact Jefferson State Community College.
6. to analyze accident reports and summaries to determine trends.
7. to provide basic training materials and information for faculty, staff and students.
8. to stimulate health and safety awareness through health and safety marketing, accurate reporting, and training programs.

### VOLUNTARY COMPLIANCE

Jefferson State Community College endorses the concept of voluntary compliance. which emphasizes health and safety education, training, and the provisions of correct and reasonable health and safety standards rather than enforcement as the means to achieve these goals.

Jefferson State Community College's Environmental Health and Safety Program is division and department based. Each area of Jefferson State Community College is responsible for full compliance with Jefferson State Community College Policies and Procedures. Each area is responsible for the training of its employees and students in safe practices and for compliance with local, state and federal regulations for maintaining a healthy work and learning environment.

## **ORGANIZATION**

The Jefferson State Police Department, in conjunction with the Maintenance Department, the Environmental Health and Safety Committee, and the Risk Management Committee, perform periodic inspections of Jefferson State Community College facilities to identify problem areas and to investigate incidents. These faculty, staff and students serve to help the divisions and departments of the College to identify needs in health and safety. The Jefferson State Police Department, Maintenance Department, and the Environmental Health and Safety and Risk Management Committees are interactive and are available for consultation on recognized or suspected hazardous conditions and for assistance in developing health and safety training programs.

## **GENERAL INFORMATION**

The Jefferson State Community College Environmental Health and Safety Program is managed by the Jefferson State Police Department. The Jefferson State Police Department consists of a Chief of Police / Director of Safety and Security, police officers, security officers, an office manager, and dispatchers. The Environmental Health and Safety Committee and the Risk Management Committee act as advisors in matters of environmental and safety, compliance and policy.

## **EVALUATION AND REVISION**

The procedures were developed and approved in the summer of 1992 to comply with the Southern Association of Colleges and Schools Criteria, Section 6.4.3 "Safety and Security." The Environmental Health and Safety Committee is responsible for reviewing, revising, and updating the procedures yearly or as needed.

Department Heads at Jefferson State Community College are responsible for the procedures in this guide and for dissemination of the information to all people under their supervision. This guide can be found on the Jefferson State Community College website at [www.jeffersonstate.edu](http://www.jeffersonstate.edu).

## **TYPES OF EMERGENCIES**

Listed below are the specific types of emergencies for which proper procedures can be found in this guide:

1. Fire
2. Severe Thunderstorms/Destructive Winds
3. Tornado
4. Bomb Threat
5. Civil Disorder or Demonstration
6. Health Care/Medical Emergencies
7. Barricaded Suspect/Hostage
8. Hazardous Materials Spill
9. Labor Strikes
10. Blackout/Brownouts and Other Utility Outages
11. Terrorism

## **DECLARING A STATE OF EMERGENCY**

In the event of an emergency affecting Jefferson State Community College campuses escalates to a level that cannot be handled by routine measures, the President or the President's designee may declare a state of emergency. The procedures in this guide must be strictly adhered to. When the President declares that the College is in a state of emergency, only faculty, staff and authorized students will be allowed on campus. Those without proper identification will be directed to leave. Unauthorized people remaining on campus will be subject to arrest. Jefferson State Police Department will coordinate those who will be allowed to enter the immediate area.

## **EMERGENCY DIRECTOR**

The President or designee will direct all emergency operations. In the absence of the President or the President's designee, the Vice-President shall assume operational control.

## **EMERGENCY COORDINATOR**

The Chief of Police or designee shall coordinate all emergency operations.

## **ROLE AND RESPONSIBILITY OF THE JEFFERSON STATE COMMUNITY COLLEGE SAFETY AND SECURITY DEPARTMENT**

The President of Jefferson State Community College is responsible for declaring a campus state of emergency. When an emergency order is issued, the Chief of Police or designee will alert all faculty, staff and students. People in the affected and adjoining areas will be alerted and evacuated, when necessary. When the emergency is over and it is safe to resume normal operating activities, the emergency director will give the Chief of Police or the Chief of Police's designee the command to issue the "all clear."

If there is an emergency that causes property damage or personal injury, the Chief of Police or the Chief of Police's designee will summon necessary medical faculty, staff and students and secure the area. No one will be permitted in the area unless authorized by the Chief of Police or the Chief of Police's designee.

The Chief of Police or the Chief of Police's designee, along with the emergency director, will establish an emergency general command post. The location of the site is dependent on the emergency but usually will be at the Jefferson State Police Department and Visitors' Information Center. General command post equipment should include:

1. Barricades, barrier tape, and signs for the emergency area.
2. Portable hand radios.
3. Portable public address system.
4. Portable emergency lighting.
5. First aid kit.
6. Cellular telephone.
7. Appropriate emergency supplies.

During the emergency, the Jefferson State Police Department should maintain a high state of readiness. Other duties and responsibilities of the Safety and Security Department include:

1. Notifying pre-determined college administrators of major emergencies.

2. Taking immediate and appropriate action to protect life, property, and to safeguard records as necessary.
3. Obtaining assistance from city, county and federal agencies as needed.
4. Providing traffic control, perimeter and internal security.
5. Advising the President or the President's designee on the extent of the disaster.
6. Providing runners for emergency notification when telephone service is disrupted.

## **GENERAL COMMAND POST**

The emergency director, the Chief of Police or designee, along with other safety/emergency personnel, will establish a general command post during a state of emergency. The general command post will be responsible for issuing press releases and for responding to inquiries. The general command post will immediately account for all students, faculty, and staff in the affected area(s). Immediate operations will begin to provide temporary essential services.

## **COLLEGE TELEPHONE SERVICES**

The Vice-President will ensure that phone lines to offices of Department Heads are restricted to emergency use only during a major disaster/emergency. Department Heads are:

1. President
2. Vice-President
3. Jefferson State Police Department Personnel
4. Director of Facilities
5. Building Representatives
6. Division Chairpersons
7. Business Manager
8. Coordinator(s)

## **DUTIES AND RESPONSIBILITIES OF MAINTENANCE DEPARTMENT**

The Director of Facilities will provide equipment and personnel to perform shut down and start up procedures, hazardous area control, barricades, damage assessment, emergency repairs, and equipment protection. The Director will provide vehicles, equipment, and operators for movement of personnel, equipment and supplies. Other duties should include:

1. Obtain assistance from utility companies.
2. Furnish emergency power and lighting systems.
3. Survey habitable space and relocate essential services and functions.
4. Provide facilities for storage of vital records at alternate sites.
5. Coordinate with the Jefferson State Police Department and the Emergency Director for cooperation and necessary support.

## **GENERAL PUBLIC SAFETY**

### **BUILDING SECURITY**

The following is the building security policy for all administrative/academic buildings on Jefferson State Community College campuses.

Campus facilities are locked and unlocked by Jefferson State Police Department according to the normal operational hours of the college and scheduled facilities usage. As a rule, no one should be in college buildings after normal operational hours. Students, faculty, or staff who need access to campus facilities outside the normal operational hours must coordinate with the Chief of Police or designee to ensure appropriate staffing.

It is the responsibility of Jefferson State Police Department officers to make regular checks of buildings to ensure they remain locked.

### **LIGHTING**

Outdoor lighting is a top priority for Jefferson State Community College safety and security. The parking lots and areas frequently used by students are well lit. Additional and improved lighting will be added, as needed, to enhance campus security. Jefferson State Police Department officers are responsible for making periodic checks on outdoor lights and for reporting to the Director of Facilities for repairs/replacement.

### **VISITORS/SUSPICIOUS PEOPLE**

Jefferson State Community College welcomes visitors to the campus. Guests and visitors are subject to the same regulations as faculty, staff and students. The host party is responsible for the actions of their visitor(s). Visitors to all campuses are required to obtain a visitor's permit for their vehicle at the Jefferson State Police Department; visitors to the Jefferson Main Campus can obtain their permit from the Jefferson State Police Department;

visitors to the Shelby-Hoover Campus can obtain their permit from the Jefferson State Police Department located in the General Studies Building; and Visitors at both the Pell City and Clanton Campuses can obtain permits at the Jefferson State Police Department Office located in the Academic Building.

When Jefferson State Police Department personnel encounter a non-student acting in a manner contrary to the mission of the institution, the officer can trespass the individual. Failure to leave the campus will result in the individual being arrested. Trespass warnings are documented in writing and maintained at the Jefferson State Police Department. Trespass warning cards contain information such as name, address, description, and actions of the person.

The Jefferson State Police Department has primary jurisdiction on all criminal cases that occur on the college campus. The Jefferson State Police Department is responsible for documentation, investigation and presenting the case to the appropriate court when necessary.

## TRAFFIC

The Jefferson State Police Department is responsible for maintaining traffic. Jefferson State Police Department officers investigate all traffic accidents that occur on campus.

Faculty, staff and students who operate a vehicle on campus must register with the Jefferson State Police Department. The Jefferson State Police Department maintains all records. People operating vehicles on campus are expected to abide by the traffic regulations stated in the Student Handbook and the Parking and Traffic Regulations of the College. Citations can be issued to anyone violating the parking and traffic rules and regulations.

The campuses are well marked with traffic signs to ensure the safety of motorists and pedestrians. Jefferson State Police Department officers are responsible for reporting all defective and damaged traffic signs to the Maintenance Department.



## ACCIDENT PREVENTION

The key to successfully establishing an accident-free environment is a proactive safety prevention program. When accidents do occur, they will be analyzed and appropriate actions taken to preclude future occurrences. The Jefferson State Police Department handles all accidents on Jefferson State Community College campuses.

## PROCEDURES

Jefferson State Police Department officers conduct scheduled inspections of the campus facilities to identify safety hazards and potential hazards. Below is a list of scheduled inspections:

Type of Inspection	Daily	Weekly	Monthly	Quarterly	Yearly
Grounds	X				
Fire Extinguishers			X		
Outdoor Lighting	X				
Traffic Signs	X				
Roadways	X				
Fire Alarms				X	
Burglar Alarms				X	
Emergency Safety Lights			X		
Eyewash Stations and Safety Showers*				X	

\*The Departments of Chemistry and Funeral Service are responsible for checking eye wash stations or safety showers quarterly.

The Jefferson State Police Department, the departments of Chemistry and Funeral Service, and any other department will report the safety hazards in written form to the Maintenance Department, the Committee for Environmental Health and Safety, and the Risk Management Committee.

The Jefferson State Police Department will make a written report and investigate all accidents occurring on Jefferson State Community College campuses. The Jefferson State

Police Department will send a copy to the President or to the appropriate administrator, who will determine, if additional training, physical repair, or removal of hazards is needed. These determinations will be forwarded to the Maintenance Department.

## EYE AND FACE PROTECTION

Jefferson State Community College policy requires that eye protective devices be worn by faculty, staff, students, and independent workers in shops, laboratories, and any areas where work involves:

1. hot solids, liquids, or molten metals; or
2. milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid material; or
3. hot treatment, tempering, or kiln firing of any metal or other materials; or
4. gas or electric arc welding; or
5. repair or servicing of any vehicle; or
6. caustic, corrosive, or explosive chemicals or materials; or
7. biohazard materials.

Protective eye and face equipment is required when injury is possible. Employers shall make available a type of protection suitable for the work to be performed. No unprotected personnel shall knowingly be subjected to a hazardous environmental condition. Suitable eye protectors should be provided where machines or operations present the hazards of flying objects, glare, liquids, injurious radiation or biohazards, or a combination of these hazards.

The laboratory or work supervisor will designate eye/face protection requirements. All faculty, staff and students are expected to wear appropriate protective eye/face glasses or shields while carrying out the types of work listed above. All students are expected to purchase the appropriate protective eye/face glasses or shields. Visitors to such shops and laboratories are required to wear eye safety devices while work is in progress.

## RULES FOR WEARING EYE PROTECTION

### LABORATORY RULES

1. Eye protection devices must be always worn in all laboratories when hazardous or biohazardous work is in progress.

2. Goggles, or safety glasses, plus face shield must be worn in all laboratories when work involving splash hazard is in progress (when hot liquids, or flammable, biohazardous, corrosive or caustic chemicals are being used).
3. The responsibility for the decision not to require eye protection during a particular laboratory activity lies with the faculty member in charge of the laboratory operation.
4. Where there is an explosive (or implosive) hazard, eye and face protective devices must be worn.
5. Strict adherence to the above stated rules is required by all faculty, staff, students, and visitors.

## **RULES FOR SHOPS**

Eye protective devices must be worn when hazardous operations, including operation of power tools, pouring of molten metal, welding, soldering, etc., are in progress. The wearing of safety glasses in shops is always encouraged. This rule applies to employees, students, and visitors.

## **RULES FOR CONSTRUCTION AND MAINTENANCE**

Protective eyewear must be worn by anyone operating power tools, during hammering, chipping and cutting operations. Eye protection is required for anyone within the area of these operations.

## **STANDARDS AND TYPES OF EQUIPMENT**

### **EQUIPMENT STANDARDS**

Eye and face protective devices, which include spectacles, goggles, and face shields, must comply with American National Standards Institute (ANSI) F87.1-1979 and later revisions.

### **SELECTION OF APPROPRIATE DEVICES BASED ON HAZARD**

The type of device required will depend on the nature of the hazard and the frequency with which it is encountered. There are four basic types of eye protection, these are: safety spectacles (with or without side shields), dust or biohazard goggles, chemical or splash goggles and full protective face shields

designed for caustic liquid handling, each of these meets the basic eye protection standards for frontal exposure to flying particles.

## **SIDE SHIELDS**

Safety glasses with side shields, or goggles, are required if flying particles are likely to enter at an angle and are usually required where two or more people are working in proximity. Safety glasses with permanently attached side shields, or dust goggles, will provide this protection. Clip-on side shields DO NOT meet ANSI standards.

## **SPLASH GOGGLES**

Safety splash goggles are required to provide protection against corrosive or hot liquids or fine particles or certain biohazards capable of penetrating the ventilation hole in dust goggles.

## **DUST GOGGLES**

Dust goggles are the least expensive approved eye protection devices available, fit most head sizes and facial shapes, and may be worn over ordinary glasses. They are recommended for visitors, employees, and students who require eye protection periodically for short durations (less than two hours per day).

## **SAFETY GLASSES**

Safety glasses are generally more comfortable than goggles and are therefore recommended for employees and students who require eye protection frequently and/or for long durations (more than two hours per day).

## **ADJUSTABLE GLASSES**

Three dimensions that are important in providing a comfortable fit include temple length, nose bridge width, and lens diameter. Safety glasses with side shields, bendable templates, and universal nose bridges are available.

## **FITTED GLASSES**

Safety glasses, which are professionally measured and fitted to the individual, are recommended for permanent employees whose job duties require frequent eye protection. These special fitted glasses, with or without side shields, are available.

## **PRESCRIPTION SAFETY GLASSES**

The Federal Food and Drug Administration passed regulations requiring impact-resistant lenses for eye wear. Although these lenses, which are used in most modern eyeglasses, are a marked improvement over the old-style lenses which were likely to splinter on impact, they DO NOT meet ANSI standards for industrial quality safety spectacles. Therefore, prescription safety glasses are recommended for employees wearing glasses who require eye protection frequently or for long durations (more than two hours per day).

## **CONTACT LENSES**

The National Society for the Prevention of Blindness strongly advises that the use of contact lenses of any type by industrial employees while at work be prohibited, except in rare instances. The Society recommends that the physician or optometrist who sanctions such use in a specific industrial environment verify any exceptions in writing. Contact lenses do not protect the portion of the cornea they cover; furthermore, dissolved vapors, liquids, and dust particles tend to creep behind the lenses. Except when authorized by a physician or optometrist, the College does not approve of the use of contact lenses for eye protection.

## **FACE SHIELDS**

Face shields do not meet protection standards and are only for face protection. Appropriate eye protection devices must be worn under the face shield.

## **COST, CARE, AND RECLAMATION**

### **PROVIDING PROTECTION**

Jefferson State Community College is committed to a policy of providing eye and face protective devices without cost to employees and visitors. Each department is responsible for the funding of its eye and face protection program. However, the College will only pay for the initial issue of prescription glasses. Supervisors or faculty directing work operations should take primary responsibility to provide eye/face protection. Although students bear the cost of eye and face protection devices, they are not permitted use of the laboratory facilities unless protective devices are worn. Department chairpersons are responsible for providing safety for the entire department.

### **EYE EXAMINATIONS**

Scheduling and payment for eye examinations to obtain prescriptions for safety glasses is the responsibility of the faculty, staff, and student.

### **RETURN / REPLACING OF PROTECTION DEVICES AND CARE**

Eye protective devices issued to employees and visitors remain the property of Jefferson State Community College and are to be returned when the device is no longer needed. For employees it will be on termination of employment or change of duties where eye protection is no longer required. The department shall determine the disposition of prescription glasses.

Replacement of lost or stolen devices will be the responsibility of the employee and student. A student must purchase or obtain an eye protection device before further participation is permitted in the laboratory.

Eye protective devices are personal items and should be issued for the exclusive use of each person. Materials for cleaning eye and face protective devices are to be available in each department. Eye protective devices must be thoroughly cleaned and disinfected before being issued to another person.

## EYE CONTAMINATION

### EYE WASH FACILITIES

Every laboratory or workplace using caustic or corrosive chemicals shall be equipped with emergency eye wash facilities. Eye wash units should be flushed on a regular basis, scheduled by the faculty member or supervisor in charge, to prevent eye infections from stagnant water (twice weekly is recommended).

### FIRST AID CHEMICAL BURNS

If the eye has chemical irritation, the preferred first aid is to flood the eye with water immediately for at least 15 minutes and then seek medical treatment as soon as possible. Neutralizers or other medication should be used only on the advice, or under the direction of a physician.

## FIRE SAFETY PLAN

In case fire or smoke is observed, a manual pull station may activate the fire alarm, or a smoke detection alarm will be sounded. The building representative must be notified immediately. The building representative will notify the building occupants either by activating appropriate alarms or otherwise notifying occupants to vacate the building. The instructor in each classroom or laboratory will be responsible for knowing the fire evacuation route from the area. Occupants in each building will follow the evacuation route posted in the building.

The following emergency procedure should be used.

1. Attempt to determine the location and extent of the fire and contact:
  - a. Fire Department or 911.
  - b. Jefferson State Police Department, 205-856-6093
  - c. Maintenance Department, 205-856- 7998
2. Make a visual check of each floor to ensure that all occupants are evacuating or have evacuated.
3. Exit the building once evacuation is complete.
4. Assist in maintaining order and keeping fire lanes clear.

## **FIRE DEPARTMENT**

When the Fire Department arrives, it will assume command of the situation. No one will be allowed to re-enter the building until the Fire Department gives an all-clear signal.

## **JEFFERSON STATE POLICE DEPARTMENT**

When the fire is reported to the Jefferson State Police Department, the dispatcher will send personnel who will:

1. Proceed immediately to the area to assist and coordinate duties and responsibilities with the building representative.
2. Seal the area for unauthorized people.
3. Direct the Fire Department to the location of the fire.

## **MAINTENANCE DEPARTMENT**

When a fire is reported to the Maintenance Department operations, personnel will be dispatched immediately who will:

1. Turn off ventilation fans and utilities as directed by the Fire Chief; assist the Fire Chief in turning back on ventilation fans and utilities, as directed.
2. Send for additional Maintenance personnel, if needed.
3. Assist the Fire Chief.

## **DISABLED PEOPLE**

It is recommended that disabled persons respond to the alarm as follows.

1. Position themselves in an area designated by their instructor or building representative that is visible and not obstructive.
2. Await the fire department rescue who will be notified of their location by their instructor or building representative.
3. The building representatives will check these areas on every floor.



## **HEALTHCARE / MEDICAL EMERGENCY / BLOODORNE PATHOGENS**

Jefferson State Community College does not have a health center or clinic; therefore, students, faculty and staff in need of such service are sent to a local hospital, health care unit, or a private physician. The expenses incurred are the responsibility of the person needing such service.

### **MEDICAL EMERGENCY**

In a serious medical emergency such as unconsciousness, fractured bone, etc., please use the following procedures outlined below:

1. Call 911.
2. Call Jefferson State Police Department 205-856-6093 and advise if 911 has already been called.
3. Notify the building representative.

Upon receiving a call to an accident or medical emergency, Jefferson State Police Department will proceed to the scene as rapidly and as safely as possible. When the medical emergency is over, an accident report will be filed and a copy sent to the appropriate administrator(s).

### **LIFE THREATENING SITUATION**

In the event of a life-threatening situation, e.g., an automobile wreck, lightning striking person(s), person(s) in contact with a live electrical wire, etc. The following procedures will apply:

1. Call 911.
2. Call Jefferson State Police Department 205-856-6093.
3. Check the victim(s).
4. Determine whether immediate medical first aid is needed; in other words, a life-threatening situation.
5. Secure the area to ensure that no other accidents or injuries will occur.
6. Keep crowds away. Assign or use any people nearby to assist you.
7. Maintain a passageway to the victim(s) for vehicles and emergency medical personnel.

## **INFECTIOUS DISEASE**

The policy is adopted to minimize the possibility of transmission of any biohazardous agents and for the protection of the general environment on the campus of Jefferson State Community College.

Biohazardous agents are infectious microorganisms, viruses, or their toxins that cause or may cause human disease. The policy addresses primarily blood borne pathogens such as Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV). Blood borne pathogens are pathogenic microorganisms that are present in human blood. In addition to blood, these pathogens may be present in other body fluids such as semen, vaginal fluids, breast milk, and any other body fluid that is obviously contaminated with blood.

These requirements apply to all areas of the college. Each supervisor in the college is responsible for assuring that personnel are trained in safe practices, for reporting exposures and potential exposures to the Jefferson State Police Department and to the Committees of Environmental Health and Safety and Risk Management, and for submitting a Safety Plan.

### **SAFETY PLAN**

The Safety Plan contains procedures that will be used to ensure safe handling of biohazardous agents, an assessment of the potential risks, the need for medical surveillance, procedures for handling accidental spills or exposures, and waste disposal methods. These procedures are as follows.

### **EXPOSURE CONTROL PLAN**

Each area of the College must identify who will receive training, protective equipment, vaccinations and other provisions. The plan must be in writing and accessible to all employees. Each supervisor is responsible for reviewing and updating the plan at least annually, as well as when any workplace changes occur.

### **RECORD KEEPING AND TRAINING**

Records must be kept for each employee covered by the blood borne pathogen standard. Training records, medical evaluations, and treatment are important in determining vaccination status and follow-up involving exposure. All records are available and can be transferred upon request.

Jefferson State Community College must establish and maintain confidential, accurate records for each employee with occupational exposure. These must be maintained for the duration of employment plus 30 years.

Training records are not confidential and must include training session dates, summary or contents of the session, trainer's name and qualifications, attendees' names and job titles and be maintained for three years from the date of training.

Employee training records must be provided upon request for examination and copying to employees, employee representatives, the assistant secretary of labor for OSHA, and/or designated representatives of such groups. Information and training should be provided for all employees at no cost during work hours.

## **ENGINEERING / WORK PRACTICE CONTROLS**

Engineering and work practice controls are the primary means of eliminating or reducing employee/student exposure. These include:

Examining engineering controls on a regular basis

Making hand washing facilities readily accessible

Requiring hand washing after gloving

No eating, drinking, or smoking in work areas where exposure can occur.

Decontaminating equipment/area

**Protection Equipment** - This equipment is provided to prevent blood and other potentially infectious materials from contacting the employee's clothes, undergarments, skin, eyes, mouth or other mucous membranes.

**Housekeeping** - Jefferson State Community College must maintain each area in a clean and sanitary condition. A written schedule for cleaning and decontamination for each specific location will be put into effect. Regulated waste must be contained and disposed of in a manner that will protect employees from occupational exposure to any blood borne pathogens or other infectious material. Procedures include:

Providing clean and decontaminated equipment and work surfaces.

Refraining from picking up broken glassware directly with hands.

Refraining from placing hands in containers where the contents cannot be seen.

**Protection and Communication** -The College requires HBV vaccinations, post-exposure evaluations, and follow-up for all employees who have occupational exposure or an exposure incident. Hazard communication requires employees to receive warning through labels, signs, and training to minimize their exposure to blood borne pathogens. Warning labels are to be fluorescent orange or orange red with lettering or symbols in contrasting colors and include the "Biohazard" legend. Regulated waste (potentially infectious material) that has been decontaminated does not need to be labeled or color-coded.

## BLOODBORNE PATHOGENS

**Sharps** - any object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes.

**Exposure Incident** - a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or potentially infectious materials that results from the performance of an employee's duties.

**Bloodborne Pathogens** - pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

**Potentially Infectious Materials –**

1. Human body fluids, such as saliva, blood and tears
2. any unfixed tissue or organ (other than intact skin) from a human (living or dead).
3. HIV-containing cell or tissue cultures, organ cultures, and HIV-or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

**Universal Precautions** - an approach to infection control. According to the Concept of Universal Precautions, all human blood and human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

**Personal Protective Equipment** - Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes are not considered to be protective equipment.

## **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

Jefferson State Community College has adopted the National Incident Management System (NIMS) as the incident command system for response to all hazard emergency situations and pre-planned school and campus events.

### **COMMAND TYPES**

**Single Command** - One incident commander will have complete responsibility for the management of the incident.

**Unified Command**- Responding agencies share responsibilities of managing the incident.

### **MODULAR ORGANIZATION**

#### **1. Incident Command**

- a. Responsible for establishing the incident command system.
- b. Establishing an incident command post.
- c. Delegating command and general staff responsibilities.

#### **2. Command Staff**

- a. Safety Officer- monitors safety issues and develops appropriate responses.

- b. Public Information Officer-conduit for information for internal and external stakeholders.
- c. Liaison Officer- primary contact for supporting agencies.

### **3. General Staff**

#### **a. Operations Section**

- i. Conducts tactical operations to carry out a plan.
- ii. Develops tactical objectives.
- iii. Directs tactical resources.

#### **b. Planning Section**

- i. Prepares and documents the Incident Action Plan.
- ii. Maintains status of all resources on the scene.
- iii. Maintains documentation of incident records.
- iv. Develop plans for demobilization.
- v. Conducts long range and contingency planning.

#### **c. Logistics Section**

- i. Responsible for supplying resources to meet objective needs.
- ii. Responsible for ordering, obtaining, maintaining and accounting for essential personnel, equipment and supplies.
- iii. Maintains food services.
- iv. Responsible for setting up and maintaining incident facilities.
- v. Provides medical services for incident personnel.
- vi. Provides support for transportation.
- vii. Responsible for developing a communication plan.

#### **d. Finance Section**

- i. Monitors and documents all cost related to incident.
- ii. Record personnel time and expenses.
- iii. Procuring additional resources.
- iv. Documenting injuries and liability issues.

## **FACILITIES**

### **1. Incident Command Post**

A centralized base of operations for incident management that is located outside the hazard zone but close enough to manage the incident.

### **2. Staging Area**

Location where available resources are kept while waiting for assignment.

### **3. Base**

- a. Location where logistic and administrative functions are coordinated.
- b. Resources located at the base are always considered out of service.

**4. Camp**

Location that provides food, water, sanitary services, and sleeping areas for out-of-service resources.

**5. Helibase**

Location where helicopter-centered operations are conducted.

**6. Helispot**

A location where a helicopter can safely land.

## MANAGEMENT STYLE

**1. Incident Action Plans**

- a. Prioritize task that needs to be accomplished.
- b. Identifies resources that are needed to accomplish assignments.
- c. Assignments are based on operational periods.

**2. Accountability**

- a. Creation of an orderly chain of command
- b. Check in for all responders.
- c. Assignment of only one supervisor per individual.

**3. Manageable Span of Control**

- a. The number of individuals that a supervisor can manage effectively during an emergency.
- b. Safety and accountability are top priorities.
- c. Span of control may vary from 3 to 7 persons or elements.
- d. One supervisor to five elements is recommended.

## COMMUNICATION

1. While using the Incident Command System, all communications will be accomplished using “plain English”.
2. All radio traffic will be kept to a minimum.
3. Assisting and cooperating agencies that do not have direct radio communication with the incident command post will assign a liaison to the command post to perform that function.

## REQUIRED TRAINING

1. Personnel with any role in emergency preparedness, incident management or response will complete IS/ICS-100 and IS/ICS- 700.

- a. Crisis Response Team Members
  - b. Jefferson State Police Department Officers
  - c. Campus Security Officers
  - d. Information Technology Specialist
  - e. Administrators
  - f. Educators/Faculty
  - g. Coaches and Athletic Staff
2. Emergency management personnel with a critical role in response will complete IS/ICS-100, IS/ICS-200, IS-ICS-700, IS-ICS-800. B.
  - a. Institutional President
  - b. Campus Security
  - c. Jefferson State Police Department Officers
  - d. Public Relations
  - e. Administrators
  - f. Facilities Staff
3. Emergency personnel obligated to manage or command emergency incidents will complete IS-ICS-300 and IS-ICS-400.
  - a. Institutional President
  - b. Director of Safety and Security

## **MEMORANDUM OF UNDERSTANDING / MUTUAL AID**

Prior to making a request for mutual aid, the following tasks must be accomplished:

- a. Conduct a needs assessment
- b. Assign a staging officer and establish a staging area
- c. Assign a liaison officer.
- d. Establish a communication plan as responders arrive at the staging area.

### **Mutual Aid for the Jefferson Campus**

- a. Law enforcement – Jefferson County Sheriffs Dept
- b. Law Enforcement – Birmingham Police Department
- c. Law Enforcement- Alabama State Troopers
- d. Law Enforcement – Federal Bureau of Investigation
- e. Law Enforcement - Bureau of Alcohol Tobacco and Firearms
- f. Fire / EMS – Birmingham Fire Service



**Mutual Aid for the Shelby-Hoover Campus**

- a. Law enforcement – St. Clair County Sheriffs Dept
- b. Law Enforcement – Pell City Police Department
- c. Law Enforcement- Alabama State Troopers
- d. Law Enforcement – Federal Bureau of Investigation
- e. Law Enforcement - Bureau of Alcohol Tobacco and Firearms
- f. Fire / EMS – Birmingham Fire Service

**Mutual Aid for the St. Clair County-Pell City Campus**

- a. Law enforcement – Shelby County Sheriffs Dept
- b. Law Enforcement – Hoover Police Department
- c. Law Enforcement- Alabama State Troopers
- d. Law Enforcement – Federal Bureau of Investigation
- e. Law Enforcement - Bureau of Alcohol Tobacco and Firearms
- f. Fire / EMS – Pell City Fire Service

**Mutual Aid for the Chilton County-Clanton Campus**

- a. Law enforcement – Chilton County Sheriffs Dept
- b. Law Enforcement – Clanton Police Department
- c. Law Enforcement- Alabama State Troopers
- d. Law Enforcement – Federal Bureau of Investigation
- e. Law Enforcement - Bureau of Alcohol Tobacco and Firearms
- f. Fire / EMS – Clanton Fire Service

## **PUBLIC INFORMATION SYSTEM**

A Joint Information Center will be established in all incidents involving multiagency responses. The JIC will be staffed by representatives from all responding agencies. All releases will be cleared up with the Incident Command Staff before dissemination.

## **RESPONSE INVENTORY**

Jefferson State will maintain an inventory of organizational response assets, equipment, resources, and supplies. All assets will be classified according to type and size as specified in NIMS protocols.

## INTEROPERABILITY

To the extent possible, Jefferson State will ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into acquisition programs.

## EXERCISES

Jefferson State will participate in an all-hazard exercise program based on NIMS that involves first responders from multiple disciplines and jurisdictions. After each exercise is completed, a full hot wash after action review will be performed to critique responders' performance. Corrective Action Plans will be developed to address any deficiencies in the response.

## SEVERE THUNDERSTORM / DESTRUCTIVE WINDS

### GENERAL

When the National Weather Station or the Civil Defense issue a severe thunderstorm warning, Jefferson State Police Department personnel will use any means of communication to notify key persons, building representatives, and the Director of Facilities. Each building representative is assigned a weather alert radio, and these small, portable battery-operated radios are placed in operation and monitored during unusual weather conditions.

Jefferson State Police Department personnel will be alert for possible tornado(s) since severe lightning, heavy rains, destructive winds, and large, heavy hail are often indicators.

### THUNDERSTORMS

When a thunderstorm threatens, move to a safe area. Areas of safety may include a large building or inside an all-metal (not convertible) vehicle. Avoid using the telephone, except for emergencies. If you are outside and unable to reach a safe building or an automobile, follow these rules:

1. Do not stand underneath a natural lightning rod, such as a tall, isolated tree in an open area.
2. Avoid projecting above the surrounding landscape.
3. Get out and away from open water.
4. Get away from tractors and other maintenance equipment.

5. Get off and away from motorcycles, scooters, bicycles and put down ball bats and golf clubs.
6. Avoid wire fences, metal pipes, and other metallic paths, which could carry lightning to you from a distance.
7. Seek shelter in a low area under a thick growth of small trees when in a forest or park.
8. Go to a low place such as a ravine or valley when in open areas.
9. Stay out of dry creek beds.

## **LIGHTNING**

If you are isolated in a level field drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

### **FIRST AID FOR PERSON(S) STRUCK BY LIGHTNING**

First aid should be rendered immediately to prevent irreparable brain damage. If the victim is not breathing and lacks a pulse, cardiopulmonary resuscitation and external cardiac compression should be administered. Medical attention should be given to victims who appear only temporarily stunned or otherwise unhurt, since there may be hidden effects.

## **SNOW / ICE STORMS**

When a snow or ice storm threatens, the President will inform the appropriate person(s) to dismiss students and personnel in a timely manner in which to ensure their safe return home. Employees are expected to use their good judgment as to whether to travel during times of inclement weather.

## **TORNADO SAFETY PLAN**

### **TORNADO WATCH**

Whenever the National Weather Service or the Civil Defense issues a tornado watch, the Jefferson State Police Department will notify the building representatives as well as other key personnel immediately. The building representatives have been assigned a weather alert radio, and these radio stations will be monitored during unusual weather conditions. It is optional to open doors between vacant classrooms and corridors. Classes should not be interrupted for a tornado watch.

## TORNADO WARNING

Whenever the National Weather Service or the Civil Defense issue a tornado warning, the Jefferson State Police Department will notify each building representative as well as other key personnel immediately. It is of utmost importance that immediate communication be made with each building representative. Time is a factor, especially if a tornado is sighted in Tuscaloosa, Hueytown-Midfield, or Fultondale-Tarrant.

Building representatives are to:

1. Monitor alert radio and telephone.
2. Inform occupants of buildings that we are under a tornado warning.
3. Move everyone to the lowest floor of the building and have them sit with their backs on the inside walls.
4. Keep occupants away from windows, outside doors, and outside walls.
5. Attempt to keep all disturbances to a minimum.
6. Check the building for damage following the cancellation of the tornado warning or when instructions are received. Pay special attention to possible:
  - i. structural damage
  - ii. damaged power lines
  - iii. impairment of fire prevention equipment.
7. Direct occupants return to classrooms and offices, if no damage is found.
8. Contact the Chief of Police and the Director of Facilities for further directions if an unusual condition is found.
9. Cooperate with the Chief of Police in the handling of any unusual problems, especially if there is need to start search and rescue operations.

It is imperative that instructors know the evacuation route for a tornado warning. Signs are posted in strategic locations. Remember, we must keep disturbances to a minimum to keep the amount of time for evacuation to a minimum.

## HOMELAND SECURITY ADVISORY SYSTEM

The Nation requires a Homeland Security Advisory System to provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State and local authorities and to the American people. Such a system would provide warnings in the form of a set of graduated “Threat Conditions” that would increase as the risk of the threat increases. At each Threat Condition, the Department of Safety and Security will implement a set of “Protective Measures” to further reduce vulnerability or increase response capabilities during a period of heightened alert.

There are five “Threat Conditions”, each identified by a description and corresponding color. From the lowest to the highest, the levels and colors are:



The higher the Threat Condition, the greater the risk of a terrorist attack. Risk includes both the probability of an attack occurring and its potential gravity. Threat Conditions shall be assigned by the Attorney General in consultation with the Director of Homeland Security. Except in exigent circumstances, the Attorney General shall seek the views of the appropriate Homeland Security Principals or their subordinates, and other parties as appropriate, on the Threat Condition to be assigned. Threat Conditions may be assigned for the entire Nation, or they may be set for a particular geographic area or industrial sector. Assigned Threat Conditions shall be reviewed at regular intervals to determine whether adjustments are warranted.

The assignment of a Threat Condition shall prompt the implementation of an appropriate set of Protective Measures. Protective Measures are the specific steps an organization shall take to reduce its vulnerability or increase its ability to respond during a period of alerts. A decision on which Threat Condition to assign shall be integrated into a variety of considerations. This integration will rely on qualitative assessment, not quantitative calculation. Higher Threat Conditions indicate greater risk of a terrorist act, with risk including both probability and gravity. Despite best efforts, there can be no guarantee that, at any given Threat Condition, a terrorist attack will not occur. An initial and important factor is the quality of the threat information itself. The evaluation of this threat information shall include, but not be limited to, the following factors:

To what degree is the threat information credible?

To what degree is the threat information corroborated?  
To what degree is the threat specific and/or imminent?  
How grave are the potential consequences of the threat?

## THREAT CONDITIONS AND ASSOCIATED PROTECTIVE MEASURES

We must remain vigilant, prepared, and ready to deter terrorist attacks. The following Threat Conditions represent an increasing risk of terrorist attacks.

1. **Low Condition (Green)**. This condition is declared when there is a low risk of terrorist attacks. The Director of Safety and Security should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:
  - i. Refining and exercising as appropriate preplanned Protective Measures and Responses.
  - ii. Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
  - iii. Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.
2. **Guarded Condition (Blue)**. This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, The Director of Safety and Security will consider the following general measures:
  - i. Checking communications with designated emergency response or command locations.
  - ii. Reviewing and updating emergency response procedures; and
  - iii. Providing the public with any information that would strengthen its ability to act appropriately.
3. **Elevated Condition (Yellow)**. An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, the Director of Safety and Security will consider the following general measures:
  - i. Increasing surveillance of critical locations.
  - ii. Coordinating emergency plans as appropriate with nearby jurisdictions.
  - iii. Conducting Threat Assessments of facility buildings utilizing information provided by the Federal Bureau of Investigation Terrorism Taskforce.
  - iv. Assessing whether the precise characteristics of the threat require further refinement of preplanned Protective Measures.
  - v. Implementing specific response plans to address threat issues as provided by the Federal Bureau of Investigation Terrorism Taskforce.
4. **High Condition (Orange)**. A High Condition is declared when there is a high risk of Terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Director of Safety and Security will consider the following general measures:

- i. Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations.
  - ii. Taking additional precautions at public events to address issues in threat assessment provided by the Federal Bureau of Investigation Terrorism Task Force.
  - iii. Increasing law enforcement patrols during operational hours.
- 5. **Severe Condition (Red).** A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, the Director of Safety and Security will consider the following general measures:
  - i. Increasing or redirecting personnel to address critical emergency needs.
  - ii. Restricting vehicle access to campus buildings. (This will not prevent faculty, staff and students from getting access to buildings; however, parking areas may be restricted.)
  - iii. Increasing Law Enforcement and Security patrols during non-operational hours to prevent after-hour access to facilities.

## BOMB THREAT SAFETY PLAN

When a bomb threat is received, we must act in a calm, collected manner and communicate effectively with all concerned. Remember, in most instances the purpose of a bomb threat is to create disruption to our educational process; but, at the same time, we must be alert and respond in case the threat is real.

When a bomb threat notification has been received in the Jefferson State Police Department, personnel will be responsible for contacting the appropriate key persons as listed. The sequence will be followed in ascending order; however, should any lines be busy the next number will be called.

## RECEIPT OF A BOMB THREAT

### TELEPHONE THREATS

In most cases the dispatcher will receive the call. The dispatcher will use a procedural form when a bomb threat is received. (See Appendix C). The form is designed to obtain as much information as possible.

The following emergency procedure should be used upon notification of a bomb threat:

- a. Jefferson State Police Department personnel will report to area where call was received.

- b. Jefferson State Police Department personnel will then report to the respective building representative (day or evening division) and the evening coordinator (evening division) that a bomb threat has been received.
- c. If a particular building or area is not identified in the threat, Jefferson State Police Department will alert the Mail Room immediately.
- d. Jefferson State Police Department personnel, building representative, will give authorization to reoccupy the building if no suspicious items are found.
- e. Jefferson State Police Department personnel and the building representative will evaluate the pertinent information gathered from the bomb threat telephone call and will decide whether to evacuate first, then search or search prior to an evacuation.
- f. Jefferson State Police Department personnel and the building representative will give authorization to reoccupy the building if no suspicious items are found.

## WRITTEN THREATS

Place all material, including any envelope or container, in a plastic bag. Once the message is recognized as a bomb threat, unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting, computer or typewriter paper, and postal marks. These are essential to tracing the threat and identifying the writer.

While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may occasionally be received. It should never be ignored. With the growing use of voice print identification techniques to identify and convict telephone callers, there will be an increase in the use of written warning and calls to third parties.

## BOMB THREAT SCENE

The decision to search before evacuation is a crucial one and should be evaluated by Jefferson State Police Department personnel, the building representative (day or evening division) and the evening coordinator(s) (evening division). The contents of the procedural form, completed by the telephone operator, should be used as part of the criteria regarding the situation.



If the decision is to search before evacuation, the building representative must ensure that all key personnel (departmental chairpersons) responsible for each area within the building are informed of the pertinent information concerning the bomb threat. In turn, departmental chairpersons will ensure that all instructors in their area check for suspicious items within their immediate vicinity. People who normally work in these areas could identify immediately items that are "out of the ordinary." The Jefferson State Police Department ranking officer must decide, depending on the situation, whether to conduct a more thorough search with selected personnel or to return to normal operation of the building.

If the decision is made to evacuate the building and a safe evacuation route and assembly point are identified, Jefferson State Police Department personnel will detail persons to alert occupants in the area or building to evacuate immediately and which route to use. Group control will be exercised always. Jefferson State Police Department will secure the building/area to prevent entry of unauthorized people. After a thorough search has been conducted and no suspicious objects/items are found, Jeffersons State Police ranking officer on the scene will give the order to reoccupy the building.

## **BOMB / SUSPICIOUS OBJECT FOUND**

If a bomb or suspicious object is found, the following procedure should be used.

1. Anyone who discovers a bomb or suspicious object will not touch or approach the object. He/she will evacuate the premises and then notify Jefferson State Police Department personnel or the building representative of the object's exact location.
2. Occupants will be evacuated immediately to a safe distance from the suspected bomb (at least a 300 ft. radius).
3. Jefferson State Police Department personnel will call the Bomb Squad and the F.B.I.
4. Jefferson State Police Department personnel will form a perimeter around the affected building/area to prevent entry of unauthorized person(s) until arrival of the Bomb Squad.
5. Once the Bomb Squad has removed, handled or defused the suspected explosive device and the Bomb Squad has made a thorough search, authorization to reoccupy the building will be given by the emergency director.

Jefferson State Police Department will ensure that the crime scene is preserved until an investigation is completed. Jefferson State Police Department personnel will ensure that

valuable documents and materials are protected, but the protection of life and prevention of injury takes precedence.

## **EXPLOSION**

In the event of an explosion the Fire Safety Plan should be implemented. When a bomb threat is received Jefferson State Police Department personnel will be responsible for contacting the appropriate key people as listed in Appendix A.

## **BOMB THREAT PREVENTATIVE MEASURES**

Thorough preparation for bomb threats on campus involves training and preventative measures. Training and preventative measures should include:

1. Inspect building with particular attention given to areas such as elevator shafts, ceilings, rest rooms, access doors, and crawl space; as well as access areas to plumbing fixtures, electrical fixtures and the like; utility and other closet areas; areas under stairwells; boiler (furnace) rooms; flammable storage areas; main switches and valves, e.g., electric, gas, and fuel; indoor trash receptacles; record storage areas; mail rooms; ceiling lights with easily removable panels; and fire hose racks. While this list of areas to be noted with particular emphasis is not complete, it is sufficient to give an idea of those areas where a time-delayed explosive or an incendiary device might be concealed.
2. Establish and enforce strict procedures for control and inspection of packages and material going into critical areas.
3. Develop and enforce positive means of identifying and controlling personnel who are authorized access to critical areas as well as denying access to unauthorized personnel.
4. Instruct all Jefferson State Police Department and Maintenance personnel to be alert for suspicious people. All personnel should be alert for foreign or suspicious objects, items or parcels that do not appear to belong in the area where observed.
5. Instruct all Jefferson State Police Department and Maintenance personnel to inspect routinely all restrooms, stairwells, areas under stairwells, and other areas of the building for unusual items and suspicious people.
6. Ensure the doors or access to areas such as boiler rooms, mailrooms, switchboards, elevator machine rooms, and utility closets are locked.
7. Check key control procedures to see that all keys are inventoried and assigned. If keys are in possession of personnel no longer in your employment or keys are missing, locks should be changed.
8. Check fire exits to be sure they are not obstructed.

9. Check fire hose racks and fire extinguishers regularly to ensure they have not been tampered with, e.g., hoses cut or exposed to acid and nozzles damaged.
10. Increase surveillance in receiving and shipping areas, garages, and parking areas.
11. Assure adequate protection for classified documents, propriety information, and other essential records. (A well-planned, properly charged device could, upon detonation, destroy records that are vital to day-to-day operations)
12. Check perimeter fences/walls/barriers to assure a good state of maintenance and adequate clear zone.
13. Check all exterior and protective lighting for proper operation and adequate illumination.
14. Where feasible, protect ground floor windows with heavy mesh, grill work, or protective glass.
15. Have available or arrange for immediate procurement of sand, sandbags or mattresses to be used as shielding in the event an explosive device is in the building.
16. Have flashlights or battery-operated lanterns available in the event of an electric outage.
17. If needed, install metal detecting device.

The safest approach to a bomb scare is not immediate arbitrary evacuation. Bombers with limited access very often place their devices close to outer entrances and exits. This means that instead of moving to safety, evacuating personnel may be moving closer to the bomb. It is therefore advisable that everybody stays put until the situation is quickly evaluated.

If the decision is made to evacuate, ensure that personnel are evacuated to a previously chosen place of safety. Walls are the best barriers against blasts. Areas that are sufficiently distant should be large enough so that personnel will not be close to glass windows or other large glass objects that could shatter.

The explosive potential of any bomb is difficult to ascertain, but the safest method is to assume that any bomb will affect two adjoining rooms to the bomb on all sides - above, below, and each side. A safe area for evacuation and assembly of personnel is an area with protection against flying glass and other debris, with a distance of at least 300 feet from the suspected item.

#### **WHAT NOT TO DO:**

**DON'T** ignore bomb threats.

**DON'T** touch suspected explosives.

**DON'T** move suspected bomb.

**DON'T** cover suspected bomb.

**DON'T** place in water.  
**DON'T** turn suspected bomb.  
**DON'T** cut or pull wires.  
**DON'T** cut strings, pull fuses, or release hooks.  
**DON'T** pass metallic tools near suspected bombs.  
**DON'T** smoke near suspected bombs.  
**DON'T** investigate too closely.  
**DON'T** use radio transmission.

## EVACUATION CONSIDERATIONS

1. Determine who will evaluate the threat and make the decision to evacuate or not to evacuate.
2. Establish a signal for evacuation. The signal may be the same as that used for a fire. There is one problem in this regard. Normal procedure for fire is to close all doors and windows. For a bomb explosion, this could increase damage. You should consider a voice announcement for evacuation under conditions of a bomb threat. The announcement must be made calmly. Personnel should be instructed to leave all windows and doors open and proceed according to the pre-established evacuation plan.
3. Establish priority and routes of evacuation based on the type of building and location of personnel within the building upon receipt of a bomb threat.
4. Consider priority and routes of evacuation in the event a bomb is found in the building. This also will depend on the type of building and location of personnel in relation to the area where the bomb is. In multi-story buildings personnel on floors above the danger area should be evacuated first. This also can be done simultaneously with the evacuation of lower levels.
5. If evacuation is ordered upon receipt of a threat, are personnel expected to return to work or classes upon completion of the search? Will they be dismissed for the remainder of the day?
6. Who makes the decision to permit re-entry into the building following a search in which no bomb was found?
7. If evacuation is ordered and personnel are held on stand-by pending completion of the search, an evacuation of "holding" area must be established and controlled. This area should be a distance far enough away from the building to protect personnel against debris, etc., in the event of an explosion.
8. Some types of security should be provided for evacuees. It may be advisable to place evacuees in a single, well secured area to protect them from further terrorist action. On the other hand, consideration might be given to dividing evacuees into smaller groups, thus presenting a less lucrative target.

## **CIVIL DISORDER / DEMONSTRATION SAFETY PLAN**

There are two types of civil disorders or demonstrations: (1) peaceful, non-obstructive demonstration march where there is no interference with the normal operation of the college and no threat of physical harm to people or damage to college facilities (2) disruptive or violent demonstration.

### **PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS**

Generally, the peaceful non-obstructive demonstration is authorized and regulated through the Office of the Dean of Enrollment Services. The demonstration should not be interrupted, obstructed or provoked, and college business should be conducted in the normal manner. However, each situation is different and the circumstances surrounding the demonstration will determine whether it needs to be monitored by the Jefferson State Police.

### **VIOLENT / DISRUPTIVE DEMONSTRATIONS**

Civil disturbances may either be planned or spontaneous and may occur in several forms and for a variety of reasons. The civil disturbances may include raids, unauthorized demonstrations, sit-ins, riots, unlawful assembly, etc. Generally, an unauthorized group of people gathers to create a disruptive activity in the educational process, which may threaten life or college property.

As a rule, little or no warning is received before this type of disturbance; further, where it might form or the shape it will take cannot be anticipated. It is imperative that all responsible people (including administrators and safety and security officers) know exactly what is expected of them in a given situation. However, it will be impossible to explain every detail in a plan of action for any contingency that might happen. Staff members must use discretion in circumstances not specifically monitored.

Though student conduct may not normally be one of their assigned responsibilities, staff members will be expected to assist on the campus in preventing or suppressing any unauthorized group disturbance. The degree of seriousness of a disturbance is directly proportionate to the assistance on the scene. There is strength in numbers -- the more help available, the less serious the problem, particularly from a psychological standpoint.

## PROCEDURE

1. An initial attempt should be made to control the situation by college administrators and student leaders.
2. If the civil disorder or demonstration cannot be controlled by the above personnel, Jefferson State Police Department personnel will be requested to render assistance.
3. If our campus personnel cannot control the situation, the Jefferson State Police Department will request assistance from outside law enforcement agencies.

## RESPONSIBILITIES

The Jefferson State Police Department will assume command responsibilities over any campus disturbances and will be called when it becomes apparent that the situation is potentially explosive. Otherwise, necessary responsibility will be delegated. The normal chain of command will govern all situations.

The Jefferson State Police Department will work directly with staff members to control a situation without injury to anyone or damage to property. The Jefferson State Police Department will be notified immediately of pending trouble. They will do all within their power to prevent an explosive situation from developing by dispersing any crowd that gathers without permission; however, the Jefferson State Police Department will not make final decisions concerning student gatherings, either authorized or unauthorized. The Jefferson State Police Department will be in constant communication with the appropriate administrators, who have the ultimate responsibility of making the final decision concerning the courses of action to be taken.

If a situation begins to get out of control, a directive will be issued for participating students to disperse immediately. Should the directive not be obeyed, it will become necessary to take the names of those students who refuse to cooperate with the administrator who issued the directive. The Jefferson State Police Department will be called upon to take names. Proof is essential; therefore, it is advisable for a student to surrender his/her I.D. card or some other type of I.D. and to have a witness present when the student is identified. The I.D. card needs to be retained and submitted to the appropriate administrator. Refusal to identify oneself is a violation of the college's regulations. Cameras and cam recorders are important means for identification.

Decisions concerning the need for outside police assistance will be made by the appropriate administrator in cooperation with the Jefferson State Police. Local law enforcement agencies are instructed to respond for assistance only by authorization from these administrators.

The "sit-in" demonstration is a type in which a decision must be reached within a reasonable time whether to take physical action. The decision will come from the appropriate administrator. Once it is decided to break up the "sit-in," it will be necessary to carry out the action to completion. This will require the use of force and additional manpower in the form of assistance from the local police department. The protesters can be expected to go limp, if not actually resist arrest, and this will require several officers for each person arrested. Before taking such action, every possible attempt should be made to persuade the demonstrators to stop the disturbance voluntarily. Only as a last resort should arrests be made.

### **POINTS OF EMPHASIS**

1. Do not threaten the student that "he/she will be suspended," but that he/she is in direct violation of college regulations (see Student Handbook).
2. Staff members assigned to the trouble area should remain in pairs and have pen and pads with them. Remove any clothing accessories that would be an invitation to grab, e.g., scarves, neckties, gold chains, long earrings, etc.
3. Jefferson State Police Department officers will operate all cameras and cam recorders.

### **STATEMENTS**

If students interfere with the rights of others or with the normal operation of the college, the following pertinent statement is to be read by the appropriate administrator.

### **STATEMENT TO VACATE BUILDING / AREA**

If you leave now and if you have not committed any other act than to trespass, you will only be required to appear before the College Conduct Committee for appropriate disciplinary action. If you do not leave immediately, you will be arrested and charged with trespassing. In the event of arrest, you are immediately suspended from the college, and you will be

summoned by the college to appear before the College Conduct Committee. At this hearing, it will be determined whether your suspension shall be permanent or shall be revised or whether other appropriate disciplinary actions shall be taken.

If you are not a student, you may leave immediately without any action being taken. If you do not leave, you will be arrested and charged with trespassing.

## STATEMENT ON SIT-IN

At       o'clock, the normal closing time, this building/area will be secured. You are hereby warned that anyone remaining in this building/area after this time is    in violation of college regulations and state statutes and will be subject to arrest and college disciplinary proceedings, including restitution for the costs of staffing and maintaining the building.

If you are not a student, you may leave by       o'clock without any further action being taken. If you do not leave by       o'clock, you will be arrested and charged with trespassing.

## STATEMENT ON RIOTS / DISORDERLY CONDUCT

You are, by your presence, in violation of the college's Code of Student Conduct. You are hereby advised to depart this area immediately and leave the campus. Anyone remaining in this area or behaving in a disorderly manner or aiding and abetting this disturbance will be subject to immediate suspension. You have minutes before names are taken.

# ACTIVE SHOOTER RESPONSE PLAN

## DEFINITIONS

**Active Shooter:** one or more suspects who participate in a random or systematic shooting spree, demonstrating the intent to continuously harm others.



**Contact Team:** first group of two or more officers that arrive on the scene.

**Rescue Team:** second group of three or more officers that arrive on scene and are tasked with rescuing victims or fellow officers.

**L. E. Staging Area:** location designated for assisting or cooperating with law enforcement officers to report to and be assigned emergency tasks.

**EMS Staging Area:** designated location that is out of harm's way for the purpose of staging Emergency Medical Services and performing triage until the threat area has been secured and cleared.

## PURPOSE

The philosophy of this policy recognizes that an active shooter must be stopped before they can inflict injury upon innocent lives. The primary responsibility of the first officers on scene is to accomplish this objective as quickly and as effectively as possible. The prioritization of activities in their order of importance is to capture or neutralize the active shooter, rescue the victims, provide medical assistance, and preserve the crime scene. All sworn officers are required to participate in their fullest capabilities in this endeavor.

## COMMUNICATION

1. All non-emergency communication will be stopped as soon as possible.
2. An emergency message with instructions concerning the event will be sent as soon as possible on E-2 campus.
3. The Police Department Dispatcher will make the appropriate mutual aid notifications to summon assistance as needed.
4. Campus personnel with two-way communications abilities will assist by moving to staging areas designated by the police dispatcher and providing liaison assistance to the responding agencies.

## CONTACT TEAM

1. The first group of two or more officers that arrive on scene will form a contact team and enter the premises in pursuit of the active shooter.
2. The Contact Team will end the ongoing violence by arrest, containment or the use of deadly force.

3. To prevent more victims from being harmed, the Contact Team will move past victims and harmless distractions to pursue the offenders(s).
4. Officers should consider using less-used entrance locations to prevent them from being ambushed upon entrance.
5. If the active shooter has stopped his or her immediate violence and has assumed a barricade or hostage role, the officers are to follow the prospective policy concerning these issues.

## **RESCUE TEAM**

1. The Rescue Teams will locate and remove injured victims and evacuate unharmed victims of the incident.
2. The Rescue Team will coordinate their actions with the perimeter team to move injured victims to an EMS triage area.
3. The Rescue Team should coordinate their entry with the Contact Team.
4. If the Rescue Team encounters the offender, the mission of the team will immediately change to stopping the actions of the active shooter.
5. Whenever possible, tactical medics will be inserted with the rescue team to provide advanced medical aid to victims.

## **PERIMETER SECURITY**

Additional law enforcement personnel arriving on scene should begin assisting with establishing a perimeter around the threat area. Only sworn law enforcement officers will be allowed to enter the danger area.

## **EXPLOSIVE DEVICE(S)**

It is possible that an active shooter may utilize some type of explosive device. The team will follow the same policy established for bombs or suspicious objects.

## **EVACUATION PROCEDURES**

If an active shooter incident occurs, the students, faculty and staff should immediately locate a classroom or office (safe area) to take cover. The safe area should be locked to prevent outside entry by the shooter. Occupants of the room are to stay away from the door. Occupants should remain inside of the safe area until law enforcement advises that it is safe to exit the area. Occupants of safe areas are asked to open or remove blinds that inhibit visibility from the outside of the building. Blinds should be closed to inhibit view

into the room from the inside of the building. No attempt should be made to evacuate individuals from the safe areas until the threat has been resolved or the evacuation is necessary for the safety of the occupants. Injured victims will be evacuated first. Beginning with the most severely injured will be evacuated first. Officers will provide medical attention in life threatening situations while expeditiously moving the patient to the triage area to receive medical attention.

## **PUBLIC RELATIONS OFFICER(S)**

The Dispatcher will notify the Jefferson State Public Relations Officer of the incident as soon as possible. The Public Relations Officer will contact local media and provide them with the location for the media staging area. The Public Relations Officer will coordinate all media releases with the administration of the college and the on-scene Incident Commanders to provide accurate information while simultaneously protecting the integrity of the investigation.

## **CRIME SCENE INVESTIGATION**

As soon as the violence has ended and all the victims have been evacuated from the scene, the scene will then be treated as a crime scene. An officer will be designated to document the time and date of everyone that enters and exits the scene. The crime scene will be processed by a joint investigation of responding agencies.

## **BARRICADED SUSPECT / HOSTAGE SAFETY PLAN**

In the event there is a barricaded suspect or hostage situation on campus, the following procedures will be followed by the Safety and Security personnel.

1. Upon notification, the Jefferson State Police Department will be immediately dispatched to the scene. All radio transmission will be on the secondary channel.
2. The Chief of Police will secure the area around the scene as quickly and as safely as possible.
3. The Chief of Police will evaluate the situation and make a report to the appropriate administrator. The report should give as much information as possible, such as exact location, nature of the situation, make up of person(s) involved, and identification of person(s) involved.

4. The administration and Jefferson State Police Department will coordinate notification to the campus community.
5. The Chief of Police will call the appropriate law enforcement agency. Until they arrive, the Campus Police officers will continue to operate in a holding manner until the outside law enforcement agency arrives and takes charge of the scene.
6. If possible, evacuation of the immediate area should be done quietly and safely.
7. With the arrival of the outside law enforcement agency, the Jefferson State Police Department will act only as support until the situation is resolved.

The Jefferson State Police Department will notify one or all the listed personnel (Appendix A) in the event of a situation involving a barricaded suspect with a hostage, with or without an active.

Please remember the following:

1. Do not take any action that would endanger your own life or a hostage's life. Do not escalate the situation.
2. Observe the scene and report any activity in or around the scene.
3. Do not allow anyone in the area except authorized people.

## **BARRICADED / HOSTAGE SITUATION (NO ACTIVE SHOOTER)**

Situations involving a hostage or barricaded suspect(s) in a school present a unique challenge to the Campus Police Officer. He/she may very well be the first officer on the scene and shall immediately notify the supervisor. The supervisor shall immediately notify the Captain. Local SWAT will normally be called out in these situations. Once this decision is made, many important tasks should be undertaken while awaiting the arrival of SWAT. The supervisor on the scene shall assume command of the situation. While each situation will be different, the following, in order of priority, shall be considered:

**Containment** – An inner and outer perimeter will be established in the process of containment. Adequate personnel should be immediately requested to the scene to ensure the containment of the suspect. By containing the suspect in one area of the campus, it may be possible to evacuate other students, thereby removing them from danger. By assigning personnel to diagonal corners of a building(s), each officer's position will be able to observe two sides of the building in most situations. Officers should normally be assigned in pairs. Before officers are deployed, all personnel should agree on the direction

of North. It does not matter if it is true North, if everyone agrees on the same direction. This will assist later when personnel are reporting movements in or near the building. A rough sketch of the area around the suspect's location should be made and indicate where officers are positioned and their radio call numbers.

**Staging and Assembly Areas** – An assembly area shall be determined prior to calling out SWAT, so the dispatcher can advise SWAT members where to respond. The location of the staging or command area must then be determined. Once SWAT has arrived at the assembly area, an officer may need to be sent to the assembly area to escort SWAT to the staging area.

**Evacuation** – When persons are evacuated from the area, know where they have been sent so they can be advised when it is safe to return or parents will know where they can pick up their children (when applicable). This will require coordination with school officials.

**Sketch of Building** – Locate a person that is familiar with the inside of the suspect's location, and have a detailed sketch made. Blueprints of the location should be obtained, if possible. This will greatly assist SWAT upon their arrival.

**Arrival of SWAT** – Local SWAT will assume command of the inner perimeter when they arrive on the scene. If the decision is made to replace Campus Police personnel with SWAT personnel, this should be coordinated between the Campus Police and the SWAT commander. No one should be sent into the inner perimeter without first advising the posted inner perimeter officers that additional personnel are being deployed in the area. Campus Police officers will assist SWAT as needed.

## RESPONSE TO SUICIDAL INDIVIDUAL(S)

A suicidal individual is defined as a person that has expressed the desire to inflict immediate serious physical injury for the purpose of causing the actors death.

### RESPONSE TO A SUICIDAL PERSON (NO THREAT TO OTHERS)

For this response, the person cannot be armed with a deadly weapon or dangerous instrument. The person must have made a written or verbal threat expressing the desire to cause the death of the actor. It must be understood that this person is in a state of crisis; therefore, the approach to addressing the needs of the individual is significantly different from addressing the needs of a rational person. When

possible, the responders should segregate the person from the public. The responders should then utilize active listening skills which allow the person to vent their hostility and anger. As the person calms down and regains rational thinking, the person should be directed to making the decision of seeking medical attention. It is understood that an unconscious person has given consent. If the actor is taken into custody and refused medical attention, the primary officer will complete an incident offense report and accompany the actor to University Hospital in Birmingham where an involuntary commitment will be completed.

## **HAZARDOUS MATERIAL(S) SPILL SAFETY PLAN**

Any leakage or spill of hazardous materials is to be reported immediately to the Jefferson State Police Department. When reporting, be specific about the nature of the material involved and the exact location. The Jefferson State Police Department will contact the necessary specialized authorities, medical personnel and physical plant personnel.

The instructor/person in charge of the activity when the accident/spill occurs should vacate the affected area immediately and seal it off from unauthorized people. If inside, close storage room doors where the material is located. Close all doors and windows in adjacent rooms to prevent further contamination of other areas until the arrival of the Campus Police who will evacuate the building or area and secure it until specialized personnel arrive on the scene. Maintenance personnel should shut down the HVAC system as soon as possible.

Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give his/her name to the Jefferson State Police Department. First aid and cleaning up required by specialized authorities should be started at once.

Hazardous materials are stored primarily in the Carson Science Center (H.Y. Carson and Ruby Carson Buildings), Harold Martin Building and the Maintenance Building.

## **SAFETY RULES**

The following are safety rules when working with chemicals in the laboratory and other places.

1. Wear goggles or shields in the laboratory to cover and protect your eyes whether you are handling chemicals or not.
2. Do not smoke, eat, or drink in the laboratory.
3. Keep your laboratory in proper order. Immediately clean up your spillage on floors, benches, etc. Clean your work area before leaving the laboratory. Leave balances and other instruments clean and ready for use.
4. Do not contaminate reagents. Do not put excess chemicals, spatulas, or anything else into reagent bottles. Immediately return the proper caps or stoppers to a reagent bottle after use.
5. Transfer and use chemicals with irritating or poisonous vapors in the hood (such as hydrogen sulfide, ammonia, hydrochloric acid).
6. Learn the location and use of safety equipment, such as fire extinguishers, fire blankets, eye wash stations, and safety showers.
7. Maintain good laboratory discipline. Do not perform any unauthorized experiments. If you wish to change procedures or attempt experiments of your design, consult your instructor and receive permission. When using chemical reagents, read the label twice to be sure you are using the correct chemical. Serious poisoning or explosions have occurred from careless errors.
8. Be careful with glassware. All glass tubing should be fire-polished and handled properly to avoid injury. Please carry long pieces of glass tubing with extra care to avoid injury to others, especially the eyes. Students who hold them horizontally when walking through doorways break beakers frequently. Please do not overload your arms with glassware to save a trip to the stockroom.
9. Dispose of waste and hazardous substances in the proper manner. Aqueous solutions and small quantities of soluble solids should be disposed in the sink and flushed thoroughly with water. Proper containers are provided to dispose of paper and other items. Organic liquids should not be discarded

into sinks, but must be placed in designated bottles for future disposal. Spilled mercury must be collected with particular care. Report any mercury spills from any source, including a broken thermometer, to the instructor. Mercury vapor is highly toxic and is a cumulative poison. Mercury metal is particularly destructive to the lead pipes that commonly drain laboratory sinks. All mercury spills should be carefully cleaned up using powdered sulfur.

10. Label all containers.
11. Never use open flames and flammable solvents in the same room.
12. Do not leave clothing on desks.
13. Do not put chemicals in your mouth under any circumstances. Chemicals may be toxic. When using a pipette, please use a bulb for suction, not your mouth.

Be cautious in smelling a chemical. When it is necessary to determine the odor of a material, hold the container at a distance from your face and waft the vapors toward you by fanning your hand over the container. Since the resulting dust may be inhaled, clean up spillage of solid chemicals in your area. Avoid touching chemicals. Substances, such as mercury, benzene, nitrobenzene and chlorinated hydrocarbons may enter through the skin. Always wash your hands with soap and water any time you spill chemicals on them. Always wash your hands thoroughly before you leave the laboratory.

## **SAFETY DATA SHEET (SDS)**

The SDS logs are located at the Jefferson State Police Department office at each campus and in each building containing hazardous material.

## **LABOR STRIKES SAFETY PLAN**

Labor strikes at Jefferson State Community College are nonexistent but could happen in the future and should be considered in general planning for emergencies. Generally, there will be a fair amount of warning, but unless attention is given to the matter well in advance and plans made, the results could be chaotic.



If the college is to function during a labor strike, safety and security operations must be handled principally by the Campus Police and aided by the appropriate outside law enforcement agency. Pickets, whether an outside contractor or the labor group representing the college's employees, will be set up at the principal entrances to the campus. These must be manned by police to assure pedestrians and vehicles free access to the premises, a right that is guaranteed by court decisions. Only authorized people, students, faculty and staff should be admitted to the campus.

Police and security officers on a 24-hour basis must guard areas housing maintenance equipment. Police, riding either in the vehicle or in a police car, should escort vehicles that move in and out of the campus daily.

Nonessential maintenance items should be reduced to a minimum, and repairs and maintenance should be limited to emergencies and vital services. Routine items of preventive maintenance, such as painting, can be postponed to normal times, while available personnel handle essential services, such as electricity, heat, and ventilation.

If students were sympathetic to the causes of a strike and protest on campus, the civil disorder plan would become operational.

## UTILITY OUTAGE(S)

Jefferson State Community College relies on a continuous source of electrical power for its operation. Normal working hours for the Maintenance Department are 7:00 a.m. - 3:30 p.m., Monday-Friday. For any utility outage or emergency during these hours, contact the Maintenance Department at 205-856-7998 for the Jefferson Campus, and 205-983-5955 for the Shelby-Hoover Campus. If a utility outage or emergency occurs outside normal hours, Jefferson State Police Department should contact Maintenance Director at 659-268-4311. See Appendix A for utility company phone numbers.

## COMMUNICATION SYSTEM

When the college is in power failure status, Jefferson State Police Department personnel will establish a communication system with building representatives and key persons. Cellular phone is in the Jefferson State Police Department. The Jefferson State Police Department may use runners or may use the local radio transmitter.

The Maintenance Department or the Jefferson State Police Department will contact the utility company for an estimated time of outage. Information will be relayed to the

President to decide whether to dismiss classes. The decision will then be forwarded to the building representatives.

## **ALARM SYSTEM**

The Jefferson State Police Department will be responsible for ensuring that the robbery and fire alarm systems that are tied into a back-up emergency system are functioning properly.

## **LIGHTING**

Continuous lighting needs must be provided for the Jefferson State Police Department and Visitors' Information Center and the Maintenance Building. The emergency back-up may be either battery or generator. The General Studies Building and Health Sciences Building are equipped with emergency lighting.

## **TERRORISM THREAT SAFETY PLAN**

Jefferson State Community College has adopted the following safety plan for a terrorist threat (chemical and biological). The Jefferson State Police Department will adhere to the College's Safety Plans and will use them as guides at the time of a terrorist threat or attack or any other form of special occurrence or special emergency. Notifications will be made as directed and specified in the Safety Plans.

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion, or ransom. Terrorist activities are not limited to any form of disruption, destruction, intimidation or coercion.

## **TERRORISM TYPES**

1. Domestic terrorism involves groups or individuals whose terrorist activities are directed at elements of local, state, or federal government, or a population without governmental direction.
2. International or foreign terrorism involves groups or individuals whose terrorist activities are foreign based and are directed by countries or groups outside the United States, or whose activities transcend national boundaries.

## PERCEIVED / ACTUAL CHEMICAL AND BIOLOGICAL THREATS

1. Bomb threat or possible device found on Jefferson State Community College property. (follow Bomb Threat Safety Plan)
2. Hazardous material accidents, spills, or incidents involving chemical or biological material. (Follow Hazardous Material Spill Safety Plan)
3. Sealed, non-leaking, non-stained package delivered by commercial or common carrier suspected as bomb, chemical or biological agent. (Follow Bomb Threat Safety Plan or Hazardous Material Spill Safety Plan)
4. Discovered sealed package not delivered by mail by commercial or common carrier. (Follow Bomb Threat Safety Plan)
5. Package or envelope delivered by commercial or common carrier is opened by victim with discovery/leakage of chemical or biological agent.
  - a. Victim calls the Jefferson State Police Department.
  - b. The Jefferson State Police Department calls for the F.B.I, the HAZMAT team, building maintenance, Fire & Rescue Services.
  - c. Jefferson State Police Department advises victims:
    1. to alert associates
    2. to evacuate immediate area
    3. to isolate spill/leak by closing doors and vents to the affected room/area to wash and rinse exposed parts of body from exposed material.
  - d. If necessary, the Campus Police will request building maintenance to cut off all heating, ventilation, and air-conditioning to prevent further exposure.
  - e. If building is to be evacuated, the building will be cordoned off to prevent further entry by staff and visitors.
  - f. HAZMAT personnel will set up decontamination equipment if required.

## MAILROOM GUIDELINES

### SUSPICIOUS PARCEL

Some typical characteristics Postal Inspectors have detected over the years, which should trigger suspicion, include parcels that:

- are unexpected or from someone unfamiliar to you.
- are addressed to someone no longer with your organization or are otherwise outdated.

- have no return address or have one that can't be verified as legitimate.
- are of unusual weight, given their size, or are lopsided or oddly shaped.
- are marked with restricted endorsements, such as "Personal" or "Confidential."
- have protruding wires, strange odors or stains.
- show a city or state in the postmark that doesn't match the return address.

## GENERAL PRECAUTIONS

- a. Wash your hands with warm soap and water before and after handling the mail.
- b. Do not eat, drink or smoke around mail.
- c. If you have open cuts or skin lesions on your hands, disposable latex gloves may be appropriate.
- d. Surgical masks, eye protection or gowns are NOT necessary or recommended.

## HANDLING OF SUSPICIOUS PACKAGE (UNOPENED PACKAGE) PROCEDURE

Actions to be taken if package or container has a powder-like substance and threatening communication but the package is unopened:

1. Do not panic!
2. DO NOT shake or empty the contents of any suspicious envelope or package.
3. Place envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
4. If there is no container available, leave the package where it is.
5. Anyone who has been in contact with the item should wash their hands and any other body parts that might have been in contact with the item with warm soap and water.
6. Isolate the immediate area to prevent additional people from being contaminated.
7. Turn off HVAC units to prevent air from being circulated to uncontaminated areas.
8. Evacuation of the entire workplace is NOT necessary at this point.
9. Notify the Jefferson State Police Department and advise what actions have been taken.
10. Everyone who has been in contact with the package should remain at the scene until the Jefferson State Police Department arrives on scene.

## COLLECTION

Collecting officers will utilize protective gloves and personal protective equipment as dictated by the totality of the situation. The collecting officer will screen the package for Radiological Threats. The location of the package and the package will be photographed and documented. The package will be double bagged in a clear sealed bag. The outside of the bag will be decontaminated. The officer will perform personal decontamination. The officer will complete an Alabama Department of Public Health Chain of Evidence Form. The officer will release the evidence to a member of the FBI Joint Terrorism Task Force.

## HANDLING OF SUSPICIOUS PACKAGE (OPENED) PROCEDURE

1. Do not panic!
2. Do not walk around with the letter or shake it.
3. Do not discard the letter.
4. Do not allow anyone to leave the office that might have touched the envelope.
5. Do not attempt to clean up the suspicious substance.
6. Isolate the area to prevent additional people from being contaminated.
7. Isolate anyone that might have been contaminated from the general population.
8. Turn off HVAC units to prevent air from being circulated to uncontaminated areas.
9. Notify the Campus Police Department and advise the dispatcher of the situation and what actions you have taken.
10. Anyone who might have been contaminated will need to be decontaminated before leaving the area.
11. If a shower is available, anyone contaminated by suspicious substance should shower using soap and warm water.
12. If a shower is not available, decontamination will be completed by a responding Hazardous Material Unit.
13. All clothing should be considered contaminated until the nature of the powder has been determined.
14. Contaminated clothing should be placed in a plastic bag and sealed before showering.
15. The responding Hazardous Material Unit will provide temporary clothing.
16. When emergency responders arrive, they will provide further instructions.

## NOTIFICATION

As soon as this situation becomes known, the following notifications are to take place:

FBI Joint Terrorism Task Force

205-326-6166

US Postal Inspection Service

205-326-2900

Jefferson County Emergency Management 205-601-3346

## **COLLECTION**

Only officers trained as hazardous material technicians and in the proper collection and sampling of suspicious substances will perform this function. Officers will utilize minimum level C personal protection equipment, which includes a full-face APR and gloves. When possible, photograph/document the package and suspicious substance before sampling or collecting. Screen for Radiological Hazards. Screen for volatile organic compounds, flammable material, and oxidizing agents. If the package is opened, screen for presence of an explosive device. If there is any possibility of an explosive device, leave the area and notify a Bomb Disposal Team (Birmingham Police Department, Jefferson County Sheriff's Department or FBI) If no hazards are detected, double bag the sample in clear sealed bags. Decontaminate the outside of the bag. Perform personal decontamination. Complete an Alabama Department of Public Health Chain of Custody Form. If collection equipment was used such as pipettes, submit a clean unused sample for comparison purposes. Turn evidence over to FBI Joint Terrorism Task Force.

## **HANDLING OF SUSPICIOUS PACKAGE (NO THREAT/NO ILLNESS) PROCEDURE**

As there is no threat and no one is ill, it must be determined if there is a logical explanation for the presence of the substance. Are there sources of the same material in the area? Is there a return address on the letter or package and can the sender be contacted? The Jefferson State Police Department will contact the local FBI WMD Coordinator to see if there is knowledge of similar mailings that have previously been identified.

## **HANDLING OF SUSPICIOUS PACKAGE (NO THREAT/ ILLNESS) PROCEDURE**

Biological agents and pathogens do not generally present immediate symptoms. It may be difficult to associate a particular package or container with illness. If a particular package is identified, follow the procedures for a package or container containing a suspicious substance and an articulated threat.

## **GRIEVANCE PROCEDURE**

Jefferson State Community College considers the physical, mental, and emotional well-being of its employees to be paramount. In addition to the leave afforded employees for bereavement and other purposes, the college offers referrals for those employees in need of professional assistance or counseling. An employee seeking such referrals may contact Human Resources or an appropriate administrator.

**APPENDIX A****JEFFERSON STATE COMMUNITY COLLEGE EMERGENCY  
TELEPHONE LIST**

<b>NAME</b>	<b>DIRECT PHONE NUMBER</b>	<b>CELL PHONE NUMBER</b>
KEITH BROWN, PRESIDENT	205-856-7774	205-492-7765
AMANDA HARBISON, VICE PRESIDENT OF STUDENT AFFAIRS	205-856-8543	205-394-2694
DANIELLE COBURN, VICE PRESIDENT OF INSTRUCTION	205-856-7759	256-675-6092
NICHOLAS DYER, CHIEF OF POLICE / DIRECTOR OF SAFETY AND SECURITY	205-856-6006	205-706-6470
RICK EDWARDS, DIRECTOR OF FACILITIES	205-856-7998	659-268-4311



KEVIN JACKSON, MAINTENANCE MANAGER	205-856-7998	659-297-6127
ALABAMA POISON CONTROL	800-462-0800	
ALABAMA POWER	205-326-8000	
SPIRE GAS	800-292-4008	
BIRMINGHAM WATER WORKS	205-244-4000	
ALABAMA STATE TROOPERS	800-322-4691	
BIRMINGHAM FIRE & RESCUE	205-250-7575	
BIRMINGHAM- JEFFERSON EMA	205-254-2039	
BIRMINGHAM POLICE DEPARTMENT	205-328-9311	

CHILTON COUNTY EMA	205-755-0900	
CIVIL DEFENSE	205-254-2039	
CLANTON POLICE & FIRE	205-755-1194	
JEFFERSON STATE POLICE DEPARTMENT	205-856-6093	205-602-4182
JEFFERSON STATE MAINTENANCE DEPARTMENT	205-856-7998	659-268-4311
JEFFERSON COUNTY SHERIFF'S OFFICE	205-325-1450	
JEFFERSON COUNTY EMA	205-254-2039	
NATIONAL WEATHER SERVICE	205-916-0021	
PELL CITY POLICE & FIRE	205-884-3333	

ST. CLAIR COUNTY SHERIFF'S OFFICE	205-884-6400	
HOOVER POLICE & FIRE	205-822-5300	
SHELBY COUNTY EMA	205-884-6800	
CLANTON E911 DISPATCH	205-755-3011	
SHELBY COUNTY SHERIFF'S OFFICE	205-670-6000	
HOOVER FIRE & RESCUE	205-444-7655	
PELL CITY FIRE & RESCUE	205-338-6006	
CHILTON COUNTY SHERIFF'S OFFICE	205-755-4698	

## APPENDIX B

### BOMB THREAT PHONE REPORT SAMPLE

Call the Jefferson State Police Department immediately 205-856-6093. Keep the caller on the line as long as possible. Ask them to repeat the message. Record as much of the message as possible.

Date and time call  
received \_\_\_\_\_

Message of  
caller \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Try to ask these questions:

A. Where is the bomb? Exactly?

\_\_\_\_\_

B. When is it going to explode?

\_\_\_\_\_

C. Why was it put there?

\_\_\_\_\_

D. What does it look like? what size?

\_\_\_\_\_

\_\_\_\_\_

E. What will make it explode?

\_\_\_\_\_

F. How do you deactivate it?

---

If the building is occupied, inform the caller that detonation could result in death or serious injury to innocent people.

## APPENDIX C

### CALLER IDENTIFICATION CHECK LIST

Date \_\_\_\_\_ and Time In \_\_\_\_\_ Out \_\_\_\_\_ of  
call

Male \_\_\_\_\_ Female \_\_\_\_\_

Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ Child \_\_\_\_\_

Estimated Age \_\_\_\_\_

Check applicable Blanks

#### Speech

Slow \_\_\_\_\_

Deep \_\_\_\_\_

Nasal \_\_\_\_\_

Rapid \_\_\_\_\_

Distant \_\_\_\_\_

Lisp \_\_\_\_\_

Loud \_\_\_\_\_

Disguised \_\_\_\_\_

Stutter \_\_\_\_\_

Soft \_\_\_\_\_

Distorted \_\_\_\_\_

Raspy \_\_\_\_\_

Slurred \_\_\_\_\_

#### Accent

Local \_\_\_\_\_

Not Local \_\_\_\_\_

Foreign \_\_\_\_\_

Broken \_\_\_\_\_

Ethnic \_\_\_\_\_

#### Manner

Calm \_\_\_\_\_

Angry \_\_\_\_\_

Emotional \_\_\_\_\_

Rational \_\_\_\_\_

Irrational \_\_\_\_\_

Laughing \_\_\_\_\_

Deliberate \_\_\_\_\_

Incoherent \_\_\_\_\_

Sincere \_\_\_\_\_

**Background**

Factory\_\_\_\_\_

Trains\_\_\_\_\_

Quiet\_\_\_\_\_

Music\_\_\_\_\_

Animals\_\_\_\_\_

Airplane\_\_\_\_\_

Office\_\_\_\_\_

Voices\_\_\_\_\_

Party\_\_\_\_\_

Street\_\_\_\_\_

**Familiarity**

Did caller sound familiar? \_\_\_\_\_ If so, who? \_\_\_\_\_ Did the caller appear familiar with building or area by description of bomb location? \_\_\_\_\_