

Emergency Handbook



Brazosport College

Campus Emergency Numbers

Dial 3000 from on-campus phones

OR

*Dial (800)891-0015 (forwards to 230-3000
from off-campus for employees only)*

*For Campus Modem pools (800)891-0065
(forwards to 237-0002- for employees only)*

Emergency Communication Website:

<http://emergency.brazosport.edu>

After hours: Call Campus Security cell phone 979-236-3959

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Local Emergency Numbers

Dial 911 or One of the following numbers

	FIRE	POLICE	AMBULANCE
Lake Jackson	(979) 415-2700	(979) 415-2700	(979) 415-2700
Richwood	(979) 265-2222	(979) 265-2222	(979) 265-2222
Clute	(979) 265-4741	(979) 265-6194	(979) 265-6194
Freeport	(979) 239-1211	(979) 239-1211	(979) 239-1211
Sheriff Dispatch		(979) 265-9310	

Campus Emergency Numbers

	OFFICE	HOME	CELL PHONE
Security	230-3207		(979) 236-3959
Fred Scott	230-3175	(979) 285-2220	(979)319-2829
David Marshall	230-3208		(423) 833-5533
Serena Andrews	230-3245	(979) 297-9597	(979) 799-8628
Lynda Villanueva	230-3422		(832) 444-2373
Anne Bartlett	230-3202	(979) 480-7574	(979) 480-7574
Herb Miles	230-3459	(979) 798-7159	(979) 299-9063
Jo Greathouse	230-3343		(979) 215-9079
Jeff Detrick	230-3383	(979) 864-5553	
Kyle Smith	230-3489		(281) 814-5714
Ron Parker	230-3480	(979) 297-0913	(979) 201-4570
Dr. Valek	230-3200		(979) 236-2737

Introduction

This pamphlet is intended to provide a ready source of information in the event of an emergency. Every emergency situation is unique and can take a variety of forms. While it is not possible to prepare for everything that can happen, some things to keep in mind are:

Think of the safety of individuals first and foremost
Use common sense and training in dealing with situations
Act quickly in the event of an emergency
Remain calm
Be factual in dealing with students

For some major emergencies such as hurricanes and floods, preparations can be made. For most emergencies there is no preparation. Knowing who to contact can save time, property and even lives in some cases. This pamphlet provides information about what to do in an emergency. College administrators can provide additional information if there are questions about these procedures.

EVERYONE SHOULD

Read this pamphlet
Plan to attend emergency response training sessions, when scheduled
Become familiar with Emergency Action Plans and train staff
Rehearse emergency procedures
Always practice prevention

**In all emergencies follow directions of emergency
personnel and College administrators**

Notification of an Emergency

In the event of an emergency that requires evacuation of one or more of the campus buildings, you will be notified to leave the area.

See Tab A for the Emergency Actions Procedure covering building evacuation.

In an emergency situation, unless the building is affected, deans and other designated personnel will immediately assemble in the C-wing Administration Conference Room. This area has the communications and other information needed for an emergency response.

Students, faculty and staff should move to posted evacuation zones shown below following routes identified on evacuation floor-plan charts posted throughout the various campus buildings.



**DO NOT RETURN TO AN EVACUATED BUILDING
UNLESS TOLD TO DO SO BY COLLEGE ADMINISTRATORS.**



Fire

KNOW the location of fire extinguishers and fire exits in your area and how to use them.

There are over 150 fire extinguishers on campus. Each classroom, administrative office area, and mechanical room has a fire extinguisher. Know the location of the fire extinguishers near your office or classroom.

Emergency exits are clearly marked with overhead, red exit markers. Know the closest exit in the event of fire and become familiar with posted evacuation floor-plan charts in your area. College personnel are responsible for pointing out exit signs and evacuation routes to students in their classes or employees under their supervision. Should a fire condition exist, an audible alarm will sound.

In the event of a fire follow the steps shown below:

If the fire is minor and controllable, use a nearby fire extinguisher to put out the fire.

If the fire is large and uncontrollable, evacuate all rooms by following instructions in Tab A, and closing all doors to confine the fire and reduce oxygen.

DO NOT LOCK DOORS!

1. Immediately contact the switchboard at extension 3000 or **Security (979-236-3959)** and they will contact the fire department.
2. College personnel assigned to do so will notify students in classes and employees of the emergency.
3. College faculty and staff will assist the disabled in exiting the building.

USE THE STAIRS. DO NOT USE THE ELEVATORS

Once outside, move to the evacuation zones identified in Tab A. Keep streets, hydrants, and walkways clear for emergency vehicles and crew.

Freezing Conditions

In the event of freezing weather, the President or designee will monitor road conditions and determine whether or not to close the campus. If such conditions exist, employees and students should listen to the local radio and TV stations listed in this pamphlet for information.

Hurricane/Flood

It is the policy of Brazosport College to follow national weather advisories regarding evacuation of the area in case of severe weather conditions. Employees shall ensure that supervisors know how they may be contacted during an evacuation period. If unable to communicate with your supervisor, contact the College Switchboard for recorded messages or the College web site for additional storm-related information.

In the event a hurricane or flood threatens the Brazosport area, the President or designee will monitor conditions and decide whether or not to close the campus. If the determination is made to close the campus, employees should do the following:

- 1. All electrical equipment should be unplugged. Computers and related equipment can be affected by power surges and outages that accompany storms.*
- 2. Where feasible, move computers and electronic equipment away from windows and outside doors, and away from areas that have leaked in the past. If you need plastic sheeting to cover equipment, other than computers, contact Buildings and Grounds Maintenance at extension 3206 and they will provide plastic to cover equipment.*
- 3. When a hurricane/flood watch is issued, the Director, Buildings and Grounds Maintenance, will be responsible for securing loose materials outside the buildings.*
- 4. The Director, Buildings and Grounds Maintenance, will be responsible for shutting down air conditioning, gas, electrical and water systems and for moving equipment to the safest location, once the college has been evacuated.*
- 5. Staff members are responsible for moving equipment and records in their areas to the locations designated in department plans. If assistance is needed, supervisors should contact the Director, Buildings and Grounds Maintenance.*

6. *Listen to local radio and TV stations listed in this pamphlet for updates regarding weather conditions. If area evacuation is ordered by County officials, see **Tab B for the Emergency Actions Procedure** covering weather related area evacuation. Public announcement of the campus reopening will be made over local radio and TV stations listed herein.*
7. *Refer to the Annex section of this Handbook for additional information on Emergency Communications.*



Since tornadoes occur without time to prepare, there is little to be done other than protection of yourself and others. Assigned College personnel will notify you if a tornado threatens the campus. Remember that you are safer inside the building.

**STAY AWAY FROM WINDOWS AND
STAY CLOSE TO STRUCTURAL SUPPORTS**

Bomb Threats

Bomb threats are occasionally made against public institutions. Because the College has an open campus, access to the campus cannot be controlled. Local police chiefs advise that reaction to a bomb threat is a judgment call.

1. First and foremost is the welfare of the students and employees of the College. If you should receive a threat, try to have the caller agree for the call to be transferred to a College President/Vice President.
2. If that fails, attempt to gather as much information as possible. Try to learn the following:

- ❖ When is the bomb set to go off?
- ❖ What does the bomb look like and where was it placed?
- ❖ Why was the bomb set?
 - What does the voice sound like?
 - Were there any identifiable sounds in the background?
 - What was the exact wording of the threat?

DO NOT HANG UP ON PHONE THREATS. TRY TO KEEP THE CALLER TALKING AND GET AS MUCH INFORMATION AS POSSIBLE.

3. Immediately notify a College administrator that you have received a threatening phone call and relay as much information as possible. You should be prepared to answer questions that would be helpful.

NOTE: The President or administrator on duty will make a decision regarding the action to be taken.

4. If an evacuation is ordered, scan your area of the building for any suspicious articles or packages. If suspicious items are identified, **DO NOT** attempt to remove them. Report them to a College administrator.
5. If building evacuation is ordered refer to **Tab A for the Emergency Actions Procedure** covering building evacuation.

DO NOT RETURN TO THE BUILDING UNTIL YOU ARE NOTIFIED TO RETURN BY THE COLLEGE PRESIDENT/VICE PRESIDENT.

VIOLENT ACTS

This section describes procedures for intervention in the event that an individual shows **suicidal or homicidal tendencies** or when **personal violence** is involved. The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to ensure their safety and the safety of others.

- 1 Once an administrator, instructor or staff member is aware of an individual who is making an attempt on his or her life or the life of others at the present time or is threatening such an attempt, the employee should, as much as possible, assess the level of the crisis and respond using the following guideline:

*Notify the College Switchboard at extension 3000 from on campus phones or 979-230-3000 from off campus to contact a College administrator. If you are unable to reach the switchboard, contact the on-duty **Security Officer (979-236-3959)** or call **911**.*

- 2 Should the threat of violence involve an act of armed intrusion or suspected armed intrusion, refer to **Tab C for the Emergency Actions Procedure** covering armed intrusion and lock-down.

Take steps to ensure your safety and the safety of others

CHEMICAL SPILLS

Any spill of a hazardous chemical on campus must be reported to Administration or to the College Administrator on duty at extension 3247, or through the Switchboard extension 3000. If after normal business hours, contact the on-duty Security Officer at 979-236-3959

When reporting, be specific about the material spilled and the exact location of the spill. The College Administrator on duty, or Administration, will follow up and contact any outside authorities if assistance is needed.

On-site personnel should evacuate the area of the spill and seal it off as much as possible to prevent contamination of adjoining areas.

On-site personnel should also evacuate adjoining areas if the spill poses a threat to these areas.

Anyone who may be contaminated by the spill should:

1. Immediately wash with soap and water
2. Remove contaminated clothing
3. Request assistance
4. Remain in the vicinity of the spill, but far enough removed to be out of danger
5. Give their names to the College Administrator on duty

College labs are equipped with safety showers and eye wash stations. These should be used at once.

GAS LEAKS ON CAMPUS

If a natural gas leak is detected in the building, the following steps should be taken:

- Walk quickly to the nearest marked exit and alert others in the area to also evacuate the area. Assist the disabled in exiting the building and notify the Switchboard or Security of the location of the leak.
- If a general evacuation of the building becomes necessary, an announcement will be made over the speaker systems and the voice over IP telephones.
- Go to the designated evacuation area nearest your location.
- DO NOT turn any electrical power source off or on or attempt to use the telephone or a flame, of any kind.
- Do not use elevators in leaving the building.
- Remain at least 500 feet from the building.
- Do not return to an evacuated building until instructed to do so by College personnel. Refer to **Tab A for the Emergency Actions Procedure** covering building evacuation.

TOXIC FUME RELEASE (OFF CAMPUS)

During an accidental release of toxic fumes from industry, the rail transport of chemicals, or other emergencies where the air quality threatens persons on campus, shelter-in-place is recommended. Shelter –in-place means staying inside the building that you are in or seeking shelter in the nearest available building.

Local authorities will notify the College to issue orders for shelter-in-place during chemical emergencies that occur off campus. In the event a shelter-in-place is ordered, announcements will be made over the speaker systems and the voice over IP telephones. Refer to **Tab D the Emergency Actions Procedure** covering shelter-in-place.

If a medical emergency develops, follow procedures outlined in **Tab E the Health Emergency Response System (CGC-R (LOCAL))**.

Note: Do not leave the building until you receive official notification that the danger has passed.

MEDICAL EMERGENCIES

Should general medical problems (injury, illness or other non life – threatening conditions) be encountered or should more serious medical emergencies arise, refer to **Tab E the Health Emergency Response System (CGC-R(LOCAL))** for actions to be taken.

Accidents, Thefts and Other Offenses

All accidents, thefts, or offenses that occur on campus must be reported to the Switchboard at extension **3699** from on-campus phones or 230-3000 from cell phones or to the on-duty **Security Officer at (979-236-3959)**.

Accidents on campus

Contact the College Switchboard at extension 3000 to report the accident. While the College is not responsible for personal vehicles, the College Security Officer and /or our contract Police Officer will assist in the exchange of information and notification of local police for investigation of the accident.

Accidents off campus in College vehicle

Follow normal vehicle accident procedures. Exchange information for police reports. Insurance information is located in the glove box of each vehicle. If the accident is serious and injuries are involved or the College vehicle is disabled, contact the College Switchboard during College hours or a College Administrator, during weekends or after hours, using the information contained in this pamphlet.

MAINTENANCE EMERGENCIES

Maintenance and related problems include:

Power outages and electrical problems
Water leaks
Gas leaks
Sewage problems

Call the College Switchboard at extension 3000.

At other times when classes are not in session, call the College on-duty **Security Officer (979-236-3959)** or contact College administrators based on the information contained in this pamphlet.

WARNING: DO NOT TOUCH ELECTRICAL WIRES. IF POSSIBLE SHUT OFF POWER IN THE EVENT OF AN ELECTRICAL PROBLEM.

GENERAL INFORMATION

Motorcycles

Motorcycles should be parked in designated areas. Do not park on sidewalks or grassy areas.

Car trouble or jumpstarting

Contact the College switchboard. Campus Security will assist with jumpstarting, but cannot perform vehicle maintenance or flat tire services.

NOTE: Security Officers are available to escort staff or students to their cars. Please contact the Switchboard to request this assistance.



LOCAL RADIO AND TV

Instructions for Free App for Android, iPhone or Blackberry to receive their 4 network stations KBRAZ is also on Facebook with more helpful information

KBRAZ.com - Internet Radio

Road Conditions or Courtesy vehicles on state highways is 1-800-452-9292

BC Emergency Information

979.230.3000 Main Campus number

979.230.3502 Specific information for employees

1.866.790.5253 Activated during an emergency in event of power loss

<http://emergency.brazosport.edu>

Return to Area Announcements After Evacuation

Visit [www. Brazoria-county.com](http://www.Brazoria-county.com) for specific information for Brazoria County residents.

Tab A

Emergency Actions Procedures

Building Evacuation

1. As a precaution and to assure the safety of building occupants in response to conditions such as a fire, a natural gas leak, release of a toxic or lethal substance or a threat by someone to detonate an explosive device, it may become necessary to perform a building evacuation.
 - a. Should such a need arise, a voice announcement to evacuate will be made in the main building by Security over the voice broadcast capability of the fire alarm system. In the event of a fire, an audible alarm will sound and an automated announcement to evacuate the building will also be heard.
 - b. A voice phone announcement to evacuate will also be made by the IT department, thru the four (4) digit telephone, in all classrooms of the main building and the external speaker system. Depending on the location of the fire or other threatening condition this voice announcement can be broadcast to other campus buildings, as well. Faculty and staff offices and other common-use areas designated as part of the emergency phone notification network can be alerted as to the need to evacuate, as well.
2. To assist in expediting egress from the building, posted in each classroom and office area of the main building, you will find an evacuation floor-plan chart which can assist you in vacating to a safe area. Close doors behind you as you depart.
 - a. In all second floor locations the chart will provide you with directions to the exit door and routing to the nearest stairwell location to help assure your safe evacuation to ground level for assembly in your designated area.
 - b. In ground floor locations the chart will provide direction to the appropriate exit door thru which you can proceed to your designated evacuation zone.
 - c. When leaving the building be sure to carry all personal items with you and provide assistance to those occupants needing assistance in leaving the building. Disconnect and cover electrical equipment that must be protected. **Remember: Do not use the elevators.**

3. Evacuation Zones

- a. Once outside, if leaving the Clarion, proceed to your evacuation zone which is the handicapped parking area of the main front, Blue parking lot. Main building evacuees will assemble in either the main front, Blue lot handicapped parking area, the handicapped parking area just north of the Children's Center, the flag pole, fountain area just west of the C wing or the Technology Courtyard at the back of the campus.
 - b. For evacuees from the Corporate Learning Center and the Children's Center, the evacuation zone is the handicapped parking area just north of the Children's Center. Occupants vacating the G and H Wings, or the BASF and Sadler buildings will assemble in the Technology Courtyard. Dow Academic Center evacuees will assemble in the Red parking lot.
4. Once outside, stay clear of emergency vehicles and responding personnel and do not return to an evacuated building until cleared to do so by a College administrator.

Tab B

Emergency Actions Procedure – Weather Related Area Evacuation

1. It is the policy of Brazosport College to follow all National Weather Service and Brazoria County Emergency Management advisories regarding evacuation from the area in the case of severe weather conditions.
 - a. College personnel are responsible for protecting and/or moving equipment/supplies and records in their individual areas of supervision to a safe location.
 - b. Facility Services personnel are responsible for shutting down all appropriate HVAC, gas, electrical and water systems; moving equipment and materials to safe locations and securing loose materials stored outside the buildings
 - c. Security personnel will take all steps necessary to protect property from theft or vandalism.

2. Brazoria County Emergency Management evacuation time lines are established to help assure a timely, safe and orderly evacuation from the area in response to a catastrophic weather event (Category 3 and higher).
 - a. The H-hour time line has been established to provide for a planned area evacuation in response to storms originating in the Atlantic Ocean.
 - b. A time line for storms that have their origin in the Gulf of Mexico is planned for development at a later date.

3. The H-hour phased evacuation time line is initiated at “H-hour” which is defined as that point in time when tropical storm force winds are forecast to reach the coast line and when the projected path of the storm is to pass near or through the Brazoria County area.

4. Public School closings will be announced by the appropriate District office. Local school districts have agreed to close their schools based on the time schedule announced by Brazosport ISD for closing of the BISD schools.

5. Should Brazosport College be scheduled for closing, this announcement will be provided by the President or the designated Administrative representative. Employees shall assure that their immediate supervisor knows how they may be contacted, by telephone, during an evacuation period. After the danger has passed, which will permit return to the area, all employees, within 24 hours, are to

contact their immediate supervisor regarding instructions for returning to work. If unable to reach immediate supervisors, employees should check the college website and/or contact their up-line supervisors for instructions.

6. For planning purposes, the following H-hour time line has been developed by Brazoria County Emergency Management officials and will be adhered to during any announced phased, weather evacuation in response to storms with an Atlantic Ocean origin.

a. 120 hours prior to H-hour

(1.) State of Texas Emergency Management Operations Center is activated.

b. 96 hours prior to H-hour

(1.) Brazoria County Emergency Management Operations Center is activated in the Commissioners Court Room at the Court House in Angleton.

c. 72 hours prior to H-hour

(1.) County officials contact all local agencies to address their needs in response to evacuation.

(2.) Reported needs are presented to the County Judge and those beyond the county's ability to support are forwarded on to State Emergency Management officials.

d. At 6am of the date closest to 60 hours prior to H-hour

(1.) Evacuation Hubs located in Alvin, Angleton and West Columbia are activated.

(2.) "Special Needs" evacuation procedures are implemented. Buses begin transporting evacuees with special needs to Belton, Texas.

e. 48 hours prior to H-hour

(1.) Mandatory evacuation is ordered by the Brazoria County Judge beginning with residents of zip code 77541. (Surfside/Freeport area)

(2.) All hospitals in Brazoria County will be closed by this time.

f. 36 hours prior to H-hour

(1.) Brazoria County evacuees should be out of the area by this time. If not, traffic complications may be encountered along the evacuation routes.

(2.) Harris County and City of Houston evacuations are scheduled to begin at this time.

(3.) I-10 contra-flow lanes are scheduled to open at this time. (All lanes will allow west-bound traffic only)

Note: All north-bound State Highway 36 traffic into Sealy will be diverted to the west-bound contra-flow lane at the I-10 and SH 36 intersection. Should your intended evacuation route be to continue north on SH 36 north of Sealy, it will be necessary to get off SH 36 before reaching the I-10 intersection. You can then return to SH 36 north once you are north of I-10.

g. 12 hours prior to H-hour

(1.) All bus transportation out of the area will have ceased by this time.

(2.) Anyone remaining in the area, at this time, will be diverted to temporary staging areas. These locations will be determined by county officials at that time.

h. H-hour

(1.) All emergency response personnel will be pulled from duty at this time.

(2.) No rescues will be attempted after H-hour until county officials determine that conditions have improved to the point where it is safe for emergency response personnel to return to duty.

Tab C

Emergency Actions Procedure

Armed Intruder on the Campus (Includes Suspected Armed Intruder and Lock-down)

- 1 Should the safety of our College campus be breached by an armed intruder, alerting notifications will be immediately broadcast and disseminated to begin “lock-down”.
 - a. A voice announcement to begin lock-down will be made in the main building by Security over the voice broadcast capability of the fire alarm system.
 - b. A voice phone announcement to commence lock-down will be made by the IT department, thru the four (4) digit telephone, in all classrooms, as well as all faculty and staff offices and other common-use areas designated as part of this emergency phone announcement network. This announcement will also be broadcast over the external speaker system.
 - c. To discourage additional personnel from entering the campus until the threat has been neutralized, the IT department will request our mass communications provider initiate the notification process. This message which can take the form of a text message, recorded voice call, voice-mail or e-mail message will advise of the armed intrusion and advise recipients to remain off campus until an all-clear notification message is received.
 - d. At first indication of the need to move to a lock-down configuration, the Public Information Office will rapidly re-locate the main switchboard operation to one of its alternative, more secure locations and assure the availability of both telephone and College radio frequency communication capabilities.

- 2* Security will request Clute Police Department to dispatch a unit(s) to assist in closing access to the campus and Security will notify Lake Jackson Police Department to dispatch a unit(s) to assist in the search of the campus and neutralizing the threat.
*(This step can be simulated in an in-house exercise of the emergency response to an armed intrusion.)

- 3 **SECURE IMMEDIATE AREA.** Upon receipt of a notification to initiate lock-down as the result of an armed intruder on campus, **EVERYONE** should take immediate steps to secure their areas. In classrooms, with classes-in-session, faculty members should lead the effort to secure the classroom.
 - All doors should be locked and, if possible, barricaded.
 - Keep out of sight
 - close blinds
 - block-off glassed areas and windows with coverings, if possible

- Take adequate cover/protection by moving to locations away from windows/doors. Positioning yourself behind desks, tables and filing cabinets can provide additional protection.
- Turn off lights, silence cell phones and pagers, and do not use radios, TV's or computer monitors.
- Keep occupants calm/quiet.

4 Anyone who finds themselves outside a lockable area or unable to get to such an area in close proximity to their location should proceed quickly, but with caution, to the Seidule Drama Theatre (G-103) to await the “all-clear” notification. A College Security Officer will be attending the east side entrance door at this location.

5 UN-SECURING AN AREA

- Assure an “all-clear” notification has been received prior to un-locking any area
- Rescue efforts should not be initiated until they can be accomplished without further endangering the occupants of a secured area.
- If there is doubt regarding the safety of those inside the locked area it should remain secured.

6 ASSISTING THE SEARCH If all is well inside a secured area, post an “AIW” sign on an outside window, or door glass, to so indicate, in order that responders seeking the intruder can proceed without delay to check other areas.

a. Should the intruder be seen on campus, a telephone report should immediately be made to the switchboard and/or Security. If a uniformed police officer is available they should also be notified.

b. When reporting an intruder, or a suspected intruder, a brief physical description should be given to include location, gender, clothing being worn, any weapons observed and any other characteristics that would aid in identifying the individual(s).

7 IDENTIFYING INJURED PERSONS

a. If an occupant(s) of your secured area is in need of medical treatment or rescue report this information, by phone, to the switchboard, Security or other responders or the 911 operator. Identify the number of injured requiring assistance, location by room number and the general description of the injuries involved.

b.* Switchboard or Security will contact a local EMS/Ambulance Service and request a unit be dispatched. (*This step can be simulated in an in-house exercise of the emergency response to an armed intrusion.)

c. Security personnel, in coordination with the switchboard, will direct the EMS/Ambulance unit(s) to the location(s) of the injured person(s).

8 ANNOUNCING THE “ALL-CLEAR” When the threat has been neutralized, an “all-clear” message will be broadcast/transmitted utilizing the communications media outlined in 1 a, b and c above.

9 CONTACTING AUTHORITIES [Dial “9” for outside line.]

College Security 979-236-3959

College Switchboard 979-230-3699

Dial “0” from an on-campus phone

Facility Services Ext 3296

Fred Scott Ext 3176

Frank Hickl 236-6325

IT Help Desk/ IT Dept Ext 3266

Ron Parker 979-201-4570

Gary Dicks 281-814-3499

Emergency Assistance 911

Tab D

Emergency Actions Procedure

Shelter In Place

1. As a precaution and to assure the safety of building occupants in response to conditions such as an external release of a toxic or lethal chemical, gas or other substance, it may become necessary to initiate procedures for a shelter in place.
 - a. Should such a need arise, a voice announcement to shelter in place will be made in the main building by Security over the voice broadcast capability of the fire alarm system.
 - b. A voice phone announcement to shelter in place will also be made by the IT department, thru the four (4) digit telephone, in all classrooms of the main building. This voice phone announcement will be broadcast to all other campus buildings, as well. Faculty and staff offices and other common-use areas designated as part of this emergency phone notification network will be alerted as to the need to shelter in place, as well.
 - c. To assure the safety of anyone on campus who may be outside as opposed to inside one of the campus buildings, an announcement will be broadcast over the external siren/voice speaker system. This alerting announcement to come inside immediately will be made by the IT Department simultaneously with their voice over IP internal phone announcement to the classrooms/other areas.
2. Once inside, all external doors and windows should be closed. To better seal around doors or windows leading to the outside, any available items suitable for placing beneath or around the doors or windows should be placed there to fill any open air spaces so as to prevent toxic fumes from entering the room. In those rooms where classes are in session, the faculty member in charge should take a leadership role in assuring an effective shelter in place.
3. The Director, Facility Services, will be responsible for shutting down the HVAC system for the buildings to reduce the intake of outside air.
4. If radios or televisions are available, turn them on so as to receive updates on the conditions outside. Periodic updates will be provided to classrooms and other areas equipped with the voice over IP telephones.
5. If eyes, nose or throat become irritated, protect your breathing by covering your mouth with a damp cloth, if available. Take frequent shallow breaths and remain calm. Under no circumstances should you go outside unless you have access to a portable, self contained breathing device.

6. Provide assistance to others as needed, and report to Security 979-236-3959 or the 911 operator, by whatever means are available, if someone in your immediate area requires medical assistance.
7. Do not leave the building until you receive official notification that the danger has passed and that it is safe to go outside.

NOTE: During a shelter in place Facility Services personnel will shut down the HVAC system to reduce intake of outside air and College officials will provide periodic updates to the classrooms and other areas equipped with voice-over IP telephones.

Tab E

The following procedures shall be used on the College campus in the event that a student or another person is involved in an injury accident or becomes ill. The on-duty College Security Officer(s) will serve as the “first-responder(s)” in this Emergency Response System.

1. The first concern in case of an accident or illness should be the care of the ill or injured person(s). When there is any doubt as to the seriousness of the situation, it should be treated as a serious condition.
2. First-Responders will be provided training in general first-aid procedures, CPR, use of the AED (automatic external defibrillator) and blood pressure monitoring. If not already qualified/certified in these procedures at the time, a College Security Officer is first employed by Brazosport College, the individual will be trained and must become qualified/certified within the first sixty (60) days of employment, as a condition of continued employment. Required training will be provided, by the College Emergency Medical Services (EMS) Staff.
3. In the event of an accidental injury or illness either the on-duty Security Officer or the College switchboard operator should be notified. Security can be contacted at 236-3959 and the switchboard can be reached from an on-campus phone by dialing “0”. To contact the switchboard operator using other than a campus telephone, dial 230-3000. The switchboard operator will notify College Security and call EMS.
4. If the illness or injury is believed to be of a serious nature and either a “911” call has been made or an ambulance has been requested, when the report to Security or the switchboard operator is made, the caller should include this information about EMS along with a brief description of the situation and the location of the ill or injured individual.
5. If from the description of the incident provided, either the Security Officer or the switchboard operator believes an EMS ambulance should be requested, they will phone in a request to have a unit dispatched unless such a request has already been made. Security and the switchboard operator will keep each other apprised of the actions being taken.

PROCEDURES IN THE EVENT OF AN ACCIDENT

PROCEDURES IN
THE EVENT OF
AN ACCIDENT
(Cont.)

6. When the Security Officer arrives at the scene, should an EMS response, be required, the Security Officer will place the call and provide necessary first-response care for the ill or injured person. These actions, to assist and comfort the individual, will be continued until the arrival of the EMS response unit.
7. Upon arrival at the scene by the First-Responder, should an EMS response not be required, the Security Officer will contact the responding EMS unit to cancel the response or request the College switchboard operator to do so.
8. When an ambulance is called and arrives on the scene the ill or injured party may refuse to be treated or transported. If the person refuses both, there is no charge. The ill or injured person, however, must sign a release to waive treatment or not be transported. If the person is treated on site, but not transported, the responding unit will charge a fee to the person being treated. If the person to be transported is conscious when the responding unit arrives, he/she may indicate the facility of choice for emergency assistance and the injured person will be charged for the ambulance transportation by the responding unit. If the ill or injured person is unable to indicate where they wish to be taken, the emergency vehicle shall be directed to Brazosport Regional Medical Center in Lake Jackson.
9. College personnel should not administer any assistance contrary to the ill or injured person's expressed wishes. The exception to this is when, in the judgment of College personnel, the individual is not capable of rendering a rational decision regarding his or her well-being. In these cases the responding emergency medical personnel should provide the needed care.
10. When all actions have been completed the College Security Officer(s) making the first response should complete an Incident Report and provide the report to the Lead Security Officer for delivery to the Director of College Services.

INFORMATIONAL
REPORTING
PROCEDURES

11. Informational copies of the Incident Reports will be provided to the appropriate Vice President for any incident wherein an ill or injured person was transported from the campus, by ambulance, for further medical care or when the individual signed a release refusing to be transported. These

HEALTH EMERGENCY RESPONSE SYSTEM

CGC-R
(LOCAL)

INFORMATIONAL REPORTING PROCEDURES (Cont.)

informational reports will be distributed as follows:

- a. Credit Students – Dean of Student Services: Jo Greathouse
- b. Community Education Students – Dean of Student Services: Jo Greathouse
- c. Regular Faculty – Vice President, Academic & Student Affairs: Dr. L. Villanueva
- d. Community Education Faculty – Vice President, Industry and Community Resources: Anne Bartlett
- e. College Faculty and Staff– Vice President, Human Resources Dr. Miles
- f. All Others – Vice President, Administrative Services: Fred Scott

OVERSIGHT OF OVERSIGHT OF SYSTEM

12. Oversight for the Health Emergency Response System will be provided by the Director College Services with assistance from the Lead Security Officer. Procedures will be reviewed and audited on a regular basis to assure that they are appropriate and being followed. All Incident Reports will be reviewed and where appropriate disseminated as indicated in paragraph (11.) above. Consultation with the EMS Coordinator and appropriate College employees will be continuous on matters related to medical treatment, processes, and procedures.

Emergency Communications Annex

BC Alert System Frequently Asked Questions

7/31/14

1. What is the BC Alert system?

The BC Alert system provides notification to the college community of threats to physical safety. These threats include severe weather, hazardous materials accidents, physical violence, etc. The system is designed to provide rapid alerts to the entire college community and to provide important information to assist alert recipients in responding to the particular emergency or other urgent situation. The system is designed to alert students, employees and participating community members whether or not they are actually on campus at the time of the alert. The BC Alert system is part of the college's overall emergency response plan which includes additional alerting and communications systems which transmit alerts on college property.

2. Who can receive alerts from the BC Alert system?

Students and employees are automatically enrolled in the system and receive alerts. Other interested members of the community are welcome to sign up for the system and receive alerts. Examples of community members who subscribe to the system include family members of current students or employees, local government employees, school district employees and residents living near the college

3. How are alerts received?

The BC Alert system is designed to transmit alerts using voice to both fixed and cellular telephones, e-mail and text messaging to cellular telephones.

4. What do I do to sign up for BC Alert?

You should make sure that all of your contact information is current by consulting the Student Services staff. In particular, please make sure that we have a valid mobile phone number for you. All current students and employees are automatically included in the BC Alert system database. Student data is loaded at the beginning of each semester. Employee data is updated semi-annually and when employees are hired or leave the college.

If you are not an employee or student at Brazosport College but you would like to receive alerts from the BC Alert system, contact the IT Helpdesk at helpdesk@brazosport.edu.

5. How does the system work?

The BC Alert system is hosted by a national company with many years of experience in providing alerts of this type. Their systems are designed to rapidly generate many thousands of phone calls, e-mails and text messages. The system is hosted on multiple servers in multiple locations and is accessible to authorized college emergency response personnel. When an alert is initiated, the system immediately begins sending text messages, placing phone calls and transmitting e-mail messages.

Only a limited number of college employees are authorized to generate alerts using the system. These individuals have access to a web application that allows them to select an alert to send and to monitor the progress of the alert transmission.

An alert is typically sent using text messages, telephone calls and e-mail messages. Each of these methods works slightly differently.

For text messages, you should receive a brief text message with key information. In most cases, the text message will refer you to the college web site for additional information. Due to the limited amount of space available in a text message, you should try to consult the college web site for more details. You confirm your receipt of the text message by texting the word “yes” (without the quotes and lower or upper case or any combination) back to the system.

E-mail messages typically contain the same text as is in the text message. A link is included in the e-mail for confirming receipt. Click on the link and follow any instructions you see to confirm receipt.

Voice messages are somewhat more complicated to send because the system tries to determine if the call is being answered by an actual person or by a voicemail system of some kind. Voice messages typically begin with the phrase “This is an emergency message from Brazosport College.” You should then hear a different voice say “Press one to listen to this message.” If you press the number one on your telephone keypad, the system then knows that a person is listening to the message and will then play the message. At the end of the message you will hear “Press one to confirm receipt of this message.”

If you are unable to answer the call and it goes to your voicemail, the system will play the message into your voicemail system so that you can listen to it later. The message you receive will also include a toll free number for you to call along with a confirmation code to enter. You call the number and enter the code in order to confirm receipt of the voice message.

Alerts typically ask you to confirm receipt of the message. You only need to confirm via one of the methods but you can confirm multiple times. Because the system is sending messages as fast as possible, it is very likely that it will send you additional messages before you are able to confirm the first message received. Simply confirm one of the messages and you do not need to confirm any additional messages received. The system will stop sending you messages once you confirm but it is possible that some messages will have already been sent or be in the process of being sent so you may receive a message after you have confirmed.

It is very important for you to confirm receiving messages during our tests. This helps us know if the system is working properly and ready for use for an actual emergency or other important situation. During an emergency situation, confirmation of messages is still very helpful to us in helping us know that we are reaching people with critical information.

6. Who is authorized to send alerts using BC Alert?

In addition to the President of the college, the college security department and the college Vice Presidents, Associate Vice Presidents and Deans are authorized to send alerts. In addition, the Information Technology department is authorized to initiate alerts when instructed to do so by one of these individuals or as part of authorized pre-planned response procedures.

7. Will the information in the BC Alert system be used for any other purposes?

No. The BC Alert database will not be used for any other purposes and will not be resold or otherwise distributed. There are strict security controls in place to prevent unauthorized access to this information. You will not receive any “spam” or other undesired communication due to your participation in BC Alert. The only messages you will receive from Brazosport College will be emergency or other urgent information and routine system test messages approximately four times per year. You will only receive alerts, including test messages, if you are a current student or current employee of the college or you have asked to be included as a member of the community. Test messages to students, employees and subscribing community members will typically be sent sometime in the first two weeks of classes (following the official reporting date or “12th class day”. The college reserves the right to test the system as often as is required to make sure that important alerts are being delivered.

8. How do I update my contact information?

For students, the BC Alert database is loaded with data from the POISE student information system. Most students are more familiar with the OASIS online registration and grade system which is part of the POISE system. Students are not able to update their contact information themselves. You should contact the Registrar’s Office any time your contact information changes. They will then update your records in the POISE system. Community members should contact the IT Helpdesk at helpdesk@brazosport.edu. Note that the Helpdesk cannot update contact information for employees or students. Please contact the Registrar’s office or human resources as appropriate.

9. I am no longer a student at Brazosport College. How do I get out of the BC Alert system?

Once grades have been entered and the semester is considered to have ended, all student records are deleted from the BC Alert database. If you are not a current student and receive an alert, please contact the Information Technology Helpdesk at 979-230-3266 or helpdesk@brazosport.edu for assistance.

10. What phone number will show up on Caller ID when I receive a call from BC Alert?

When you receive a call you will see the phone number 979-230-3500. You should program this phone into your contacts list on your mobile phone and consider assigning it a special audible ring tone or other alert sound that will be active even if you have your phone on vibrate mode. If you receive an alert, you can call this number to hear a recording containing information about the current alert situation. However, for most situations your best source of current information is the main college web site at www.brazosport.edu. If there is an event which causes a failure of access to the main college web site, there is a special emergency web site at emergency.brazosport.edu. Notice that you type “emergency” in place of the typical “www” to reach this site.

11. Will I receive text messages on my mobile phone?

Yes, if your device is capable of receiving text messages, the BC Alert system is designed to use this as one of the methods of delivering alerts.

12. It costs me money to receive text messages. Is the college going to reimburse me?

No. In most cases the cost for a text message is approximately ten cents. We believe that most people would find this a small price to pay for receiving important information that may affect their safety or well-being. Assuming that you received several test messages from BC Alert along with one or two actual emergency messages, your cost per year would be less than one dollar.

13. I am visually-impaired or hearing-impaired. How will I receive alerts?

The BC Alert system sends both audio and text alerts via several methods. Visually-impaired or hearing-impaired individuals should find one of the methods suitable. In addition, the system is compatible with TTY Phones.

14. Is there a fee for the system?

No. Brazosport College has contracted with the vendor to provide this service. It is part of the college’s overall information technology budget. However, employees and students may be responsible for fees to their mobile phone provider, depending on the terms of their service contract.

15. Are there other types of alerting systems in use on campus?

Yes, Brazosport College has additional alerting systems including fire alarms in most facilities. In addition, the college's phone system has text and voice alerting capabilities. You may receive alerts from any or all of these systems at the same time depending on the nature of the particular event. Due to the possible lag time in receiving messages from BC Alert, if you receive conflicting information from a fire alarm or via the college phone system, you should rely on the local system for the most up to date information. For example, a BC Alert may be issued warning of a tornado alert. Subsequently, a tornado may disable phone lines or other services and prevent the college from sending out a second BC Alert warning that a tornado has touched down near the campus. You might receive this information via the college telephone system which would also instruct you to shelter in place away from doors and windows.

16. Other students or employees received an emergency or test message via BC Alert but I did not. What should I do?

You should first check your e-mail inbox, spam filters and any answering machines or voicemail systems to make sure that you did not simply miss the call or calls. The system will try to contact you multiple times over a period of time so the alert may have been received on one of your other contact methods.

If you don't find any evidence of a contact at any of your contact locations, please contact Student Services to make sure that your information is up to date. If your information is correct, please contact the Information Technology Helpdesk at helpdesk@brazosport.edu, 979-230-3266 or in room K.100 on the main campus for assistance.

17. What should I do if I receive an alert from BC Alert?

Detailed information will usually be included in the alert message. Detailed information about sheltering in place and other typical actions is posted in classrooms and offices throughout the college.

You should also spread the word by telling those around you about the alert you've received. It is possible that some people around you did not receive the alert so word of mouth is very important for helping to spread the word.

18. The BC Alert system called me and gave me a number to call and a confirmation number to enter in order to confirm receipt of the message. I was driving at the time or didn't have time to write it all down so what do I do?

When BC Alert attempts to call a voice telephone, it tries to determine if the phone has been answered by a person or by a voicemail system. It asks you to press the one key on your phone to indicate that you are not a voicemail system. If you do not press one or don't do it quickly enough, the system assumes that it is talking to a voicemail system and plays the message along with the confirmation instructions. If this happens to you, the best idea is probably to hang up and then confirm the message by one of the other methods (e-mail reply, text message reply) or wait for the system to call you on the phone again and try to make sure you press the initial one key when prompted.

19. Why do the messages from BC Alert ask me to confirm receipt?

Since the majority of the messages sent using the system are routine test messages, we ask that you confirm receipt of the alert so that we can track how well the system is performing. This confirmation is very important in helping us make sure that we are reaching as many people as possible during an alert and to insure that the system is functioning properly and ready for use in an actual emergency or urgent situation. We typically ask for confirmation on non-test messages for the same reason.

20. I confirmed receipt but the system kept contacting me?

The BC Alert system is designed to try to contact everyone as quickly as possible using all methods available. Although it pauses briefly between contact attempts, it is very possible that the system is already sending you another alert while you are trying to confirm the first attempt. Just confirm one of the alerts and the system will eventually stop sending you alerts. Our goal is to make sure that you receive the important information so we try to err on the side of contacting you too much versus not enough or not fast enough.

21. What if I don't want to participate in BC Alert?

Participation in the alert system is mandatory for all students and employees of Brazosport College. The system is designed to increase the safety of all college students and employees. Just as we do not give individuals the opportunity to opt out of receiving fire alarm warnings and other safety alerts on campus, we require that all individuals participate in the BC Alert system.

22. Who do I contact for additional information?

Please contact the Information Technology Helpdesk at helpdesk@brazosport.edu, 979-230-3266 or in room K.100 on the main campus for assistance.

Instructions for Using Conference Bridge Service

The college's Information Technology (IT) department provides three phone conference bridges for college use. These services were originally purchased for disaster recovery purposes, but they can be used for any audio conference. The conference bridges are available 24x7 from anywhere in the US via a toll free number.

Participants: There are two modes for conference participants. The most basic mode is just a participant in the conference. To contact the conference as a participant, simply dial **877-336-1829**. At the prompt, enter the access code for your conference and press the # key. You will then be placed into the conference. If the host hasn't joined the conference yet, you'll be placed into a standby mode until the host joins and activates the conference. Once the host joins the conference, all participants will be placed into the conference so that they can hear each other. Please note that in a large conference with many participants it may be best for you to mute your phone unless you are speaking. This will cut down on background noise being transmitted to everyone on the conference.

Host: The second mode of participation is as the host. Certain designated personnel will serve as host. Certain designated personnel will serve as hosts. The main difference between a participant and a host is that you must have the password to be the host of the conference and have access to some additional conference commands. One of these commands allows the host to change the password, for example. Please remember that it is best if the host password is kept confidential to prevent unauthorized use of the conference service. The college incurs per minute charges while the conference is in progress.

To join the conference as the host, dial **877-336-1829**. Listen for the prompt which says to press * to join the conference as the host. Press * and then enter the host password followed by the # key. You will now be the host of the conference.

Once the host joins, the conference begins and all participants are joined together. Note that the host can leave the conference and the conference will continue as long as there are any participants on the line. This is a configurable option but it is set to allow this by default. The host can change this setting so that the conference ends when the host leaves. Additional participants can join the conference even if the host is not there, as long as the host has previously joined the conference.

Conference Access Codes are:

**College Divisions and Departments- 8829014 IT Department – 9579812
Senior Administration - 2757600**

Phone Tips - 911 Calls

Placing a call to the 911 operator has provided a means to request and receive assistance in all types of emergency situations. Throughout this Emergency Handbook you will find reference to this alternative as a means to obtain assistance in an emergency.

When a call is placed to 911 from a land-line telephone, the operator automatically receives notification of the address of the caller. When 911 is dialed, all campus phones provide the Lake Jackson operator with a 500 College Drive address.

Although some emergency procedures call for silencing of phones and pagers, there are circumstances when placing a call to the 911 operator and holding the line open, without speaking to the operator, will enable responders to identify the address location of the phone, which can facilitate an emergency response.

In the case of armed intrusion for example, not only is the location provided, but the open line enables the operator to gain valuable information from the conversation and background noises occurring in the vicinity of the phone which may assist responding units in obtaining a better understanding of the events taking place at the specific location of the threat.

Calls placed to the 911 operator by cell phone do not provide an address for the call, but identify the servicing tower location for the phone service involved and the longer the connection the more detailed the signal information becomes for use by the authorities.

**Pandemic
Guidelines
Annex**

BRAZOSPORT COLLEGE PANDEMIC INFLUENZA POLICY

It is the policy of Brazosport College to promote a safe and healthy environment for its employees and students. This policy has been developed to:

- minimize exposure and absenteeism in the event that pandemic influenza is a threat to our employees and students; and
- communicate personnel procedures relating to employee absences.

Brazosport College remains open in all but the most extreme circumstances. Unless the President or designee announces an emergency closing, classes will continue as scheduled and faculty and staff should report to work. However, all employees and students must use their own discretion in deciding whether they can commute to work safely.

Personal Hygiene and Good Health Practices

To maximize health, you should cover your cough by coughing into your elbow, or into a tissue, wash hands regularly and use alcohol hand gel, avoid touching eyes, nose, and mouth, be physically fit, eat a healthy diet, control body weight, and follow physician's instructions.

Pandemic Influenza Team

The Emergency Planning Committee serves as the Pandemic Influenza Team for Brazosport College and is responsible for monitoring emergency conditions for the purpose of communicating and implementing emergency plans to maintain the safety and security of faculty, staff and students. Members of the Pandemic Influenza Team are:

- President
- Vice President, Academic & Student Affairs
- Vice President, Industry & Community Resources
- Vice President, Human Resources
- Vice President, Business Services & CFO
- Executive Director, Institutional Advancement
- Associate Dean of Students
- Associate Dean of Instruction
- Director, Marketing and Communications
- Director, Information Technology
- Director, College Services
- Director, Facility Services
- Law Enforcement Faculty Representative

Designation of Emergency Closing

Only the President or designee will authorize an emergency closing of Brazosport College. If an emergency closing is ordered, all faculty, staff, and students should calmly and quickly follow established evacuation routes and leave the College. More information about emergency evacuation is available in the online Emergency Handbook. In the event Brazosport College experiences an emergency closing, employees should frequently check the Brazosport College web page at <http://emergency.brazosport.edu> for updates.

Continuity of Classes

Employees should not report to work nor should students come to class with flu-like symptoms, which may include fever (100° F), sneezing coughing, and/or a sore throat. Other symptoms may include body aches, headache, chills, and fatigue.

If an illness prevents you from reporting to work or on time, you are responsible for notifying your immediate supervisor as soon as possible. Such notification should be made by telephone conversation directly with your supervisor. If direct contact with your immediate supervisor is not possible, leave a detailed voice mail message and then contact your appropriate dean by telephone.

If you come to work with flu-like symptoms, your supervisor may send you home. In the event that you are sent home, College pay/leave practices will apply. If a student comes to class with flu-like symptoms, the faculty member should ask the student to leave the class and campus.

Both employees and students should not return to work or to class until they have been fever free (100° F) for a 24 hour period without fever-reducing medication. Depending on the severity of the influenza, the College may decide to reduce employees' face-to-face exposure by exercising the practice of social distancing, telecommuting or limiting business travel. In the event of a very severe pandemic, the College may close to reduce infections. The college web site and voice mail messages will keep students and college employees informed of plans during a flu outbreak.

Personnel Procedures during a Pandemic Influenza Crisis

Certain employees will be required to maintain essential functions. In the event of closure of the College, these employees will be expected to report to work. Supervisors will contact these employees.

For full-time employees who are unable to report to work due to personal or immediate family pandemic influenza illness or in the event of an emergency closure of the College, policies as outlined in Board Policy DEC (LOCAL) will apply.

Absences Resulting from Personal or Immediate Family Illness

Full-time employees will be expected to first use paid leave for personal or immediate family illness. Current year and/or accrued sick leave may be used for personal illness. Only current year sick leave may be used for immediate family illness [immediate family is defined in Board Policy DEC (LOCAL)]. Full-time employees who do not have adequate paid leave will be considered in an unpaid leave status.

Employees are expected to contact their immediate supervisor by telephone to receive verbal approval of absences. Upon returning to work, employees should complete the appropriate absence form(s), obtain the appropriate supervisor's approval (President's approval required on "absence without pay"), and submit to Human Resources for processing. For additional information on other paid and unpaid leave options in the Brazosport College's leave and absence policy, go to

- <http://www.brazosport.edu/sites/general/humanresources/policies/forms/policies.aspx>

- Click on Section D
- Click on DEC (LOC)

Emergency Closure of Brazosport College

In the event of an emergency closure of Brazosport College, full-time employees will be considered in a paid status and, if eligible, accrue leave benefits for days the College is officially closed. Once the College is officially declared re-opened, employees, medically able, are expected to return to work. Those full-time employees unable to return to work should contact their immediate supervisor to receive verbal approval for not returning to work. Absences for those full-time employees not returning to work and who have their supervisor's approval will begin using available paid leave or unpaid leave as applicable to the individual employee.

hmls: emergency&evac info/pandemic emergency info/pandemic flu plan-hm