Dothan, AL

EMERGENCY OPERATIONS PLAN

2026-2027

(Rev 10/07)

PROMULGATION STATEMENT

The Emergency Operations Plan (EOP) is a guide to how the College conducts all hazards response. The EOP is written in support of emergency management and is built upon the National Response Framework as scalable, flexible, and adaptable, and it coordinates structures to align key roles and responsibilities. This plan and its contents shall apply to all College personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, tasked organizations supporting EOP guidelines shall maintain their own procedures/guidelines and actively participate in the training, exercise, and maintenance needed to support this plan. The EOP is intended to capture specific authorities and best practices for managing incidents of any size or scope.

The EOP was prepared by Wallace Community College staff and approved by the College's administration, thereby enabling activities contained within this document to be performed within the College's capability. Furthermore, this EOP has been made available to Wallace Community College faculty and staff and shared with external agencies that may be affected by its implementation.

This EOP is also accessible via the web at:
wallace.edu/studentservices/campussafety

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Dr. Kathy Murphy
President

INTRODUCTION

Wallace Community College considers the safety of the College community to be of paramount importance. The College is committed to providing a safe and secure environment for students, employees, and visitors to each campus and facility.

The purpose of this plan is to provide the faculty, staff, and students of Wallace Community College with a plan of action in the unfortunate event of a natural or man-made disaster. The focus of this plan is to protect life and property by encouraging proper planning and preparation. Every employee will be provided a link to this plan. It is the responsibility of all employees to read, review, and use this document as a reference during emergencies. If at any time you have questions about this plan or your safety or the safety of others, please contact the College Safety Officer.

This document outlines response procedures to emergency situations and continuity of operations plan (COOP) in the event of a disaster. Material regarding pandemics, procedures for building lockdown, and dealing with an active shooter are included. Additionally, accident prevention continues to be an important component of the plan.

It is the policy of the College (1) to respond quickly at all levels in the event of an emergency or threat—including human, natural, technological, and other emergencies or threats, (2) to continue essential internal operations, and (3) to provide support to our customers, emergency management and response agencies, and other agencies or services that may be affected by an emergency.

This plan will be reviewed bi-annually by the College Safety Officer, Campus Deans, the Safety and Security Committee, and the Alabama Community College System.

Suggestions related to safety, security, emergency response, and continuity of operation issues are welcome and encouraged. These should be forwarded to the appropriate Campus Dean.

_____ Date: _____

Dr. Kathy Murphy

President

RECORD OF CHANGE

Date	Page Number	Reason for Change	Approval
7/7/20	2	Edited Wording	
7/7/20	3	Edited Wording	
9/1/21	47	Added Covid Procedure	
6/9/22	59	Revised Appendix A	
12/5/23	59	Revised Appendix A	
06/10/24	36	Revised Dean of Student Affairs and Dean of Student Success titles	
6/10/25	2 & 3	Revised President's name	
10/7/26	20,36,37	Revised Dean, Student Services & Dean, General Academics	

EMERGENCY NUMBERS

WALLACE CAMPUS EMERGENCY: 111
SPARKS CAMPUS EMERGENCY: 4210
CAMPUS POLICE–WALLACE CAMPUS: 334-798-1381
CAMPUS SECURITY–SPARKS CAMPUS: 334-798-1228

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1.0 Safety and Accidents

1.1 General

Wallace Community College endeavors to provide a safe environment for visitors, employees, and students in its classrooms, laboratories, facilities, grounds, vehicles, and other places where attendance is required or permitted.

Because of the personal nature of safety performance, everyone will be expected to directly participate in the supervision of programs to assure that safe working conditions are maintained. Faculty and staff members are directly responsible for their own safety, for the safety of students and employees under their supervision. This responsibility can neither be transferred nor delegated. The Human Resources Office is responsible for ensuring that new hires contact the College Safety Officer to receive a copy of this plan and a safety orientation. This requirement is part of the Orientation Checklist for New Personnel.

Faculty members are responsible for the following:

1. Familiarizing themselves with the campus, this plan, and any relevant unit plans, including their duties and responsibilities therein.

2. Providing their classes or audiences with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar.

3. Knowing how to report an emergency from the classroom, facility, or location being used.

4. Ensuring that persons with disabilities have the information they need. Faculty members should be familiar with the plan for disabled students and be able to direct students or visitors with disabilities.

5. Taking charge of the classroom, facilities, and location and following emergency procedures to ensure safety and security.

Supervisors, Staff Members, and Employees are responsible for the following:

1. Ensuring that they have access to the plan and procedures (either by Web address, hard copy locations, or information on where to get personal copies).

2. Familiarizing themselves with this plan and any relevant unit plans.

3. Participating in drills.

4. Orienting and informing students, volunteers, and visitors of procedures to be followed in case of an emergency. Students should be oriented on the first day of class to ensure that they are aware that evacuations are mandatory, when the alarm system is activated, and that they know where the nearest exits are located. Visitors unfamiliar with building procedures should be informed and assisted as appropriate.

Accident prevention should be practiced and taught as an objective of any shop or laboratory program. Faculty members should inspect classrooms, laboratories, and other areas for which they are responsible to ensure that acceptable standards for safety are met. When appropriate, program-specific safety guidelines should be distributed to students. Acceptable standards in the classroom or on the athletic field include the removal of any known hazard and adequate supervision for the activity at hand. Faculty and staff members should report any potential hazard to the Campus Police Chief, Director of Maintenance, and appropriate dean immediately. The Campus Police Chief will take the necessary actions to correct the hazard.

Students are required to wear shoes, appropriate clothing, and protective devices in laboratories, shops, darkrooms, and any other place where a danger of injury exists. Students are expected to follow safe practices in their class activities. Faculty and staff members should set a proper example and ensure that appropriate protective equipment is available and used.

Students are responsible for providing the cost of their own medical services. It is recommended that faculty members advise students to review their medical insurance to determine whether they have appropriate coverage, particularly if they take laboratory courses or participate in sports.

As a public agency, the College's liability is limited by statute. The College is not authorized to make payment to individuals who seek to recover for injury or property damage. Under no circumstances should a faculty member or other College

employee indicate to a student or member of the public that the College will be responsible for an injury or for property damage. Students seeking redress or recovery for damages or expenses should contact the Dean, Business Affairs. College personnel seeking redress or recovery for damages or expenses should contact the Director of Human Resources.

Parents, guardians, or others bringing minors to any College location are responsible for the safety and welfare of unsupervised minors. Minors must not be left unattended while parents are working or attending class at the College. In addition, except with the instructor's permission and arranged prior to the class session, minors are prohibited from any College classroom in which instructional activities are taking place. Parents or guardians of unsupervised minors will be held responsible for any destruction of property or any disruption of orderly function of the College that their children may cause.

1.2 Accidents in Classrooms, Laboratories, and Shops

The College is not equipped to provide medical services. In the event of an injury requiring emergency medical treatment, the College emergency operator should be called. The College emergency operator can be reached by telephone by dialing **111** during normal work hours on the Wallace Campus and by dialing **4210** on the Sparks Campus. During the evening and on weekends, the security officer on duty can be reached by dialing 334-798-1381 on the Wallace Campus and 334-798-1228 on the Sparks Campus. The College emergency operator or security officer will notify the local rescue squad and appropriate persons at the College. As appropriate, the local rescue squad can be summoned directly by dialing 911.

Employees with the proper training should attempt to administer first aid. First aid kits are available in laboratories and shops.

The supervising faculty or staff member will file an accident report with the appropriate dean when an accident occurs in a classroom, laboratory, or shop (Appendix A). A copy of the report will be sent to the office of the appropriate campus dean and the Chief of College Police.

1.3 Employee Accidents on the Job

All accidents involving College employees, including student workers, will be reported immediately to the College emergency operator (by dialing **111** on the Wallace Campus or by dialing **4210** on the Sparks Campus), who will notify the Campus Police Officer on Duty, and the Human Resources Office. The employee will complete an *Employee's First Report of Accident* form (Appendix B) with the assistance of the Director of Human Resources. A copy of the report will be provided to the Dean, Institutional Services and Community Development, the appropriate campus dean, and the Chief of College Police.

1.4 Responding to On-Campus Health and Safety Emergencies

Any person witnessing an accident that appears to require the services of the rescue squad will call the College emergency operator (dial **111** on the Wallace Campus and **4210** on the Sparks Campus) during normal working hours or the security officer after hours at cell phone 334-798-1381 on the Wallace Campus and 334-798-1228 on the Sparks Campus if no immediate threat to personal safety. If an immediate threat to personal safety, dial 911 to contact the Dothan or Eufaula Police Department and then the College emergency operator or Campus Police Officer.

If a medical emergency occurs, the witness can contact the College emergency operator by dialing **111** on the Wallace Campus, **4210** on the Sparks Campus, or the security officer after hours at the phone numbers listed above.

The College emergency operator or a Campus Police Officer will do the following:

- Call 911.
- Notify the appropriate campus dean, the Chief of College Police, and others, if necessary.

The witness will stay with the injured party until help arrives.

If a safety emergency occurs (e.g., assault, gas leak, electrical problem, etc.), the witness will contact the College emergency operator (dial **111** on the Wallace Campus or **4210** on the Sparks Campus) or the Campus Police Officer on duty and report specifics of the incident.

The College emergency operator or a Campus Police Officer will do the following:

- Call police, the appropriate Campus Dean, and Chief of College Police, as appropriate.

- Assist with the evacuation of personnel, if appropriate.

For accidents involving employees, students, or members of the general public, an *Accident Report* (Appendix A) will be completed by the supervising faculty or staff member or the person involved, as appropriate. Reports of accidents involving students or members of the public will be submitted to the appropriate campus dean and the Campus Police Officer.

1.5 People with Disabilities

People with disabilities who are self-sufficient under normal circumstances may have to rely on the help of others in a disaster.

- People with disabilities often need more time than others to make necessary preparations in an emergency.

- The needs of older people are often similar to those of persons with disabilities.

- Because disaster warnings are often given by audible means such as sirens and radio announcements, people who are deaf or hard of hearing may not receive early disaster warnings and emergency instructions. Others are expected to be their source of emergency information as it comes over the radio or television.

- Some people who are blind or visually impaired, especially older people, may be extremely reluctant to leave familiar surroundings when the request for evacuation comes from a stranger.

- A guide dog could become confused or disoriented in a disaster. People who are blind or partially sighted may have to depend on others to lead them, as well as their dog, to safety during a disaster.

- People with impaired mobility are often concerned about being dropped when being lifted or carried. Determine the proper way to transfer or move someone in a wheelchair and what exit routes are best.

- Many respiratory illnesses can be aggravated by stress. In an emergency, oxygen and respiratory equipment may not be readily available.

- People with epilepsy, Parkinson's disease, and other conditions often have very individualized medication regimens that cannot be interrupted without serious consequences. Some may be unable to communicate this information in an emergency.

If a disaster warning is issued, check with neighbors or coworkers who are disabled and offer assistance whenever possible.

1.6 Other Incidents

Behavior or actions that are disruptive to the process of education or which threaten individuals or groups within the College community are not acceptable. The College reserves the right to order anyone who is guilty of such behavior to leave the campus.

Campus Police Officers are sworn law enforcement personnel who are authorized to carry weapons and are empowered to make arrests. College contracted security officers are not sworn law enforcement personnel and are not empowered to make arrests, but they are empowered to carry firearms. The Campus Police Officer on duty can assist with disruptive situations; however, when circumstances require the presence of law enforcement officers, Campus Police will call the College emergency operators at **111,** who will in turn notify the and 911.

In a case of rape, the College emergency operator or Campus Police Officer will also call a female or male counselor or faculty/staff volunteer, depending on the circumstances.

Incidents involving students should be reported to the appropriate campus dean, using the Wallace Community College *Accident/Incident Report* (Appendix A). Incidents involving College employees or members of the public should be reported directly to the appropriate campus dean.

The College Police Department will maintain a log of incidents, including the date, time, person or persons involved, and a brief description of the circumstances of the incident.

1.7 Firearms Policy

The possession, storage, or use of firearms, ammunition, explosive materials, knives, and dangerous weapons of any type is prohibited on College property and at all college-sponsored activities. Persons who do not comply with this policy will be ordered to leave and may be turned over to appropriate law enforcement official. In addition, employees and students who violate this policy will be subject to disciplinary action (*Personnel Handbook*, Section 317; *Student Handbook*, Campus Regulation Section), up to and including suspension, termination, or expulsion as provided by College policies and procedures. Criminal charges may also be lodged when deemed appropriate.

This policy does not apply to persons who are licensed law enforcement officers in the state of Alabama or to the possession of non-lethal personal defense weapons, such as pepper spray or mace. All other exceptions to this policy must be approved in writing by the President of the College.

An employee or student with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected offense. The suspected offense should be reported to the Campus Police Officer (334-798-1381 on the Wallace Campus and 334-798-1228 on the Sparks Campus) and to the appropriate campus dean, if no immediate threat to personal safety exists. If an immediate threat to personal safety exists, the suspected offense should be reported to the Dothan or Eufaula Police Department (911) and the appropriate campus dean.

1.8 Off-Campus Locations

The primary responsibility for safety and security at off-campus locations rests with the host or sponsoring organization. Medical emergencies should be handled by placing a 911 call. The 911 operator will direct the appropriate response based on the location. A Wallace Community College *Accident/Incident Report* (Appendix A) is required for off-campus emergencies.

1.9 Safety Officer

The President of the College has appointed a College Safety Officer (currently the Dean of Business Affairs,). Normally, this will be the security supervisor.

1.10 Safety Committee

The Safety and Security Committee will consist of the College Safety Officer, special needs counselor, a science laboratory instructor, and other persons, as appropriate. The committee will investigate and monitor safety conditions at the College and recommend corrective actions to the committee's administrative liaison.

1.11 Campus Crime Data

Federal legislation (Jeanne Clery Act) requires that campus crime data be reported to the federal government annually. Data are maintained for three years. These data are to be made available to all students and current employees. The College meets this requirement by posting the required information under *Safety & Security* on the College Web site.

1.12 Sex Offender Registry

The federal Campus Sex Crimes Prevention Act of 2000 requires all colleges to issue a statement advising the campus community where information on registered sex offenders can be obtained. The required statement and a link (http://community.dps.state.al.us/) to the State of Alabama Police Sex Offender Web site have been incorporated into *Safety & Security* on the College Web site.

2.0 WORKPLACE VIOLENCE

2.1 General

Wallace Community College will not tolerate acts or threats of violence in the workplace. All alleged violations of this policy will be taken seriously and will be immediately reviewed to determine whether further investigation is warranted. College employees who commit violent acts or who are found to engage in behavior in violation of this policy will be subject to disciplinary action, up to and including termination. Students found in violation of this policy will be subject to disciplinary action under the Student Disciplinary Policies and Procedures in the *Student Handbook* section of the College catalog. Appropriate legal action may be taken against visitors who violate this policy.

2.2 Examples of Prohibited Conduct

Workplace violence is defined as any act that creates a hostile work environment or negatively affects an employee, either physically or psychologically. The circumstances of workplace violence may include criminal acts, violence by disgruntled clients, violence by coworkers, and domestic violence that find its way into the workplace. This includes conduct against persons or property that is sufficiently offensive or intimidating as to create a hostile, abusive, or intimidating environment for faculty and staff members, students, and visitors (*Personnel Handbook*, Section 406; *Student Handbook*, Campus Regulations).

Specific examples of conduct that may be considered threats or acts of violence prohibited under this policy include, but are not limited to, the following:

- Threats or acts of violence occurring on College property, regardless of the relationship between the College and the individual involved in the incident.
- Physical assaults and direct or implied threats to harm an individual or her/his family, friends, or associates.
- Intentional destruction, threat of destruction, or sabotage of an individual's personal property or property owned, operated, or controlled by the College.
- Harassment via threatening telephone calls, letters, or other forms of written or electronic communications.
- Acts of conspiracy to intimidate or attempt to coerce an individual to commit a wrongful act, as defined by applicable law, administrative rule, policy, or work rule.
- Intimidation resulting from the improper exercise of power or authority.
- Acts or unruly conduct that disrupt the natural work or educational environment of the College or that result in fear for personal safety.
- Willful, malicious, or repetitive following of another person (also known as *stalking*).

- Unauthorized possession of or inappropriate use of firearms, weapons, or any other dangerous devices on College property.

- Slurs or derogatory remarks regarding another person's ethnicity, natural origin, gender, religion, or religious affiliation, disability, or sexual orientation.

- Intimidation by bullying, using *fighting words* or profanity, or exhibiting obscene gestures which create in the mind of an individual a reasonable belief of immediate harm.

- Physically touching another individual in an intimidating, malicious, or sexually harassing manner, including hitting, slapping, poking, kicking, pinching, grabbing, pushing, etc.

2.3 Psychological Crisis

A psychological crisis exists when an individual is threatening harm to himself or others, or is out of touch with reality due to severe drug reactions or psychological problems. Psychological problems may be manifested by hallucinations or uncontrollable behavior. A psychotic episode may also involve a person who has walked away from a nursing home or hospital.
If a psychological crisis occurs:

1. Never try to handle a situation on your own that you feel is dangerous.
2. Notify Campus Police or College Administration.

2.4 Reporting Threats or Acts of Workplace Violence

Faculty and staff members, students, and visitors are strongly encouraged to report acts or threats of workplace violence to the appropriate authority. Faculty and staff members should report incidents to their supervisor or to the Director of Human Resources, as appropriate. Students, including student workers, should report incidents to their supervisor, the appropriate campus dean, or the Director of Human Resources, as appropriate. Visitors should report incidents to the appropriate campus dean. The Wallace Community College *Accident/Incident Report* (Appendix A) should be used to file the report. Copies of all written incident reports involving actual or alleged workplace violence will be provided to the Director of Human Resources, the appropriate campus dean, and the President of the College.

2.5 Investigation of Incidents

All reports of actual or alleged workplace violence will be investigated by the proper authority. Unless resolved by the immediate supervisor, reports involving College employees will be investigated by the Director of Human Resources and the College Safety Officer. Reports involving students will be investigated by the Dean, Student Services and the Chief of College Police. Reports involving visitors will be investigated by the Chief of College Police.

2.6 Corrective Actions

College employees who commit or threaten workplace violence will be subject to disciplinary action, up to and including termination of employment (*Personnel Handbook*, Section 406). All disciplinary actions will be coordinated with the Director of Human Resources and must comply with Wallace Community College and the Alabama Community College Board of Trustees policies and procedures.

If a supervisor suspects that an employee has work-related and/or personal problems that could lead to workplace violence, the supervisor should confer with the Director of Human Resources.

If a supervisor or other College employee suspects that a student is exhibiting signs that may lead to workplace violence, the supervisor or employee should confer with the appropriate campus dean. The campus dean will assess the situation and take appropriate action.

2.7 Preventive Measures

The Director of Human Resources will ensure that all current and new employees are aware of this policy. To minimize the risks of violent incidents occurring in the workplace, the College Safety Officer will provide opportunities for faculty and staff members and students to be trained in the risk factors associated with workplace violence and proper handling of emergency situations.

3.0 EMERGENCIES AND DISASTERS

3.1 General

An *emergency situation* is one in which an immediate threat of loss of life, personal injury, or destruction of property exists. The number of casualties and the amount of destruction suffered in an emergency or natural disaster can be reduced if procedures are followed and order is maintained. Hence, Wallace Community College has developed contingency procedures to protect members of the College community and College property during emergencies and natural disasters.

The following planning assumptions have been applied:

- There may or may not be advance warning of a possible emergency.
- Assistance will be available from local resources (e.g., fire and law enforcement officials, hospitals and other medical facilities, emergency rescue squad, and other community service agencies, etc.).
- The College President or designee will be available in the decision-making chain to implement and coordinate the appropriate actions.
- Full cooperation among administrators, faculty and staff members, and students will be forthcoming.
- Evacuation of any College location can be accomplished rapidly and safely, if it becomes necessary.
- The routes of ingress and egress to the campus will be unrestricted.
- College personnel will follow the established procedures.

The President has final authority and responsibility in any general emergency or disaster. The appropriate campus dean will act in the absence of the President.

The appropriate campus dean is responsible for coordinating emergency actions. These may include, but are not limited to, closing a campus or College location, evacuating personnel, and transporting the injured to appropriate facilities for treatment.

The Dean, Business Affairs is responsible for securing financial records; the Dean, Institutional Services and Community Development is responsible for securing the personnel records of the College; and the Director of Sparks Campus is responsible for securing all student and financial aid records.

The Dean of Capital Projects and Maintenance is responsible for securing College buildings and equipment and tying down or storing all items that might become flying debris in the event of a severe wind storm. The Dean of Capital Projects, Maintenance, and Operations will ensure that all fire extinguishers are in working order, that the fire alarms are operative, and that maintenance personnel are fully briefed to take appropriate action in any emergency. The Dean, Business Affairs serves as the safety officer.

The Dean, Business Affairs is responsible for the integrity and protection of the College network and for establishing policies and procedures to ensure that all individuals involved in the management, operation, programming, maintenance, or use of information technology resources take all necessary measures to ensure the adequate protection of these resources within their control or possession.

During evening hours, the Extended Programs Coordinator will assume responsibility for implementing this contingency plan. If possible, the Extended Programs Coordinator will contact the Business Dean (or if the Business Dean is not available, another Dean or the President) before taking action. If this notification is not possible, the Extended Programs Coordinator will implement the emergency plan and contact the campus dean or other appropriate official as soon as possible. The campus dean or other appropriate official will assume control upon arriving on campus.

3.2 Communications

The College will use multiple means of communication, including the College telephone system, cell phones, College two-way radios, the campus public address system (on the Sparks Campus), electronic mail, the College Web site, local media announcements, individual building fire alarm systems, and word of mouth, as appropriate to the situation.

3.3 Command Center

Grimsley Hall, Room 156A (conference room in the Business Office) on the Wallace Campus and the Campus Director's Office on the Sparks Campus will serve as the command center during an emergency situation. Should this location not be

available, the computer center in the Computer Technology Center (CTC) on the Wallace Campus and the Cope Room on the Sparks Campus will be used.

The primary lines of command communication in the event of an emergency are the telephones. Upon declaration by the appropriate campus dean of an emergency, the responsible administrator will call all information concerning the completion of actions under this plan into the command center alert. If the telephone system is unusable, the College two-way radio net will be used to the extent possible. In addition, each person responsible for actions under this plan will designate messengers as required. These messengers will carry the necessary information to the command center.

College vehicles will be used for working parties or for emergency requirements. All requests to use college vehicles should be forwarded to the command center for approval.

The President will be notified immediately regarding any situation that requires the activation of the command center.

If necessary, the news media will be directed to the College Library (on either facility) for the dissemination and handling of any news releases. The Dean, Institutional Services and Community Development will coordinate all news releases.

3.4 Local Authorities

The Dale County Sheriff's Department 334-774-2335 and/or the Dothan Police Department (911) will be contacted if the assistance of a law enforcement agency is necessary on the Wallace Campus. Additional assistance is available from the and the Alabama Bureau of Investigation 334-983-5614. The Eufaula Police Department (911) will be contacted if the assistance of a law enforcement agency is necessary on the Sparks Campus. Additional assistance is available from the Barbour County Sheriff's Department 334-775-3434 and the Alabama Bureau of Investigation 334-983-5614. A complete list of emergency contact numbers is contained in Appendix D of this document.

3.5 Emergency Medical Services

The College does not provide health services. Medical care is an individual responsibility since all students and personnel reside off campus. However, in case of a serious injury or medical emergency, the College emergency operator will call 911.

As noted in Section 1.2, employees with the proper training should attempt to administer first aid. First aid kits are available in laboratories and shops.

The nearest hospitals are the Southeast Health 334-793-8111 and Flowers Hospital 334-793-5000 in Dothan and the Medical Center Barbour 334-688-7000 in Eufaula. If the rescue squad has been called for an injured person, the decision-maker should determine from the driver of the ambulance the hospital to which the patient will be taken. The Campus Police Officer, or other official will attempt to contact the person(s) listed as the emergency contact in the student's official record or the emergency contact listed for the employee.

3.6 Automated External Defibrillator (AED)

An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. The AED must only be applied to victims who are unconscious, without a pulse, and not breathing. The AED will analyze the heart rhythm and advise the operator if a shock able rhythm is detected. If a shock able rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Scope

An AED will be used in conjunction with Cardio-Pulmonary Resuscitation (CPR) in cases of sudden cardiac arrest on campus, in accordance with accepted protocols, including those developed by the American Red Cross and American Heart Association. Use of the AED and CPR will continue as appropriate during the course of emergency care, until the patient resumes pulse and respiration, and/or local Emergency Medical Services (EMS) arrive at the scene, and assume responsibility for emergency care of the patient.

Locations:

Per the manufacturer's recommendations, the AED devices are placed in areas that are easily accessible and periodic inspection of the AED will be facilitated.

AED locations:

Dothan	Sparks
Grimsley Hall	A Building
Wallace Hall	Campus Police
Science Building	Vehicle

Cherry Hall Rane Hall Gary Hall Health Science Cunningham Hall CAS Building Campus Police Vehicle	

System Verification and Review

Periodic Systems Check: Once each calendar month, the maintenance department shall conduct and document a system check including the following elements:

1. AED battery life;
2. AED operation and status.

Users

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent they are comfortable.

3.7 Fire

When alerted, personnel will evacuate classrooms and office areas. The individual discovering the fire should activate the fire alarm, dial 911, and call the College emergency operator (by dialing **111** on the Wallace Campus or by dialing **4210** on the Sparks Campus) immediately, giving the location, the extent of the fire, and the caller's name. The College emergency operator will activate emergency procedures and may call the fire department (911), if necessary. The College emergency operator will also advise the Campus Police Officer on duty, and the Dean of Capital Projects, Maintenance, and Operations. All other personnel, including the fire safety coordinator, will carry out their duties as appropriate.

After the building is evacuated, non-essential personnel will remain at least 500 feet from the building.

3.8 Tornado or Severe Wind Storm

If, during a tornado or severe windstorm, it is necessary to provide shelter for personnel and students, the following rooms should be used:

Any interior classroom, lab, or office not having any windows;

Any interior hallway away from storefront door openings.

Any rooms that do not have any windows or walls to the outside of the building are considered reasonably safe areas. All personnel and students should stay away from windows, doors, and other areas that are not considered safe.

3.9 Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below.

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
2. If outdoors, move quickly away from buildings, utility poles and other structures. Always avoid power and utility lines as they may have high voltage electricity. Know your assembly point.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits but stay in the vehicle for shelter.
4. After the initial shock, evaluate the situation and if emergency help is necessary, call Campus Police or dial 911. Protect yourself at all times and be prepared for aftershocks.
5. Damaged facilities should be reported to Campus Police and the Maintenance Director.

NOTE: Gas leaks and power failures create special hazards.

6. If an emergency exists, activate the building's fire alarm.

7. If the building fire alarm is sounded, walk to the nearest marked exit and ask others to do the same.
8. Assist the disabled in exiting the building. Remember elevators are reserved for the disabled person's use. **Do not use elevators in case of fire.**
9. Once outside, move to a clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
10. If requested, assist emergency crews.
11. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
12. **Do not return to an evacuated building** unless told to do so by a college official.

REMEMBER:

1. **Avoid utility poles and utility lines.**
2. **Do not use elevators in case of fire.**
3. **Do not block hydrants, fire lanes or walkways.**
4. **If a gas leak is suspected, follow guidelines in the "Utility Failure" section. Do not return to an evacuated building.**

3.10 Gas Leak

Natural gas contains a foul-smelling odor (similar to rotten eggs) that serves to warn that gas is present in the area. Leaking natural gas can cause headache and nausea. If present in sufficient quantity, a danger of explosion exists if ignited.

Any detection of natural gas odor is to be immediately reported to the College emergency operator or Campus Police Officer on duty. The area where gas is suspected should be evacuated and blocked off. Maintenance staff members are to immediately shut off the gas supply to the affected area. The Dothan or Eufaula Fire Department (911) and the Southeast Alabama Gas District, 334-794-0567, should be called by the maintenance supervisor or other College official immediately to report the leak.

The affected area will not be reoccupied until it has been determined safe by the local authorities.

3.11 Utility (Power) Failure

1. In the event of a major utility failure occurring during regular working hours Monday through Friday, immediately contact Campus Police or the Building Coordinator.
2. If there is potential danger to building occupants or if the utility failure occurs after hours, weekends or holidays, notify Campus Police. Also Campus Police will be responsible for contacting the Crisis Management Team.
3. If an emergency exists, activate the building fire alarm.
4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
5. Assist disabled persons in exiting the building. **Do not use the elevators in case of fire.**
6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes and hydrants clear for emergency crews.
7. If requested, assist the emergency crews.
8. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

Do not return to an evacuated building unless told to do so by a college official. Since sufficient lighting may not always be present in emergency situations, it is advisable to keep flashlights available in buildings occupied after dark.

3.12 Elevator Failure

If you become trapped in an elevator, use the phone to call Campus Police. If the elevator does not have a phone, use the alarm on the front panel to signal for help.

3.13 Plumbing Failure/Flooding

Cease using all electrical equipment. Notify Campus Police, the Building Monitor or Maintenance and if necessary vacate the area.

3.14 Building Lockdown

A building lockdown (to the extent possible) will be ordered when it is more dangerous to evacuate the building than to remain in place. When a building

lockdown is ordered, the Wallace Alert System will be used to instruct persons in public spaces to seek shelter in the nearest classroom or laboratory. Doors should be locked, if possible. As no electronic locking system is in place, attempts will be made by Wallace personnel to lock exterior doors. Stay away from windows and doors and remain in place. If gunfire is heard, get on the floor and remain quiet. Do not leave your place of safety until instructed to do so by authorized personnel.

3.15 Inclement Weather

The policy of the College is to remain in operation to the maximum extent possible. The President or designee will determine when classes are to be canceled because of inclement weather. Notification will be made through posting on the College Web site, Wallace Alert, voice message on the College switchboard and emergency message line, and local television and radio station announcements. Individuals should use their own judgment as to the feasibility of driving to or from the College during periods of inclement weather.

4.0 TERRORISM AND ACTIVE SHOOTER SITUATIONS

4.1 General

Federal and state law enforcement reports indicate that terrorist acts are possible on college and university campuses. For this reason, Wallace Community College employees should take reasonable security precautions by being alert to their surroundings.

Members of the Wallace Community College community should report any instances of suspicious activity observed at any College location. Should anything out of the ordinary be observed, immediately contact the switchboard by dialing **111.** After hours or on weekends, contact the security officer at 334-798-1381 on the Wallace Campus or 334-798-1228 on the Sparks Campus.

4.2 Threat Conditions

Homeland Security established the National Terrorism Advisory System that uses the following terrorist threat alerts:

- **Imminent Threat Alert—**Warns of a credible, specific, and impending terrorist threat against the United States.

- **Elevated Threat Alert—**Warns of a credible terrorist threat against the United States.

The President, in consultation with the Administrative Council of the College, will determine appropriate responses to specific threat levels and threats. Although the likelihood of a terrorist event directly affecting the College community is remote, all employees should remain alert.

4.3 Bomb Threat

In the event of a bomb threat, the affected campus or location will be evacuated immediately. All persons will remain at least 500 feet from the building. For bomb threats at any College location, a call will immediately be made to Campus Police, 911, the appropriate campus dean. The building(s) will not be reentered until bomb disposal personnel have accomplished a search of the facility and given the all-clear sign.

An individual receiving a bomb threat should attempt to keep the caller on the line as long as possible. The receiver should question the caller concerning the location of the bomb. The caller should be reminded that the building is occupied, and an explosion could cause serious injury or death to several innocent persons. In addition, the receiver of the call should listen carefully for background noises (e.g., machinery, music, motors, or any other distinctive sound) and the voice quality of the caller (e.g., accent, speech peculiarities). If possible, the receiver of the call should attempt to use the *Bomb Threat Call Checklist* (Appendix C) to collect this information. This type of information will be reported to the control center and investigating officers.

The President or designee will alert the Dothan or Eufaula Fire Department, as appropriate, of a possible explosion resulting in fire by calling 911.

4.4 Active Shooter

An active shooter is a person who is actively engaged in the killing or the attempted killing of people. In most cases, active shooters use firearms as their weapon of choice, and they display no predetermined selection of their victims. Incidents involving an active shooter are fluid-like and ever-changing and

place tremendous demands on law enforcement as they deploy enforcement personnel in an effort to quell the shooter's intentions to kill innocent individuals.

The response to an active shooter situation will depend on several dynamic and personal factors. More than one shooter and/or multiple buildings may be involved in the attack. Although it may be difficult, always try to remain calm and project that calmness to others. Pay attention to and obey any and all instructions given to you by law enforcement officials.

If an active shooter enters your classroom or office, immediately dial 911. If you are confronted and unable to speak, do not hang up the phone unless ordered to do so by the shooter. If you are unable to safely escape or hide, you may be able to negotiate with the shooter. Consider the following techniques:

- remain calm,
- sound confident,
- do not raise the tone of your voice,
- do not respond defensively,
- do not touch the person,
- do not challenge the shooter,
- do not accept the weapon if offered—Instead ask that it be laid down, and
- do not invade the shooter's personal space (3 to 6 feet).

Engaging in a physical confrontation is always a last resort and should be considered only after all other options have failed.

If the shooter is in the same building, determine if your room can be locked and, if so, lock the door. If you cannot lock the door, determine if you can safely move to a room that can be locked, keeping in mind that a lockdown procedure may already be in place. If you cannot relocate to a lockable room, try to barricade the door using furniture or other available items. Once you have successfully locked yourself in and turned lights off, you should cover any windows with a direct line of sight into the room. If possible, call the local police

department by dialing 911 and the College emergency operator to relay pertinent information. Close window blinds, turn lights and radios off, be quiet, and **do not** activate any fire alarms. If you are captured by the shooter, consider playing dead if no other victims are around you. Never look into the eyes of the shooter, and obey all commands. As a last resort, you may have to engage in a physical altercation or flee on foot.

If the shooter is on the campus but is not near your location, run or drive away from the threat as quickly and safely as possible in a direction away from the shooter, warning others as you go. Otherwise, assist in getting others into classrooms and offices that can be locked. Get everyone down on the floor and cover all window openings and doors with a direct line of sight into your location. Call 911 and the College emergency operator, offering your location, the number of persons in your room, and any relevant information. Turn all lights and radios off and remain quiet. Do not respond to unfamiliar voices, as they may be the shooter(s) attempting to lure you out of your position of safety. Respond only when you know you are speaking with a law enforcement officer.

If it is necessary to flee during an active shooter incident, make certain that you have an escape plan in mind and that you have considered your route of escape. Leave all personal belongings, such as book bags, behind. As you flee, above all, keep moving and do not run in a straight line. Attempt to weave around any obstacle that can provide you with cover and distract the shooter's eyes from you. Continue to flee until you reach a point of safety. Do not stop to help those who may have been injured by the shooter, but mentally note their locations so you can report them later. Obey all directions from law enforcement officers you encounter.

Law enforcement officers will be arriving, and it is important to realize that they have been trained to immediately proceed to the area where shots were last heard. **It is the purpose of the law enforcement officers to stop the shooting as quickly as possible.** They may, therefore, be dressed or armed differently than you have seen them in the past. They will probably be in groups of four and may have bulletproof vests on the exterior of their uniforms. They may be from departments other than the Dothan or Eufaula police departments. They may have shotguns and/or assault rifles, helmets, and pepper spray. You need not fear them, although they may seem very authoritative and demanding. Keep your hands in plain view and drop any items you may be carrying. **Do not question the officers' authority.** Do, however, quickly provide them with any information you may have. Do not be alarmed when the officers pass injured people; their primary objective is to stop the

shootings. You may be asked to remain in a secure location so you can be interviewed following the conclusion of the incident.

The contents of this section have been reviewed by the Dothan Police Department and modified accordingly.

4.5 Violent or Criminal Behavior

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious activities and promptly report them.
2. If you are a victim or witness to any on-campus offense, report it to Campus Police.
3. Give details of the incident including the following:
   A. Nature of the incident.
   B. Location of the incident.
   C. Description of person(s) involved.
   D. Description of property involved.
4. If you observe a criminal act or a suspicious person on campus, immediately notify Campus Police or call 911.
5. Assist the officers when they arrive by supplying them with all pertinent information and ask others to cooperate.
6. Should gunfire or the discharge of explosives pose a hazard to the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

4.6 Civil Disturbance or Demonstration

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be deemed disruptive unless one or more of the following conditions exist as a result of the demonstration.

1. Interference with normal operation of the college.
2. Prevention of access to offices, buildings or other college facilities. If any of these conditions exist, Campus Police should be notified and will be responsible for contacting and informing the Emergency Director and/or

the President. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

Peaceful, Non-Obstructive Demonstration

1. Generally, demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct business as normally as possible.
2. If demonstrators are asked to leave, but refuse to leave by regular facility closing time then:
   A. Arrangements will be made by Campus Police to monitor the situation during non-business hours or,
   B. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. **(See next section)**

Non-Violent, Disruptive Demonstration

1. In the event that a demonstration blocks access to college facilities or interferes with the operation of the college then:

   A. Demonstrators will be asked to terminate the disruptive activity by Campus Police or college officials.
   B. The Crisis Management Team may be requested to go to the demonstration site in order to reason with the demonstrators.
   C. If the demonstrators persist in disruptive activity they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by legal authority and Campus Police.
   D. After consultation with the President of the college, it will be determined if further measures are required by legal authority and Campus Police. If the determination is made to seek intervention by legal authority or Campus Police, the demonstrators should be informed.

Violent, Disruptive Demonstration

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the college President shall be notified.

5.0 CONTINUITY OF OPERATIONS PLAN (COOP)

5.1 General

Wallace Community College has operations that must be performed or resumed rapidly and efficiently in an emergency. While the impact of an emergency cannot be predicted, planning for operations under such conditions can mitigate the impact of the emergency on our people, our facilities, and our mission. This section constitutes the Continuity of Operations Plan (COOP) of the College. The plan establishes policies and guidance to ensure execution of essential functions if an emergency at the College or in its service area threatens or incapacitates operations or requires relocation of selected personnel and functions.

The plan will be initiated when an emergency situation or disaster requires a response beyond that provided for in Section 3.0 above. Typically, this would be in response to circumstances that threaten the continuity of normal College operations. Temporarily closing the College because of inclement weather does not constitute a circumstance that would by itself trigger activation of the COOP. However, a weather event that results in significant physical damage or interrupts critical services to the College (such as water or electricity) for an extended period of time could require activation of the plan.

5.2 Plan Activation

The President has the authority to activate the COOP. The appropriate campus dean has the authority to activate the plan in the absence of the President. The decision to activate the plan should be based on an assessment of the business interruption incident, including any physical impairment to the College's physical facilities.

5.3 Crisis Management Team

The Crisis Management Team (CMT) is made up of members of the following:

- President
- Dean of Business Affairs
- Dean of Institutional Services and Community Development
- Dean of General Academics
- Dean of Student Services

- Chief of Campus Police
- Dean of Capital Projects, Maintenance, and Operations
- Human Resource Director
- Director of Public Relations

The CMT has the following roles and responsibilities:

- Coordinates activation of the COOP.
- Activates supporting restoration and recovery teams as needed, and monitors the activities of the teams.
- Communicates and coordinates with external agencies, as appropriate.
- Provides overall management for business resumption activities.
- Approves expenditures associated with business recovery.
- Ensures that all necessary reporting and documentation is completed.

5.4 Information Technology

The Dean, Business Affairs serves as the contingency management coordinator for information technology. He or she is responsible for ensuring that adequate plans and procedures exist for operating the administrative computer function if a disaster occurs that affects the operation of the College management information systems function. The Dean, Business Affairs will establish disaster recovery procedures consistent with the Supercomputer Authority of Alabama.

The College has installed an emergency generator that is designed to keep critical information technology resources—including servers, the campus network, and the College voiceover-IP telephone system—operational for an extended period in case of a power failure. This capability has been tested and validated.

5.5 National and Regional Emergencies

During a period of legally declared national or regional emergency, the College will comply with all directives issued by the appropriate federal and state authorities. If ordered to close by a legal authority, the College will be locked down during the period it is closed, and access to College facilities will be limited to members of the Administrative Council, members of other authorized restoration and recovery teams, and College security personnel. If requested or required to provide facilities in support of disaster relief or other purposes, the College will cooperate to the fullest extent possible. Closing of the College and the provision of College facilities to outside agencies will be coordinated with the Chancellor of the Alabama Community College System.

5.6 Restoration and Recovery Teams

In addition to the Crisis Management Team, the following functional area restoration and recovery teams may be activated, as appropriate, to deal with specific aspects of damage assessment and business recovery:

- Business Operations—Dean, Business Affairs
- Information Technology—Dean, Business Affairs
- Instruction—Dean, General Academics
- Personnel—Dean, Institutional Services and Community Development
- Physical Facilities—Dean, Capital Projects, Maintenance, and Operations
- Student Services—Dean, Student Services

5.7 Team Responsibilities

The functional-area restoration and recovery teams will assess the damage or circumstances as they affect their functional areas and will determine what actions are necessary to restore business operations that allow the College to function at an acceptable level. Depending on the circumstances, these actions might include the following:

- Emergency repair or replacement of damaged facilities or equipment.
- Use of outside resources (contracting, rental equipment, temporary workers, temporary buildings or structures, etc.).
- Relocation of critical activities to undamaged on-site locations.
- Use of backup or alternate sites or locations.

- Temporary discontinuation of non-critical or low priority activities.
- Use of alternate methodologies (such as manual in place of automated systems).
- Alternate work schedules and modified business hours.

5.8 Testing and Exercises

The Crisis Management Team will conduct a disaster exercise at least once each calendar year. At a minimum, the exercise will involve activation of the command center, testing of communications capabilities, and formulation of a response to a disaster scenario. The appropriate campus dean will be responsible for coordinating the exercise.

5.9 Business Function Assessment

An assessment of College business functions will be conducted once each calendar year. The assessment will be used to determine which business functions have the greatest impact on continuing operations. In particular, the assessment will include information regarding the impact of service delays and the adequacy of contingency plans in the event of emergency conditions. When appropriate, corrective measures will be taken. If additional resources are necessary, requests should be made through the College budget process. The Dean, Business Affairs is responsible for developing, implementing, and assessing continued operation procedures for College business functions.

6.0 FIRE SAFETY

6.1 General

Fire kills more Americans than all natural disasters combined. Every year more than 5,000 people die in fires, more than 25,000 are injured, and direct property

loss is estimated at more than $9 billion. Although the majority of fire deaths are residential, workplace fire deaths average several hundred per year, and workplace fire damage runs into the billions of dollars each year. Following basic fire safety practices can prevent fires at work and reduce injuries and losses should a fire occur.

6.2 Protection and Prevention Programs

The College's Fire Protection and Prevention program, under the supervision of the Director of Maintenance, will conform to the requirements of the International Building Code (IBC) and International Fire Code (IFC), as adopted by the State of Alabama and applicable National Fire Protection Association (NFPA) codes and practices. College facilities will conform to applicable IBC, IFC, and NFPA criteria. For code definition purposes, the Alabama Building Commission, acting for the state fire marshal, is considered to be *the authority having jurisdiction*. The Director of Maintenance is responsible for aspects of the Fire Protection and Prevention program that relate to design, construction, and maintenance of facilities and installed building equipment.

6.3 Fire Protection and Suppression Systems

Inspection, testing, and maintenance of the College's fire detection, protection, and sprinkler systems shall be in accordance with IBC and IFC Chapters 9 and NFPA 13, 92, and 101 as well as the *NFPA Fire Protection Handbook*. Inspection and testing of fire suppression systems is in accordance with the NFPA section appropriate to the system. Inspections, tests, and maintenance shall be conducted by appropriately qualified and certified personnel meeting the applicable code requirements. Inspection, maintenance, and testing records shall be maintained by the College Maintenance Department for at least three years, as required by the IFC. All new systems shall be designed and installed in accordance with State Building Code as administered by the Alabama Building Commission as *the authority having jurisdiction*.

6.4 Testing of Fire Alarms

The Director of Maintenance will schedule inspections testing, and certification of fire alarms in according to NFPA criteria.

6.5 Smoking Policy

Smoking and/or use of tobacco products is prohibited at all Wallace Community College locations, in private vehicles while on College property, and in College vehicles. Employees and students who violate the College smoking policy will be subject to appropriate disciplinary action, including suspension and fines.

7.0 HAZARDOUS MATERIALS

7.1 General

Hazardous materials are substances that, because of their chemical, biological, or physical nature, pose a potential risk to life, health, or property if they are released. The management of hazardous materials used in instruction is the responsibility of the supervising faculty member and science laboratory technicians. The management of hazardous materials used in facilities maintenance is the responsibility of the Director of Maintenance.

Material safety data sheets (MSDS) will be maintained in each laboratory or shop for all hazardous materials used or stocked in the immediate area. The MSDS will be easily accessible by supervising faculty members, laboratory technicians, the maintenance staff, and other persons who might potentially be exposed to hazardous materials. In addition, a master MSDS set will be maintained by the Dean, Business Affairs.

Wallace Community College will comply with regulations of the Alabama Department of Environmental Management and Environmental Protection Agency (EPA), as appropriate.

7.2 Disposal

Hazardous materials will be disposed of in accordance with appropriate regulatory guidance. At no time will hazardous materials be discarded as common garbage.

7.3 Emergency Showers

An emergency shower and eyewash fountain is located in the chemistry laboratory (Room 222) of the Science Building on the Wallace Campus. Conventional showers are located in the Athletic Field House on the Wallace Campus.

7.4 Flammable Liquids

Flammable liquids are defined as liquids having a flash point of 140 degrees Fahrenheit or less and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit.

All flammable liquids will be dispensed from and stored in approved containers that are conspicuously labeled as to their contents.

Small quantities of flammable liquids required for frequent use will be stored in approved containers in an area ventilated to the outside, where practical.

Flammable liquids will not be used for cleaning floors, clothing, or equipment.

Flammable liquids requiring disposal will be disposed of in accordance with appropriate regulatory guidance.

7.5 Chemical Spill or Explosion

1. Any spillage of a hazardous chemical or radioactive material is to be reported immediately to Campus Police or 911 and describe the situation and if appropriate a HAZMAT Team will be dispatched.
2. When reporting, be specific about the nature of the involved material and exact location.
3. The key person on the site should evacuate everyone from the affected area at once and seal it off to prevent further contamination of other areas until arrival of Campus Police or HAZMAT Team.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity (if possible) and give their names to Campus Police. If the contaminated person needs medical attention, seek that first and notify Campus Police as soon as possible.
5. If an emergency exists in your building, activate the building fire alarm.
6. When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

7. Assist disabled persons in exiting the building. **Do not use elevators in case of fire.**
8. Once outside, move to a clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. If requested, assist emergency crews.
10. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the site unless you have official business.
11. **Do not return to an evacuated building** unless told to do so by a college official.

NOTE: After any evacuation, report to your designated area assembly point. Stay there until an accurate head count is taken. The Building Emergency Coordinator will assist with the accounting of all building occupants.

REMEMBER:

1. **Activate fire alarm and notify Campus Police or call 911.**
2. **Notify others to avoid contaminated or dangerous area.**
3. **Do not use elevators in case of fire.**
4. **Stay at least 500 feet away from contaminated or dangerous area.**

7.6 Train Derailment/ Accident with HazMat Release

In the event of a train derailment/accident with a subsequent hazardous materials release into the atmosphere, the Campus Police Department will determine the emergency level and appropriate response and will advise the community via a **WALLACE ALERT**.

- **Level One –** Minor derailment with no, or small, release of non-hazardous material. No or minor risk to Wallace Community College- no campus evacuation necessary.
- **Level Two-** A derailment causes a major explosion, fire or chemical release affecting the Dothan Campus and surrounding community. Campus evacuation will be initiated.

Campus Evacuation:

*Since train tracks are closest to the south side of campus***- *evacuate to the north as quickly as possible.***

- All individuals (faculty, students, staff, and visitors) are to evacuate campus immediately and move away from the threat by moving upwind. Try not to inhale gases, fumes or smoke.
- Move away from campus quickly and as far away as you can. Be aware of wind direction and try to move in the direction of the wind, if possible.
- Vehicles should close windows and turn off car heater/air conditioner fan that could allow hazardous fumes to vent into the vehicle.
- Vehicles should take as many passengers (staff, students, visitors) with them as possible to avoid potential traffic jams.
- Evacuees "on foot" should exit campus by using the shortest route. Evacuees (in vehicles or "on foot") should move well away from campus before stopping to determine ways of getting to a safe location.
- Once in a safe location, on foot evacuees should make contact with family and friends to let them know that they are safe. DO NOT call Campus Police unless they have important information to relay.
- Only essential personnel will be permitted to remain on campus. Maintenance will determine which buildings can be occupied based on ventilation controls.

7.7 Aircraft Incident/ Crash (Primarily the Dothan Campus)

In the event of an aircraft incident or crash follow these procedures:

1. Call Campus Police at 798-1381 or 911

2. Campus Police:
    a) A Campus Police Officer will assess the situation, establish a safety corridor from the center of the crash site, and establish an entry control point upwind of the point of impact. Block off all road access to the crash site except entry control point that will be used by emergency responders;
    b) A secondary exit route will be determined and communicated to the community that will not interfere with emergency responders;
    c) Establish contact with and assemble the Crisis Management Team;
    d) Notify Dale County EMA

Upon arrival of the Dothan Airport Fire Department, Dothan Fire Department, and the Dothan Police Department, a command post will be established and command authority shall be relinquished to the fire department's Incident Commander.

At this time, Campus Police will:

1. Keep all nonessential personnel away from the crash site.
2. Direct all on scene media to the designated media gathering point where they can speak with the Public Relations Director or the designated spokesperson.
3. Obtain all data information needed to document the incident. Allow only emergency response personnel into the crash site and maintain a log as to who enters the site.

8.0 PANDEMIC

8.1 General

Pandemic influenza is a global outbreak of disease that occurs when a new influenza virus appears in humans, causes serious illness, and spreads easily from

person to person. Three major influenza pandemics occurred during the 20th century causing millions of deaths, and it is not known when the next pandemic may strike. Efforts are underway at the national, state, and local levels to plan for the complex issues and serious impact that a new influenza pandemic could cause. Wallace Community College will use the procedures contained in Sections 3.0 and 5.0 of this manual, supplemented by the information in this section, as a basis for responding to this threat.

8.2 Types of Influenza

The United States Center for Disease Control and Prevention (CDC) differentiates between types of flu:

- **Seasonal (or common) flu** is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.

- **Avian (or bird) flu** is an infection caused by influenza viruses that occur naturally among wild birds, which can carry the viruses but usually do not get sick from them. However, some domesticated birds, including chickens, ducks, and turkeys, can become infected, often fatally.

  One strain of avian influenza, the H5N1 virus, is endemic in much of Asia and has recently spread into Europe and Africa. Avian H5N1 infections have killed poultry and other birds in a number of countries. According to the CDC, Avian H5N1 Flu in humans is currently very limited and not a pandemic. There is no human immunity, and no vaccine is available.

- **Pandemic flu** is virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Currently, there is no pandemic flu.

8.3 Occurrences of Flu

Every year, usually between December and May, between 5 and 20 percent of the U.S. population becomes ill with seasonal flu. The flu can cause serious

illness and even death in the very young, the elderly, and other individuals with altered immune systems and chronic illnesses.

In 1918, 1957, and 1968, the United States faced especially severe flu seasons that lasted throughout the year and resulted in a much higher number of illnesses and deaths. This more severe form is called pandemic flu. Public health experts believe that a flu pandemic is likely to occur again in the future. Therefore, it is prudent to learn about and practice flu prevention as a general precautionary measure.

8.4 How Flu Spreads and Flu Symptoms

Flu viruses spread in respiratory droplets caused by coughing and sneezing. They usually spread from person to person, though sometimes people become infected by touching something with flu viruses on it and then touching their mouth or nose. Most healthy adults may be able to infect others beginning one day before symptoms develop and up to five days after becoming sick. This means the flu can be passed from an infected person to someone else before the infected person knows he or she is sick.

General symptoms of flu include sudden onset of the following:

- Fever (usually high)
- Headache
- Extreme tiredness
- Dry cough
- Sore throat
- Runny or stuffy nose
- Muscle aches
- Stomach upset, such as nausea, vomiting, and diarrhea

8.5 Preventive Measures

According to the Centers for Disease Control (CDC), the single best way to prevent the seasonal flu is to be vaccinated each fall. The flu shot is an inactivated vaccine containing killed virus. It is given with a needle. Flu shots are approved for use in people older than six months, including healthy people and people with chronic medical conditions. About two weeks after vaccination, antibodies develop that protect against influenza virus infection. Flu vaccines will not protect against influenza-like illnesses caused by other viruses.

Employees and students can take a number of actions to keep from getting the seasonal (common) flu or during a pandemic:

- **Wash hands regularly.** Hand washing is effective in preventing the flu and other infectious diseases. According to the CDC, thoroughly washing with soap and water is one of the most important ways to prevent infection. Disease-causing germs can enter the body when unwashed hands touch a person's nose, eyes, mouth, or open wounds. All employees should make regular hand washing a habit and encourage others in the workplace to do the same. When soap and water are not available, an antibacterial hand cleaner or sanitizing wipes should be used. When used properly, antibacterial cleaners and hand sanitizers can significantly reduce the transmission of disease causing germs.

- **Avoid close contact.** Employees and students should avoid close contact with people who are sick. When sick, keep a reasonable distance from others to protect them from getting sick, too.

- **Stay home when sick.** If possible, employees and students should stay home from work, school, and errands when sick. This will help prevent others from catching the illness.

- **Cover mouth and nose.** Cover mouth and nose with a tissue when coughing or sneezing. This will help prevent others from getting sick.

- **Avoid touching eyes, nose, or mouth.** Germs are often spread when a person touches something that is contaminated with germs and then touches the eyes, nose, or mouth.

For the latest information on COVID-19 procedures, please visit:
https://www.wallace.edu/campus-life-resources/covid-information/

9.0 AUTOMOTIVE SAFETY

9.1 General

College employees must adhere to all traffic laws when using a College or state vehicle or when traveling on College business.

All operators of College or state vehicles must possess a valid Alabama operator's license.

All College employees and passengers are required to use seat belts. Seat belts, if used properly, can reduce the chance of serious or fatal crash injury by 50 to 60 percent.

9.2 Automobile Accidents (State Vehicles)

If a Wallace Community College employee is involved in an accident while on College business, the employee should do the following:

- Call local or state police.
- Obtain names, addresses, phone numbers, and license numbers of all persons involved in the accident.
- Obtain name, address, and phone number of any person who claims to be injured.
- Take note of all property damage.
- Note the number of people who were in the other vehicles.
- Obtain names, addresses, and phone numbers of witnesses who saw the accident occur.
- Advise your supervisor as soon as possible.
- Refrain from commenting on whether or not the accident was your fault.
- Report to the appropriate campus dean as soon as possible and present the written information above.

9.3 Vehicle Maintenance Equipment

The vehicle maintenance equipment located at the College maintenance building is for official College use only. This equipment is not to be used for personal projects.

Primary causes of accidents in automotive and equipment maintenance areas are failure to follow safety procedures and unsatisfactory housekeeping. To reduce the risk of accidents, the following safety rules will apply:

- Satisfactory housekeeping conditions must prevail at all times.
- Grease lifts and racks must be kept clean and free of grease and debris at all times.
- Oil and grease-soiled rags should be kept in a closed metal container and removed from the area daily or when capacity is reached.
- Vehicle engines or machinery will not be operated in enclosed areas without an exhaust venting system being used.
- Gasoline or other flammable liquids will not be used to clean vehicle parts, floors, or other materials. Only approved cleaning solutions or water will be used.
- Flammable substances must be stored in approved storage containers. Containers will be kept closed at all times when not in use.
- Smoking is not permitted in and around maintenance areas.
- Serviceable fire extinguishers of a proper type and capacity will be located within the maintenance area.

10.0 PARKING LOTS

10.1 General

The speed limit in all parking lots at Wallace Community College is 20 miles per hour unless otherwise posted. Signs denoting the speed limit are posted at appropriate locations.

Stop and/or yield signs are posted in the parking lots. These may be conventional signs or painted on the surface of the road. If an intersection is not posted, the vehicle on the right will have the right-of-way.

Directional arrows and signs indicate the proper direction of travel within the parking lots. It is important that these signs and arrows are obeyed.

Pedestrians have the right-of-way at all times in College parking areas.

10.2 Parking Permits

Faculty and staff members and administrators are eligible for faculty-staff parking permits, which authorize parking in reserved parking areas. Employee parking permits are available from the College Police Department or switchboard.

Student parking permits (decals) are available during registration, at the switchboard and at the College Police Department. Students are required to register their vehicles and must park in designated student parking areas. Visitor spaces are for visitors only. Students who fail to register their vehicles or who park in faculty-staff or visitor spaces will be ticketed.

Temporary parking permits are available at the College Police Department or switchboard. Temporary permits may be obtained in advance or may be secured the day of the visit.

Handicapped parking permits are available from the Alabama Department of Motor Vehicles (DMV). The College is not authorized to issue handicapped parking permits or to authorize parking in handicapped spaces. Proper use of handicapped parking spaces will be strictly enforced.

Drivers are required to park their vehicles within the white parking lines, which denote a parking space. Parking against a yellow curb, in a fire lane, or in a loading zone is prohibited. Violators will be ticketed.

11.0 ELECTRICAL SAFETY

11.1 General

Electricity is inherently dangerous. The overwhelming majority of workplace injuries caused by electricity involve ordinary workers, not electricians or electrical workers. No unauthorized person, therefore, should tamper with electrical fuse boxes, alter existing wiring, install additional wiring, or otherwise attempt to modify or repair any electrical equipment or device.

Any electrical malfunction, irregularity, unusual occurrence, or electrical hazard (such as frayed wiring, unusual motor noise, excessive heat, sparking, inoperable switches, broken connectors, missing guards or grills, etc.) should be reported immediately to the Maintenance Department.

11.2 Extension Cords

Extension cords and electrical appliance wiring will be maintained in good repair and must bear the Underwriters Laboratories (UL®) label or meet standards of the

National Fire Protection Association (NFPA). Extension cord use will conform to NFPA and National Electrical Code criteria, and extension cords will not be used in place of permanent wiring.

Extension cords should not be run across doorways, under carpets, or where they can be stepped on or pinched.

All electrical cords must be properly grounded when in use. Under no circumstances will any extension cord or electrical cord be spliced. Electrical cords that have cracked insulation or broken connectors will be replaced.

Overloading electrical outlets and using temporary multiple outlets are prohibited.

11.3 Appliances

Only appliances bearing the UL® label should be connected to the College electrical system. Appliances that are deemed unsafe will be removed. The use of electric space heaters is strongly discouraged.

Coffee makers, hot plates, electric irons, and similar equipment should be placed on noncombustible surfaces. Such appliances should be no closer than 18 inches from any combustible wall unless a metal or noncombustible material is used to shield the surface of the wall. Small appliances must be switched off or unplugged each day.

Provision should be made to allow for air to circulate around heat-producing equipment such as photocopiers, computer terminals, etc.

11.4 Microwave Ovens

The following safety procedures should be followed when operating microwave ovens:

- Be familiar with the manufacturer's recommendations for safe operation of the oven.
- Remain at least a full arm's length away from the front of an operating oven.
- Confirm that the oven has stopped operating and, if necessary, switch the cooking time off before opening the door.

- Never insert objects through the door grill or around the seal.
- Never tamper with or inactivate the oven safety interlocks that automatically turn off the oven when the door is opened.
- Never operate an empty oven.
- Do not use metal cookware or place metal objects in a microwave oven.
- Clean the oven cavity, door, and seals frequently with water and mild detergent.

12.0 MECHANICAL AND ELECTRICAL ROOMS AND ROOFS

12.1 General

Only authorized personnel are allowed access to mechanical and electrical equipment rooms and roofs of College buildings. Authorized personnel shall be designated by the Dean, Business Affairs.

Mechanical and electrical equipment rooms will be kept clean at all times and will not be used as storage areas.

Doors leading to mechanical rooms and roofs will be kept locked, and roof access panels will be kept secured at all times.

13.0 POWER MOWERS AND RELATED EQUIPMENT

13.1 General

The following rules will apply when power mowers or other related equipment is being used on College grounds:

- The area to be cut will be examined for loose objects such as tin cans, pieces of wire, or other objects.
- Engines will be cut off when filling equipment with gasoline.
- No smoking is permitted when refueling or operating equipment or on College premises.
- Suitable foot, eye, and head protection will be worn when operating power mowers.

- Slopes too steep for the equipment being used will be avoided.
- Feet and hands will not be placed under equipment while in operation.
- Fuel will be carried in approved safety cans.

14.0 LADDERS AND LIFTING DEVICES

14.1 General

The following rules will apply when using ladders:

- Inspection of uprights and ladder shoes should always be made prior to using a ladder.
- Stepladders should be checked for unsafe hinges, steps, and uprights before use.
- Straight or extension ladders should be held or firmly lashed when used on hard surfaces.
- The person using the ladder should avoid overreaching.
- Ladders should be placed so that they offer the least possible impediment to the public or to traffic.

14.2 Mechanical High Lifts

Mechanical high lifts will be operated only by authorized personnel. No other Wallace Community College employees or students are authorized for their use.

15.0 BUILDING CIRCULATION AREAS

15.1 General

Running inside College buildings is not permitted. Wearing suitable footwear (shoes, sneakers, sandals, etc.) inside College buildings is required. Riding bicycles, skateboards, roller skates, scooters, and similar devices inside College buildings is not permitted.

Floor surfaces should be kept in good repair, and circulation areas should be kept clear of obstructions that could impede the flow of pedestrian traffic or otherwise create a hazard.

Mats, grates, or other suitable nonskid materials should be used in locations where walking areas can become wet.

Either a standard railing on all exposed sides or a floor hole cover of standard strength should guard floor openings.

16.0 CONSTRUCTION

16.1 General

Construction areas will be designated by barricades or otherwise isolated from general access and pedestrian circulation or vehicular traffic. Warning signs will be erected as appropriate. To the extent possible, all construction will be accomplished with as little disruption as possible.

Students, faculty members, and non-involved staff members are prohibited from accessing designated construction areas.

All debris should be kept clear of work areas, passageways, and stairs during construction, alteration, or repairs.

Containers will be provided for the collection and separation of construction refuse. Combustible scrap and debris will be removed at regular intervals during the course of construction.

17.0 PROTECTIVE EQUIPMENT

17.1 General

Employees are required to use personal protective equipment when engaged in activities that present the possibility of injury, and employees who fail to use the equipment when instructed to do so may be subject to disciplinary action.

17.2 Eye and Face Protection

All persons in eye hazard areas are required to wear protective eyewear. This includes employees, visitors, contractors, or others passing through an identified eye hazard area.

Face and eye protection equipment should be kept clean and in good condition.

17.3 Hand and Foot Protection

Suitable gloves will be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, and harmful temperatures are present. Suitable foot protection (safety shoes) will be worn when an employee is working in an area where there is a danger of foot injuries.

17.4 Head Protection

Head protection will be used by employees and contractors engaged in construction and other hazardous work. All visitors to construction sites will be required to wear head protection.

17.5 Hearing Protection

Every effort should be made to reduce noise where it occurs. However, under certain workplace conditions, little or nothing can be done to reduce noise at the source. When this is the case, employees should wear approved hearing protectors to reduce the amount of noise reaching the ears. Generally, hearing protection must be used to reduce noise exposure for persons who are exposed to 90 decibels or more over the course of their workday.

18.0 MAIL HANDLING

18.1 General

Employees who handle large volumes of incoming mail should be alert for suspicious letters and packages. Such employees should routinely wear latex gloves when sorting or handling mail. Latex gloves are maintained in the mailroom.

18.2 Contaminated Mail

The following steps should be followed if it is suspected that mail is contaminated with anthrax or other substances:

- Do not handle the letter or package suspected of contamination.
- Notify your supervisor, who will immediately contact security. College security will immediately investigate and should contact the local police if needed. If College security is not available, the local police should be contacted directly.
- Ensure that damaged or suspicious mail is isolated and that the immediate area is cordoned off.
- Ensure that all persons who have touched the damaged or suspicious mail piece wash their hands with soap and water.
- List all persons who have touched the damaged or suspicious mail piece. Include contact information.
- Place all items worn when in contact with the damaged or suspicious mail piece in plastic bags and have them available for law enforcement agents.
- Call the Centers for Disease Control Emergency Response number at 800-CDC-INFO for answers to any questions.

19.0 LABORATORY KILNS

19.1 General

The College will provide safety apparel for individuals operating laboratory kilns. Appropriate safety clothing will include gloves, goggles, and a protective apron.

The appropriate class fire extinguisher will be kept available in the immediate area of a kiln in the event of fire.

APPENDIX A
ACCIDENT/INCIDENT/EMERGENCY REPORT
WALLACE COMMUNITY COLLEGE

Date_____ Time_____ College Location_____
Time arrived on scene_____ Location_____
Type of Incident/Emergency_____

_____ Accident
_____ Bomb Threat
_____ Explosion/Bldg Collapse
_____ Fire
_____ Flood
_____ Infectious Disease Control/Exposure
_____ Power Lines Down
_____ Severe Weather/Tornado
_____ Staff/Student Emergency
_____ Other

Description of scene upon arrival_____

Persons involved (indicate staff/student/etc.)_____
_____
Actions taken_____
_____

Municipal, state, federal agencies who responded_____
_____

Others on site_____
_____
Time left site_____

Signature_____ Printed Name_____

I the undersigned understand that I am refusing any medical treatment and release and forever discharge Wallace Community College, its trustees, officers, and employees from any and every liability, claim or damage of any kind. I accept sole responsibility for any further medical treatment that may be required.
Students Signature Refusal of Medical Treatment_____ _
Print Name: _____Date:_____

USE BACK OF THIS FORM FOR DETAILED INFORMATION CONCERNING THE INCIDENT/ACCIDENT

Distribution: Dean of Business Affairs
Dean, Institutional Services and Community Development

Chief of College Police
Director of Human Resources

APPENDIX B

EMPLOYEE FIRST RESPONSE ACCIDENT/INCIDENT REPORT

(To be given to supervisor for completion by the injured employee and returned to Human Resources Office)

DATE:_____

EMPLOYEE INFORMATION:

NAME_____ EMPLOYEE NUMBER_____

JOB TITLE_____

MEDICAL CARE PROVIDER_____

FACTS OF ACCIDENT/INCIDENT:

_____INJURY _____INCIDENT _____PROPERTY DAMAGE _____OTHER

WHERE DID ACCIDENT/INCIDENT OCCUR?_____

_____

DATE AND TIME OCCURRED_____

DATE REPORTED_____

WHAT WAS EMPLOYEE DOING WHEN ACCIDENT/INCIDENT OCCURRED? _____

_____

EXPLAIN HOW ACCIDENT/INCIDENT OCCURRED. LIST EVENTS THAT RESULTED IN INJURY OR INCIDENT, WHAT HAPPENED, THOSE INVOLVED.

_____

_____

_____

_____

DESCRIBE INJURY AND TREATMENT TO DATE_____

_____

INJURED EMPLOYEE SIGNATURE_____ DATE_____

SUPERVISOR'S SIGNATURE_____ DATE_____

Distribution: Campus Dean
Chief of College Police
Dean, Institutional Services and Community Development
Director of Human Resources

APPENDIX C

BOMB THREAT CALL CHECKLIST

Date received:_____ Time received: _____
Person receiving call:_____
Campus/Location: _____ Phone: _____
How reported:_____
Exact words of caller:_____
_____
_____

Questions to ask:	Answers: (If any)
1. When is the bomb going to explode?	_____
2. Where is the bomb right now?	_____
3. What kind of bomb is it?	_____
4. What does it look like?	_____
5. Why did you place the bomb?	_____
6. Where are you calling from?	_____
7. What is your name?	_____
8. What is your address?	_____

Description of caller's voice:_____

Male_____ Female_____ Young_____ Old_____

Accent_____ Assumption of Race_____ Estimated age_____

Speech (check applicable boxes):

( ) Slow	( ) Excited	( ) Disguised	( ) Angry
( ) Rapid	( ) Loud	( ) Broken	( ) Crying
( ) Normal	( ) Lisp	( ) Sincere	( ) Slurred

( ) Familiar (if voice is familiar, whom did it sound like?) _____

Background Sounds (check applicable boxes):

( ) Street noises	( ) House noises	( ) Local
( ) Clear	( ) Static	( ) Other_____
( ) Music	( ) Office machinery	

Threat language:

( ) Well spoken	( ) Irrational	( ) Other_____
( ) Taped	( ) Incoherent	

Time caller hung up_____

Signature of reporter_____ Date_____

APPENDIX D

EMERGENCY TELEPHONE NUMBERS

Campus Police—Wallace Campus	**334-798-1381**
Evening Director—Wallace Campus	**334-798-1722**
Campus Police—Sparks Campus	**334-798-1228**
Evening Director—Sparks Campus	**334-726-0382**
Dothan Police Department	334-615-3000 or 911
Dothan Fire Department	334-615-3000 or 911
Dale County Sheriff	334-774-2335 or 911
Midland City Police Department	334-983-3591 or 911
Eufaula Police Department	1-800-232-4636 or 911
Eufaula Fire Department	911
Barbour County Sheriff	334-775-3434 or 911
Southeast Alabama Medical Center	334-793-8111
Flowers Hospital	334-793-5000
Barbour Medical Center	334-688-7000
Houston County Emergency Management Association	334-677-0400
Dale County Emergency Management Association	334-774-2214
Barbour County Emergency Management Association	334-687-1521
Alabama Bureau of Investigation	334-983-5614
Alabama Department of Transportation (ALDOT)	334-242-6358
National Response Center Oil and Toxic Spills	1-800-424-8802