Emergency Response Plan

Cossatot Community College UA
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CCCUA is in compliance with EEO/AA/ADA in student and employment programs, activities
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CCCUA MISSION AND PURPOSES

The Mission Statement for Cossatot Community College-UA is: Cossatot Community College of the University of Arkansas, an institution of higher education, is a public two-year college located in Southwest Arkansas and is dedicated to serving students who wish to achieve academic, personal, or career goals. The College seeks to encourage in each student the values essential for effective citizenship; the desire for lifelong learning; the techniques for applying knowledge and skills to personal, career, and community life challenges; and an understanding that all individuals have worth and potential. To achieve this mission the College strives to carry out the following purposes, which directly relate to the mission statement:

I. To provide employment education for students to gain competence in skill areas and knowledge for entry into the global workforce.

II. To offer quality higher education courses which may transfer to another educational institution.

III. To offer a general education foundation in all programs that will enhance the student’s personal growth, skills, and understanding.

IV. To provide developmental educational programs to allow individuals to reach their personal or occupational goals or to prepare for college-level course work.

V. To provide opportunity for those needing adult basic education, general adult education, computer literacy, or English speaking and writing skills.

VI. To provide student services including, but not limited to, counseling and guidance, career exploration and assistance, financial aid, and opportunities for extracurricular activities.

VII. To provide the facilities of the College and the talents of its professional staff to its publics in order to support educational, civic, and cultural endeavors within each community in the service area.

VIII. To provide leadership for and participate in economic development activities to enhance employment opportunities in the service area.

IX. To work with local schools, community organizations, and state and federal agencies to encourage high school students and adults to continue their education beyond the twelfth grade or its equivalent.

X. To provide educational and skill development by selecting delivery systems that encompass technology and alternative attendance patterns, and accepting creditable prior learning.
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Hazard indices and vulnerability assessments were developed for moderate and significant risk events for the buildings on the local campus. The hazard indices evaluated the extent to which the buildings were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular building were affected by a specific hazard.
DEFINITION OF AN EMERGENCY

An emergency is any unplanned event that can cause death or significant injuries to faculty, staff, students, or the public, or that can shut down business, disrupt operations, cause physical or environmental damage, or can threaten the institution's financial standing or public image.
The Emergency Response Plan goes into effect whenever a crisis, man-made or natural, disrupts operations, threatens life, creates major damage, and occurs within the College community and its environs. While it is likely that outside assistance would be available in most large-scale crisis/emergency situations affecting the College, the College must be prepared to carry out crisis response and short-term recovery operations on an independent basis.

The Emergency Response Plan facilitates to maximize human survival and preservation of property, minimize danger, restore normal operations of the college, and assure responsive communications with the community, surrounding neighborhoods; the plan is set in operation whenever a natural or induced emergency affecting the college reaches proportions unmanageable by established measures. A crisis may be sudden and unforeseen, or there may be varying periods of warning. This plan intends to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.

**EMERGENCY RESPONSE PLAN SYNOPSIS**

**Purpose**

CCCUA Emergency Response Plan (ERP) outlines procedures for managing major emergencies that may threaten the health and safety of the campus community or disrupt business operations on one or more of the campuses. The ‘local campus’ is, for the purposes of this Plan, defined as the campuses located in Ashdown, De Queen, & Nashville campus and all CCCUA facilities located within Howard, Little River, & Sevier Counties; facilities located outside of this area must develop and implement an ERP that addresses the specifics of that facility and the response capabilities within their locale. The Chair of Disaster Committee is responsible for assuring the development of emergency plans for offsite locations or other campus(s) not listed in this plan.


The ERP identifies individuals and departments that have a direct or supporting role in emergency response, and it provides a management structure for coordinating and deploying university resources. The Chair for Disaster Committee organizes and directs the actions, which convene at the Emergency Operations Center (EOC). The Chancellor or Vice Chancellor serves as liaison to the Policy Group, which is composed of the upper administration of the university and which establishes policies and procedures as needed in response to the emergency. Deans or Division Chairs establish Satellite Operations Centers. Their purpose assures communication between their constituent departments and the EOC. They gather impact data, and determine business continuity and recovery priorities for their areas.

This Emergency Response Plan outlines a plan of action to handle emergencies immediately in a logical and coherent manner. The intent of this plan is to create a framework that will allow an immediate response to an emergency without impeding the initial response or requiring policy decisions. This plan consists of the basic plan, the appendices, and the emergency support function and incident annexes. The basic plan provides an overview of CCCUA approach to
emergency response and operations. It explains the policies, organization and tasks that would be involved with the response to an emergency. The annexes and appendices give definition to the terms and acronyms used throughout the basic plan, and are the location for any supporting figures, maps, and forms. The emergency support function appendices focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function, while the incident annexes focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

Scope

This plan and all of its contents apply to all of CCCUA’s students, facility, staff and visitors. Major emergencies may affect the surrounding community in addition to the campus. If this occurs, CCCUA will make every effort to cooperate with local, state, and federal officials in their delivery of emergency services.

EMERGENCY RESPONSE PLAN (INTRODUCTION)

An emergency can arise at CCCUA at any time and from many causes. Potential emergencies can range from chemical spills, fires, explosions, natural disasters, and criminal incidents.

CCCUA’s Emergency Response Plan (ERP) is a procedural document for organizing, coordinating and directing available resources toward the control of an emergency. The plan includes a chain of command establishing the authority and responsibility of various individuals. In emergencies, procedures sometimes must change at an instant's notice; therefore, responsible and knowledgeable persons who know the procedures must have the authority to make necessary modifications.

CCCUA’s emergency response priorities are:

- Protect life safety.
- Secure our critical infrastructure and facilities, which are, in priority order:
  - buildings used by dependent populations,
  - buildings critical to health and safety,
  - facilities that sustain the emergency response,
  - classroom and research buildings, and
  - Administrative buildings.
- Resume teaching and research programs.

University response to a disaster or emergency will generally involve the following phases:

**PLANNING AND MITIGATION** – The process of evaluating exposures and developing or refining response plans that will assure an orderly and effective response to an emergency, and for identifying and mitigating areas of vulnerability. After activation of the ERP, after-action reviews will determine if the response was effective or if the plan should be modified and improved. Structural (e.g., facilities, systems and land-related)

**RESPONSE** – The reaction(s) to an incident or emergency in order to assess the level of containment and control activities that may be necessary. During this phase, generally, only preliminary forecasts of the impact will be available, and university priorities will be to assure the public welfare, protect critical infrastructure, and provide support to emergency response organizations/operations.
**RESUMPTION** – The process of planning for and/or implementing the resumption of critical business operations immediately following an interruption or disaster. During this phase, more in-depth forecasts of the impact will be available, and university-wide priorities for program resumption will be determined. All response activities indicated above will continue as necessary. The support requirements/needs of Satellite Operations Centers (SOCs) will be addressed on a prioritized basis.

**RECOVERY/RESTORATION** – The process of planning for and/or implementing recovery of non-critical business processes and functions after critical business process functions have been resumed, and for implementing projects/operations that will allow the university to return to a normal service level.

**SITUATION LEVEL DEFINITIONS**

This plan identifies four emergencies levels as follows:

- **Level 0** covers short-term internal “routine” emergency involving only university facilities and employees. limited outside agency involvement may be required.
- **Level I** includes an emergency with a predictable duration at a single site involving the university and a single outside agency such as the fire department.
- **Level II** involves an emergency with an unpredictable duration with a multi-agency response.
- **Level III** relates to a widespread emergency affecting a large segment of the university with long-term implications.

Use the following level definitions as a guide to defining the magnitude of an emergency incident and the potential impact on CCCUA

**LEVEL 0**

**DEFINITION:** An unplanned event of short duration that is not likely to adversely affect or threaten life, health or property. Control of the incident is within the capabilities of university employees and the response made in accordance with departmental emergency plans. The university ERP is **not** activated for Level 0 events.

**CRITERIA:** University employees can resolve the incident with assistance or advice from CCCUA’s staff.

- An outside agency may be involved as a precaution or as part of standard university procedures.
- File a written report with CCCUA and other appropriate university departments as deemed necessary.
- No outside medical assistance needed.
- Little involvement of university insurance is required.
Establishment of an Incident Command Center is optional, and typically, activation of the ERP would not be required.

EXAMPLES: Automatic fire alarm, small chemical spill, localized water pipe break affecting a portion of a building, a localized undetermined odor problem, minor flooding from excessive rain, a criminal incident, labor disruption, or student demonstration.

**LEVEL I**

**DEFINITION:** A Level 1 emergency is an unplanned event that may adversely affect or threaten life, health or property within a single area. Control of the incident may be beyond the capabilities of university employees. Outside agency assistance may be necessary. Departments are to follow the procedures outlined in their departmental emergency plan when responding. The ERP would not typically be activated for Level I emergencies.

**CRITERIA:** Resolution of incident involves both university and/or outside agency personnel.

- Evacuation is short term and affects the immediate localized area only.
- The incident is of short duration (e.g. 2 hours or less).
- Security procedures will be established to protect occupants, evacuees, & /or property.
- Medical response may be required.
- Some involvement of university insurance may be required.
- Establish an Incident Command Center at or near the scene of the emergency.
- A written report, including a narrative, damage estimates, injury report, and agencies involved is prepared. Members of the university who participated in the response may hold an incident debriefing/critique.

**EXAMPLES:** A localized fire or explosion in a residence hall or academic building, a chemical spill that causes a disruption of services and a hazardous materials response, a suicide, a water main break involving most of a building or one which threatens critical services, a trench cave-in, an odor requiring evacuation, or loss of heat or power to a building.

**LEVEL II**

**DEFINITION:** A Level II emergency is an unplanned event of unpredictable duration that may adversely affect or threaten life, health or property on a large scale at one or more locations within the university. Control of the incident will require specialists in addition to university and outside agency personnel. Long-term implications may result.

**CRITERIA:** Resolution of the incident involves both university and outside agency personnel.

- Evacuation is long-term and affects an entire building, a group of buildings and/or a significant number of employees or students.
- The incident response may require an extended period before it is completely resolved.
- Establish security procedures to protect occupants, evacuees and/or property.
- Significant involvement of university insurance may be necessary.
- Large-scale medical response may be required.
- Establish an Incident Command Center at or near the scene of the emergency.
• Establish the Emergency Operations Center and activate the ERP.
• Members of the university that participated in the response will hold an incident debriefing/critique.

**EXAMPLES:** A criminal incident, a water main break involving service to multiple buildings or a break affecting an entire academic or residential building, loss of heat or power to multiple buildings, a fire affecting an entire residential or academic building, a chemical release causing the evacuation of one or more buildings, large scale civil unrest on university property, threatened acts of terrorism, or acts of violence on or near campus that have broad implications for university operations.

**LEVEL III**

**DEFINITION:** A Level III incident occurs at the university and adversely affects or threatens life, health or property on a large scale. Control of the incident will require multiple agencies and multiple university departments working together. Long-term implications are expected.

**CRITERIA:** Resolution of the incident requires multi-agency response and long-term business disruption is expected.

• Expect serious hazard or severe threat to life, health and property.
• Resolution of incident involves community multi-jurisdictional and university multi-departmental involvement.
• Major evacuation involving implementation of the university relocation plan, interfacing with community plans.
• Significant and long-term involvement of university insurance will be necessary.
• Duration of event is unpredictable.
• Security procedures established to protect evacuees and property.
• Large-scale medical response implemented using both university and community resources.
• Establish an Incident Command Center at or near the scene of the emergency.
• Establish the Emergency Operations Center and activate the ERP.
• Communications center established to coordinate media and university related communications.
• Long-term recovery plan established.
• Written report is prepared.
• All agencies that participated in the response will hold an incident debriefing/critique.

**EXAMPLES:** A criminal incident, a flood from Highway 71 South that involves the Ashdown campus and surrounding buildings, large-scale chemical release affecting a significant portion of the university, earthquake, tornado, major power outage, and building collapse.
**INCIDENT FLOW CHART**

**Level 0**
- Can be resolved by CCCUA staff
- No injuries involved

**Level 1**
- Requires outside agency to resolve
- May involve short-term evacuations
- May involve injuries
- Command Center established as necessary

**Level 2, Level 3**
- Similar to Level 1, but of longer duration or has larger impact
- EOC established

**Level III**
- Major incident
- Involves injuries and/or death(s)
- University services disrupted

**Incident**
- Call to 911

**Assess Level of Incidence**
- Notify the Chancellor

**Level 0**
- Notify the appropriate departments for the emergency
  - Can be handled by CCCUA Staff

**Level 1**
- Contact Fire Dept., Police Dept., Emergency Medical Services and/or other departments as appropriate for the emergency

**Level 2, Level 3**
- Contact Fire Dept., Police Dept., Emergency Medical Services and/or other departments as appropriate for the emergency

**Complete a Detailed Incident Report**

**Notify Div. Chairs**

**Communicate location of EOC to all responding departments**

**Establish ICC**

**Establish EOC**

**Convene Policy Group as necessary**

**Disaster Team Reports to EOC**

**Notify University Relations**

**Determine Need for Media**

**Complete Incident Report**

**Convene with Chancellor at EOC**

**Establish Media Center**
EMERGENCY RESPONSE PLAN COMMAND STRUCTURE

EMERGENCY OPERATIONS COMMAND STRUCTURE

The university coordinates its emergency preparedness planning with the cities of Ashdown, De Queen, & Nashville in Howard, Little River & Sevier Counties, and other adjacent localities, agencies and organizations to ensure that the campus procedures are consistent with current government practices, and that CCCUA is able to maintain effective emergency communications and coordination during an incident.

CCCUA partitions emergency decision-makers into functional groups to maximize efficiency. These groups are as follows:

**POLICY GROUP** is composed of lead administrators, establishes policies and procedures as needed to support emergency operations, and determines business recovery and resumption priorities.

**DISASTER COMMITTEE** directs resources in support of emergency response operations, assures the continuity of critical business functions, and implements business recovery and resumption activities. The Disaster Committee is composed of lead administrators and support personnel from departments that have an emergency response and/or business continuity or business recovery role.

**SATELLITE OPERATIONS CENTERS** (SOCs), located in the administrative headquarters of the Chancellor, Vice Chancellor, & Deans office to gather emergency impact data from their constituent departments, account for their personnel, transmit reports to the EOC, disseminate emergency instructions to constituents, and develop and implement business continuity, resumption, and recovery plans.

In addition to functional groups, assign three specific roles as follows:

**EMERGENCY RESPONSE ORIGINATOR** (ERO) The Chair of the Disaster Committee or designee serves as the single point of contact within the ERP. Requests for personnel, equipment, supplies, information and assistance from the Incident Command Center are coordinated with the ERO.

The Chancellor or Vice Chancellor (or designee), will normally be in charge and will provide the communications interface between the Disaster Committee and other departments

**INCIDENT COMMANDER** (IC) is the individual directing immediate response efforts at the scene of the emergency. Arkansas law may establish the IC role, for example, the Fire Chief will serve as the IC for emergencies involving fire response. Note that for smaller scale emergencies, the IC may also serve as the ERO

**POLICY GROUP**

The Policy Group will convene to provide support for emergency operations, address the safety and welfare of students, employees and visitors, and assure, as best possible, the continuity and timely resumption of university operations. The Policy Group consists of the directors and/or lead administration of those departments and areas that are involved in responding to the emergency. Assembling additional personnel may be necessary to address specific emergency conditions and as needed to support EOC operations.

**PURPOSE OF THE POLICY GROUP**
The Policy Group provides centralized direction and control of any or all of the following functions as they pertain to CCCUA:

- Evaluate the institutional effects of the emergency;
- If necessary, authorize a temporary suspension of classes, or a campus closure or evacuation.
- Frame emergency-specific policies as needed. Examples are emergency personnel policies, special financial assistance for employees or students, etc.
- Assure that functions critical to the continuity of university business operations are maintained;
- Address legal issues associated with the emergency;
- Collect and analyze information provided by SOCs and the EOC on the impact of the event on departmental and university operations;
- Determine and convey business resumption and business plans.

KEY MEMBERS OF THE POLICY GROUP

- Chancellor
- Vice Chancellor
- Dean of Howard County Campus
- Dean of Little River County Campus
- Director of Marketing & Public Relations
- Vice Chancellor of Business Services
- Executive Director for Institute Advancement
- Director of Information System & Support
- Director of Business/Agriculture
- Division of General Education
- Director of Librarian/Student Personal Development
- Director of Nursing & Allied Health
- Disaster Committee
- Other members as directed by the Chancellor of the university

CHANCELLOR

1. Activate the Emergency Response Plan and designate an on-scene commander.
2. Take responsibility for the overall operation and management of the Emergency Response Plan.
3. Move to the EOC and manage the emergency with the assistance of the Disaster Committee and necessary support personnel.
4. Notify the University of Arkansas System Office and other state, local, and federal offices as necessary.
5. De-activate the plan when appropriate.
6. Ensure the advising of the appropriate Deans or designees of current events.
7. Take immediate action to care for injured persons. (verify 911 has been called)
8. Take immediate action to reduce the threat of potential casualties and property damage.
INITIATE THE FOLLOWING PROCEDURES:
1. Initiate evacuation of appropriate areas (bomb threat, fire alarm) of the specific Facility.
2. Coordinate the clearing of evacuation and ingress routes.
3. Provide security of emergency area, evacuation routes, and ingress routes.
4. Survey emergency area for damages and injuries in order to request additional internal and external support required.
5. Serve as the initial commander of the command post.
6. Maintain communications with the Deans and essential personnel.

VICE CHANCELLOR OR DESIGNEE
1. Prepare to assume the Chancellor’s duties in his absence.
2. Identify personnel for support positions in EOC.
3. Acquisition needed scientific expertise from University faculty.
4. Decide if classes will be suspended or canceled.
5. Coordinate the relocation of classes.
6. Ensure the integrity of academic records to the greatest extent possible.
7. Facilitate support of employees, and families of employees, who are casualties because of the emergency.
8. Other duties as assigned by the Chancellor.

DEANS, DIVISION CHAIRS, or DESIGNEE
Report to the EOC for further assignments and convene with chancellor.
Ensure current contact information for department personnel is on file and accessible (including visiting lecturers).
- Ensure faculty has plans in place for continuation of course instruction.
- Ensure faculty take personal belongings and necessary materials to continue instruction with them during the evacuation.
- Ensure all courses are on Blackboard, all syllabi are posted to Blackboard, and faculty understands how to use Blackboard for instructional purposes.
- Inform faculty, staff, and students about the need to check the CCCUA website for accurate and timely information pertaining to campus operations.
- Maintain contact with the chancellor or designee and communicates with faculty and staff. Ensure instruction continues via e-learning or other appropriate means. Other Duties assigned by the Chancellor.

DISASTER COMMITTEE
The Disaster Committee will convene to coordinate policy and procedure issues specific to response and recovery activities necessitated by the nature of the event. Disaster Committee members shall remain accessible to the EOC for updates and guidance as necessary. They maintain their Communication with their liaison at the EOC by telephone if possible or by radio,
cell phone or other means as necessary. When necessary, the Disaster Chair will convene at the EOC

PURPOSE OF THE DISASTER COMMITTEE

The Disaster Committee shall be used to provide centralized direction and control of any or all of the following functions as they pertain to CCCU A:

- Determine the scope and impact of the incident;
- Prioritize emergency actions;
- Deploy and coordinate resources and equipment;
- Adjudicate conflicting claims and/or requests for emergency personnel, equipment and other resources;
- Designate responsibilities & duties to maintain the integrity of the university & its primary mission;
- Provide support to emergency operations at the Incident Command Center;
- Issue communications and warnings through University Relations;
- Request additional resources from outside agencies and implement mutual aid agreements;
- Coordinate with local, state and other governmental agencies.
- Monitor and continually evaluate conditions;
- Analyze damage assessment data, identify business recovery priorities & associated resource needs & convey this information to the university administration, the ICC & SOCs.
- Implement university business continuity and resumption plans.

DISASTER COMMITTEE CHAIR & DISASTER COMMITTEE

1. Be the primary point of contact for the on-scene commander and Emergency Management Team (fire dept. law enforcement, emergency medical personnel)
2. Provide assistance in activation of the Emergency Disaster Plan and ensure notification of key personnel.
4. Acquisition of resources from outside the University
5. Work with the Vice Chancellor or Chancellor to provide business recovery as soon as possible
6. Other duties as assigned by the Chancellor

ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT (A.D.E.M.)

- Number of deaths, victims & injuries
- Needs of the victims
- Impact on infrastructure, citizenry, and university operations
- Boundaries of the disaster area
• Social, economic, and political impacts
• Jurisdictional boundaries involved
• Status of communications systems
• Status of staging areas, casualty collection points, evacuation points, etc.
• Status of EOCs, public safety facilities, and other critical sites
• Weather conditions affecting disaster operations
• Status of key personnel
• Status of EOC activation
• Status of emergency or disaster declaration
• Resource shortfalls and capabilities
• Status of evacuation efforts, shelter and feeding operations
• Major issues/activities being handled by local jurisdictions
• Overall priorities for response operations
• Status of action plans for upcoming activities

EOC FUNCTIONAL WORKING GROUPS

The organization of CCCUA Disaster Committee at the EOC is based on the Incident Command System used by the Arkansas Department of Emergency Management and regional emergency response agencies. Under this model, members of the Disaster Committee are assigned to functional working groups (Sections) to maximize efficiency as follows:

PLANNING SECTION – initiates, collects and verifies field reports, assesses reconnaissance and other data, prioritizes situation reports and plans, and develops Incident Action Plans.

OPERATIONS SECTION – directs and coordinates all operations; receives and implements Incident Action Plans.

LOGISTICS SECTION – obtains and stages resources in support of emergency operations.

FINANCE/ADMINISTRATION SECTION - tracks all incident costs, and tracks and manages the university claims process.

The Disaster Committee will appoint a Section Chief for each Section as appropriate for the type and scale of emergency. Note that activating all Sections may not be necessary for every emergency.

The Emergency Response Originator is supported by Command Staff consisting of:

PUBLIC INFORMATION AND MEDIA RELATIONS – manages internal campus status reports and external staff briefings. Assigns a liaison public information officer to the locality’s EOC if the disaster extends beyond the boundaries of the CCCUA campus or campuses.

SAFETY OFFICER – a representative from the Disaster Committee that monitors safety conditions and develops measures for ensuring the safety of assigned personnel.

ESSENTIAL PERSONNEL
All CCCUA (Chancellor, Vice-Chancellor, Deans, Chairs, Directors, and Facility Managers & Maintenance Personnel) are “essential personnel” during Level II and III events. Their roles and responsibilities specify their respective departmental emergency operations plan. Similarly, personnel from departments that have an emergency response and/or support function (e.g., sheltering and mass care, debris clearance, damage assessments, critical facility/system restoration) may be designated as “essential personnel” as needed or required when a Local Emergency has been declared.

**ADMINISTRATOR-IN-CHARGE**

Contact Administrator-in-Charge in the following order (if Frank is not available, call Steve Cole, and so on down the list).

<table>
<thead>
<tr>
<th>Name</th>
<th>Ext.</th>
<th>Home phone*</th>
<th>Cell phone*</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Cole</td>
<td>1173</td>
<td></td>
<td>582-2192</td>
<td><a href="mailto:scole@cccua.edu">scole@cccua.edu</a></td>
</tr>
<tr>
<td>Mike Kinkade</td>
<td>2220</td>
<td>845-2261</td>
<td>584-6607</td>
<td><a href="mailto:mkinkade@cccua.edu">mkinkade@cccua.edu</a></td>
</tr>
<tr>
<td>Barry Reed</td>
<td>2262</td>
<td></td>
<td>584-8045</td>
<td><a href="mailto:breed@cccua.edu">breed@cccua.edu</a></td>
</tr>
<tr>
<td>Charlotte Johnson</td>
<td>1115</td>
<td>642-3204</td>
<td>584-9485</td>
<td><a href="mailto:cjohnson@cccua.edu">cjohnson@cccua.edu</a></td>
</tr>
<tr>
<td>Maria Parker</td>
<td>1112</td>
<td></td>
<td>845-8704</td>
<td><a href="mailto:mparker@cccua.edu">mparker@cccua.edu</a></td>
</tr>
<tr>
<td>David Blackwell</td>
<td>1116</td>
<td>386-7271</td>
<td>584-2682</td>
<td><a href="mailto:dblackwell@cccua.edu">dblackwell@cccua.edu</a></td>
</tr>
<tr>
<td>Steve McJunkins</td>
<td>2238</td>
<td>845-5510</td>
<td>582-1836</td>
<td><a href="mailto:smjunkins@cccua.edu">smjunkins@cccua.edu</a></td>
</tr>
<tr>
<td></td>
<td>Name</td>
<td>Office</td>
<td>Phone 1</td>
<td>Phone 2</td>
</tr>
<tr>
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<td>----------</td>
</tr>
<tr>
<td>8</td>
<td>Barbara Lacefield</td>
<td>1104</td>
<td>642-5354</td>
<td>784-2862</td>
</tr>
<tr>
<td>9</td>
<td>Robbie McKelvy</td>
<td>1105</td>
<td>642-7989</td>
<td>784-4334</td>
</tr>
<tr>
<td>10</td>
<td>Marilyn Archer</td>
<td>1155</td>
<td>642-3913</td>
<td>584-6689</td>
</tr>
<tr>
<td>11</td>
<td>Kim Dickerson</td>
<td>1147</td>
<td>(580)420-6175</td>
<td>(580)306-2085</td>
</tr>
<tr>
<td>12</td>
<td>Tammy Coleman</td>
<td>1149</td>
<td>642-6130</td>
<td>582-2718</td>
</tr>
</tbody>
</table>

* Area code 870 unless specified otherwise

**Notes:** The Administrator in Charge should be on campus. Provide other contact information only if needed to relay information. In Nashville, call Mike Kinkade first, then Frank, then on down the list. In Ashdown, call Barry Reed first, then Frank, then on down the list.
ACTIVATING THE PLAN

PLAN ACTIVATION

In most situations, the Police Dept. or activation of 911 will serve as the initial contact for reporting all emergency situations (as defined by this plan) and as the central point of communication during the response and resolution of all emergencies on the local campus. Outbreaks of contagious disease, a utility outage that affects business, operations, and weather events are examples of emergencies where someone other than the Disaster Committee may initiate activation of the plan.

Upon contact, the Officer in Charge will make an initial judgment about the level of response necessary and communicate with personnel as outlined in the plan. As appropriate, the roles of Incident Commander, Chancellor in Charge, and Emergency Response Originator will be assigned. The ERO will confirm the level of response needed and situation level of the emergency. The ERO will make the appropriate contacts within the Administration as outlined in the ERP and notify the 911 system to begin staging for the emergency.

If an emergency begins to escalate, the Officer will notify any additional internal and external personnel and will take appropriate action as outlined in the ERP to respond to the changing conditions.

The Chair of the Disaster Committee (or designee) has the authority to send messages and alerts to the university community via multiple means. Use these notifications during an emergency to protect, evacuate, and/or avoid a specific location.

The Vice Chancellor, Dean, or the Chancellor’s (designee) in consultation with the Chancellor of the University has the authority to close the university.

PLAN DE-ACTIVATION

When stabilized, emergency conditions and normal university operations can resume, the will The Disaster Committee deactivates the Emergency Response Plan with the concurrence of the university Chancellor, Vice-Chancellor or (designee). A formal announcement will be circulated, using all emergency information and notification systems.

If the nature of the incident requires an extension of some emergency services, appoint special work groups to coordinate those continuing activities among selected SOCs. Continuing issues may include:

- Complete ongoing repairs and their staging.
- Make academic or administrative space adjustments.
- Support services for impacted students, faculty, or staff.
- Cooperate with community relief efforts.

BUSINESS RECOVERY

Even when emergency response activities are nearing completion, business recovery activities may continue for weeks or months after the event. Business recovery activities include re-establishing complete services and functions following a major incident and recovering extraordinary costs caused by the event. The Policy Group coordinates policy and procedure issues specific to recovery activities necessitated by the nature of the event, determines business recovery priorities, and develops post-incident business recovery plans. One of the final EOC actions will be to appoint members of the Disaster Committee to continue working
with the Policy Group in support of business recovery activities. Determine the composition of this Work Group by the nature and magnitude of the event.

**COMMAND CENTERS**

**LOCATIONS**

**INCIDENT COMMAND CENTER (ICC)** is the location from which immediate response efforts are coordinated and directed at or near the scene of the emergency. There will typically be only one incident command center, although there may be other satellite support areas such as a staging area for personnel and equipment. The **Incident Commander (IC)** will oversee the immediate actions taken at the scene of the response. If the IC requires the support or involvement of CCCUA departments or personnel, assign an Emergency Response Originator as outlined in this plan.

**EMERGENCY OPERATIONS CENTER (EOC)** established when the ERP is activated during the initial stages of a large-scale (e.g., Level II or III) campus emergency to ensure the integrity of the administration of CCCUA’s resources and assets.

The location of the EOC will be determined after reviewing telecommunications and power requirements (including the need for emergency back-up power systems) and the location, scale and type of emergency.

**SATELLITE OPERATIONS CENTERS (SOC’s)** located in the administrative headquarters of the Chancellor, Vice Chancellor, Division Chairs offices and serve as the pivotal communications interface between the EOC and the campus community before, during and after a major emergency or disaster. SOCs gather emergency impact data from their areas and account for their personnel, transmit reports to the EOC, and disseminate emergency instructions to constituents. SOCs communicate the location of Emergency Assembly Points used during emergency evacuations in areas, recruit volunteers to assist with response and recovery operations, and participate in campus exercises to practice using these resources. SOCs play a critical role in assuring department preparedness, response, and recovery planning and training. Finally, SOCs coordinate the planning and implementation of business continuity, resumption, and recovery activities in their respective areas.

**CCCUA DEPENDS ON UNIVERSITY CHANCELLOR, VICE CHANCELLOR & DIVISION CHAIRS TO:**

- Assure and oversee the development of effective mitigation and emergency preparedness plans at both the SOC and departmental level.
- Develop continuity of operations (COOP) plans, and determine business resumption and recovery priorities for their constituent departments.
- Create an executive Satellite Operations Center that will communicate information to and from the University EOC during major emergencies or disasters.
- Provide emergency operations leadership and coordination for your areas.
- Gather documentation on the impacts of an emergency upon departmental operations.
- Develop post-incident business recovery plans, involving appropriate academic, administrative and financial managers, and coordinate corresponding program resumption activities in your constituent departments.
CONTINUITY OF OPERATIONS PLANNING (COOP)

Advance prioritization of critical operations and services is essential to assuring that the university’s response to an emergency is in the best interests of the organization as a whole and to the community it serves, and maintaining critical functions throughout the course of an incident. SOCs play a key role in defining and communicating area-specific response priorities to the EOC, university priorities, however, will likely supersede SOC priorities if a major disaster occurs. If SOC functions and services have not been prioritized, then it is the role of the Policy Group to determine recovery priorities. The Policy Group will also determine broad university priorities for restoration of operations and services and communicate these priorities to the EOC. Establish recovery priorities as follows:

- Immediate recovery (true continuity) is essential
- Recovery required within 24 hours
- Recovery required between 24 and 72 hours
- Recovery not required within 72 hours

Continuity of operations planning encompasses three areas of focus: planning and organizing the emergency response; identifying and mitigating areas of vulnerability; and, advance prioritization of business continuity and business recovery concerns.

It is a recommendation that SOCs periodically review and update emergency response and business continuity and recovery plans. It is also a recommendation that SOCs periodically test these plans to assure they adequately address the critical functions and services of the departments covered by the plan. Testing could include performing a desktop review, tabletop, or simulation. The Disaster Committee personnel will assist with conducting these exercises upon request.

COOP GUIDELINES

All CCCUA: Expect SOCs and their constituent departments to develop continuity of operations plans to safeguard their essential programs and records, and to involve appropriate academic, administrative and/or financial personnel in the planning process.

The Chair of the Disaster Committee is responsible for coordinating the preparation and continuous updating of the ERP, and for assuring the compatibility of the plan with similar Federal, State, and local (county and municipal) plans. In addition, some departments, such as Facilities, Information Support Systems and the Office of Student Services task with the development and maintenance of certain Emergency Support Functions or associated standard operating guidelines of the ERP.

Each department, agency or individual specified in the ERP, and each department/area that will play an active role in responding to a campus emergency, prepares and continuously updates their area plans as needed to ensure the timely and effective delivery of disaster response and recovery services by that organization during a disaster. After updating an area plan, submit a copy to the Chair of the Disaster Committee.

Update the ERP and each area plan as soon as practicable after changes in organizational structure or resources occur. As a minimum, review this plan and each area plan annually.

Each identified area coordinator will sign and date their respective area plan and/or Annex after the annual review to certify that it is accurate, current and comprehensive.
Test the plan periodically. Testing may involve all or part of the plan as necessary. To keep the plan current and effective, evaluate the results of testing and change the plan deemed appropriate.

**REVISIONS**

The Chair of the Disaster Committee shall maintain a record of revisions and distribute revisions to the basic plan to all parties that hold controlled copies. Revisions will be dated. The basic plan will be made available via electronic access at [http://www.cccua.edu](http://www.cccua.edu). Area Coordinators are responsible for revisions to area plans, assigned Annexes or Emergency Support Functions (if applicable), specific response protocols and standard operating procedures. Forward Updates, as made, to the Chair of the Disaster Committee.

**MAINTENANCE AND ADMINISTRATION OF THE PLAN**

**PLAN ORGANIZATION AND FORMAT**

The Annexes of the ERP shall be organized in the following sections:

1. **MISSION** - A short statement of CCCUA’s purpose.
2. **ORGANIZATION** - Disaster organizational structure with detailed statements telling how, when, and by whom tasks are accomplished.
3. **CONCEPT OF OPERATION** - A short, concise statement of operational concept, particularly state if normal organization is used, or how modified, for disaster operations.
4. **DIRECTION AND CONTROL** - A short, concise statement explaining chain of command, organizationally and in relation to the EOC.
5. **AUTHENTICATION** – The signature of the department or agency head is required on all area plans.

**SUPPORTING PLANS AND PROCEDURES**

The Emergency Response Plan provides the framework for response and recovery including general task assignments. SOGs (Standard Operating Guidelines) are based on this framework, but detail specific response and recovery procedures and actions.

Area plans prepared by campus departments to detail response to disaster events affecting the campus. These departments are responsible for developing SOPs necessary to support the basic plan and for reviewing and updating their plans annually as needed.

The Chair of the Disaster Committee, with assistance from Area Coordinators, is responsible for developing mutual aid agreements or other support methods with agencies outside of the university for disaster resources.

**PROGRAM ADMINISTRATION**

CCCUA Board of Visitors has overall responsibility for policy decisions affecting pre-disaster activities, emergency operations and recovery operations of all divisions, as well as the coordination of emergency support provided by other Federal, State and local agencies.
The Chancellor of the University is responsible to the Board of Visitors as their representative, and represents the Board while directing and supervising all activities of the university during pre-disaster and recovery phase operations. The Chair of the Disaster Committee is responsible to maintain an adequate Emergency Response Plan.

EXERCISES AND TRAINING

Trained and knowledgeable personnel are essential for the prompt and proper execution of CCCUA Emergency Response Plan and sub-plans. CCCUA will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster situation, as well as how their role and responsibilities interface with the other response components of the ERP. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner. The Chair of the Disaster Committee will coordinate training on university-level emergency response roles and the incident command system.

Exercises will be conducted as needed to allow all persons involved in emergency response to practice their roles and to better understand emergency operations and their responsibilities under emergency conditions. Conduct University-wide exercises at least twice per year, consisting of tabletop, practical, and full-scale staged events as deemed appropriate. The Chair of the Disaster Committee will coordinate such exercises. Hold smaller-scale exercises as needed to allow defined work groups to practice their functional roles under emergency conditions.

CCCUA STANDARD OPERATION GUIDELINES DURING AN EMERGENCY

Medical Emergency—Dial 911

Contact first aid personal

Notify Site Administer (Level 0 & Level 1)

Violent Activity—Dial 911 (Assault, Threats, Hostages, Suspected Abuse, Illicit Drugs Suspected Substances)

Notify Site Administer (Level 2 possible elevated to Level 3)

Do not touch anything that could be used as evidence

Notify first aid personal to render aid when the scene is safe

Non-Violent Activity—Dial police Non Emergency # unless it is terroristic threat

(Suspicious mail, written/telephone threats vandalism, unknown substance)

Notify Site Administer (Level 0, 1, 2, 3)

If telephone threat, use “RECORD” button on the telephone

Do not handle any substance that may be used for evidence
**BOMB THREAT**—“DO NOT HANG UP” Dial the police Non Emergency #

TOUCH “RECORD” BUTTON

Write all the caller says

Notify Site Administrator (Level 0, 1, 2, 3)

**MAJOR FIRE**—Dial 911

Activate alarm system

Call first aid personal

Notify Site Administrator (Level 0, 1, 2, 3)

**MINOR FIRE** -- extinguish, if appropriate

**TORNADO WARNING**—Announce, “Tornado Warning” to occupants

Move all occupants to designated shelter areas

Do not use cell phones, electronics, and elevators

**TORNADO WATCH**—Announce, “Tornado Watch” to occupants

Review evacuation of people who need assistance

Remind staff & students of shelter areas

Close windows & blinds if appropriate

**EARTHQUAKE**—Dial 911 do not use cell phones unless it is essential

*Indoors*: seek refuge in doorway or under desk/table: evacuate when shaking stops

*Outdoors*: move away from buildings & utility poles: avoid downed lines

Notify first aid personal

Notify site administer (Level 0, 1, 2, 3)

**EXPLOSION**—Dial 911

Sound fire alarm

Evacuate building
Notify Site Administer (Level 0, 1, 2, 3)

Do not use cell phones within 300 ft. of incident

**Hazardous Material Release**— (truck overturning, train derailment, plant accident, pipeline rupture outside gas leak)

Dial—911

Notify Site Administrator

Evacuate or shelter as directed by authorities

---

**CCCUA EMERGENCY OPERATION CENTERS & SATELLITE OPERATION CENTERS**

**HOWARD COUNTY CAMPUS**

COSMETOLOGY—**EOC (room # 305)**

CLASSROOM(S) 101,102—**SOC**

STAGING AREA(S)—NASHVILLE CITY PARK, NASHVILLE CHURCH OF CHRIST

**LITTLE RIVER COUNTY CAMPUS**

CIVIC CENTER—**EOC**

CLASSROOM(S) 204,205—**SOC**
CCCUA LOCKDOWN PROCEDURES

Announce the Emergency Lockdown by intercom or other voice communication.

- If a situation that may require an Emergency Lockdown is discovered, the individual making the discovery shall immediately contact Police/911 and provide as much information as possible.
- NEXT CONTACT THE FRONT DESK TO NOTIFY THE CHANCELLOR
- Do not sound fire evacuation alarms.

PROCEDURES

- Lock classroom and other doors.
- Close windows & window treatments.
- Everyone is to remain quiet and not enter hallways.
- Should the fire alarm sound, do not evacuate the building unless:
- You have first hand knowledge that there is a fire in the building, or
- You have been advised by Police/Fire Dept. to evacuate the building.
- Crouch down in areas that are out of sight from doors and windows.
- Students in hallways are to seek shelter in the nearest classroom.
- Students in outdoor areas should immediately take cover. Return to the closet building if the threat is outdoors on campus grounds; cancel all outdoor activities.

**LOCKDOWN PROCEDURES**

A lockdown is a protective action employed to safeguard students, faculty, staff, and visitors when there is an imminent threat approaching the campus, on campus, or in the school. Make the following announcements to inform staff of a lockdown situation:

**CODE RED**

“Students and staff, we are in a code red. Please lockdown now.”

This means there is an immediate threat to the school. This is a complete classroom and school lockdown.

- Move all students, staff and identified visitors into the nearest classroom, office or secure room.
- Lock all interior and exterior doors.
- Move students away from windows and doors.
- Have students crouch down and remain quiet. Students who are physically unable to crouch down may use a low chair.
- Students who use wheelchairs should remain in their wheelchairs. If a student is out of the wheelchair at the time of lockdown, make efforts to assist the student back into the wheelchair unless doing so jeopardizes safety.
- Staff members who are working with students outside the usual classroom should remain in or go to the closest safe location.
- Utilize Red, Green and Blue Card procedures.
- Use moveable furniture as a buffer between students and doors/windows.
- If a card is not displayed, it will be assumed that the assailant is present in that room and a police emergency response team will enter.

**CODE YELLOW**

“Students and staff, we are in a code yellow, community lockdown.”

This means there is something in the community that poses a threat to the school, i.e., bank robbery, shots fired, police chase, etc. All outside activities should cease and students/staff should move into the building. Lock all outer doors and lockdown signs hang on entrance doors. Students can move within a building if needed. Movement from building to building is prohibited.

**CODE GREEN**
“Students and staff, we are now backing to code green. Please return to your normal activities.”

The lockdown is over and resume normal school activities. Hold a mandatory staff meeting at the close of the school day after a Code Red incident. A staff meeting after a Code Yellow incident will be at the Chancellor’s discretion.

纪律

任何人员故意向学校发出虚假的锁定警报，导致学校采取锁定行动，将被转交至大学校长、学院院长或学生服务部门进行纪律处分。任何虚假的即时危险报告都将由司法部门记录。学院将视其为严重的犯罪行为，并将采取相应措施。

CCCUA LOCKDOWN PROCEDURES –INSIDE THREAT

锁定期将由大学校长、副校长和部门主席根据当地市政府的警察局长或消防队长的指令实施。
EVENT

- Intruder, active shooter or threat inside of building

AUTHORITY TO INITIATE

- (1) Staff
- (2) Law Enforcement
- (3) Fire Dept.
- (4) A.D.E.M.

IMMEDIATE ACTIONS

- Call 9-1-1
- Activate Notification System
- Contact Front Desk to Notify the Chancellor

PROTECTIVE MEASURES

- Outside activities are routed to a safe location away from the building
- Check halls and rest rooms for students
- Close and lock interior doors and windows
- Move students to safe corner to reduce visibility
- Verify attendance
- Turn off lights in classroom(s)
- Activate signaling system (School cast alert system, front desk intercom)
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, Chancellor or designee.
**CCC UA LOCKDOWN - OUTSIDE THREAT**

Lockdowns shall be conducted in coordination with the chancellor, vice chancellor & the Division Chairs, the Ashdown, De Queen, Nashville Police Dept or the fire chief for the municipality where the college is located, or the designee of the chief of police, sheriff or fire chief.

**EVENT**

- Potential intruder, active shooter or threat outside of building

**AUTHORITY TO INITIATE**

- (1) Law Enforcement
- (2) Fire Dept.
- (3) A.D.E.M. (4) Staff

**IMMEDIATE ACTIONS**

- Call 9-1-1
- Activate Notification System
- Contact Front Desk to Notify the Chancellor

**PROTECTIVE MEASURES**

- Check halls and rest rooms for students
- Close and lock exterior doors and windows
- Move students to safe corner to reduce visibility
- Verify attendance
- Turn off lights in classroom(s)
- Activate signaling system (School cast Alert System, Front Desk intercom)
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, Chancellor or designee
<table>
<thead>
<tr>
<th>Building</th>
<th>Safe Room(s)</th>
<th>Meeting Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>“A” building</td>
<td>Men &amp; Women’s Restrooms across from the business office</td>
<td>Parking Lot between Agr-Shop/Science &amp; Arts Building</td>
</tr>
<tr>
<td>“B” building</td>
<td>Offices, 208,209,210</td>
<td>Grassy area across parking lot (North)</td>
</tr>
<tr>
<td>Science &amp; Arts Building</td>
<td>Camp Offices, Restrooms, Hallway</td>
<td>Parking Lot across from the forklift bay door</td>
</tr>
<tr>
<td>Agriculture, Automotive, Collision Repair</td>
<td>Agriculture—AG600 Restrooms</td>
<td>Light Pole in automotive area</td>
</tr>
<tr>
<td>Assessment Center</td>
<td>Men &amp; Women’s Restrooms</td>
<td>Sign across parking area (North)</td>
</tr>
<tr>
<td>“T” Building</td>
<td>Downstairs computer lab</td>
<td>Grassy area across parking lot (West)</td>
</tr>
<tr>
<td>Cossatot Learning Center</td>
<td>Old radio station</td>
<td>Pilgrim’s Parking Lot</td>
</tr>
<tr>
<td>Cossatot East</td>
<td>Park Hill or Restrooms</td>
<td>Housing Auth. Parking lot</td>
</tr>
<tr>
<td>Nashville Campus</td>
<td>Men &amp; Women’s Restrooms and Rooms 303 A-D, 305,306</td>
<td>Grassy area in front of building</td>
</tr>
<tr>
<td></td>
<td>Cosmetology-Dispense Room</td>
<td></td>
</tr>
<tr>
<td>Ashdown Campus</td>
<td>Rooms 204,205,206,207,224,225,227</td>
<td>Large grassy area in front of Ashdown Campus</td>
</tr>
<tr>
<td>Day Care-Ash/DQ/Ashdown</td>
<td>Students &amp; Facility Restrooms</td>
<td>Parking lot of Sports-Plex</td>
</tr>
</tbody>
</table>
CCCUA Emergency Drills
Documentation Form

Type of Drill __________________________________

Time of Drill___________________________________

CAMPUS LOCATION____________________________

☐ Standard
☐ Class Change
☐ Other Events
☐ Fire Drill (2 required)
☐ Tornado Drill (2 required)
☐ Lock Down Drill (1 required)

Name of Reporting School: __________________________________________

Date of Drill: ________________    Time held: _____________ (pm/am)

Exact time required to evacuate/shelter/secure: __________________________

Total Participants: _________

Remarks: ________________________________________________________

This report is for emergency drill #_____ for school year ________.

Name of person conducting drill: ______________________________________

Title of person conducting drill: _______________________________________

Signature of person conducting drill: ___________________________________

Drill Was Coordinated With:

Disaster Committee Member Name & Title _____________________________

AND

Law Enforcement (county sheriff or chief of police or designee or Arkansas State Police)
Name & Title________________________________________________________

OR

Fire (fire chief or designee, or Arkansas Dept. of Emergency Management)
Name & Title ______________________________________________________
The following protocol describes procedures and protocols to be followed by CCCUA Threat Assessment Team (TAT) under the command and authority of the University Chancellor to assess and respond, if deemed appropriate, to potentially threatening situations to the campus community.

**THREAT DEFINED**

Consider an expression or act a threat if it meets one the following criteria:

- An expression of intent to do harm or act violently against someone or something (including self), by means of spoken, written, or symbolic communication.
- A campus incident or situation that, if not handled properly or allowed to continue, can or will damage the reputation, productivity, morale and/or fiscal integrity of CCCUA.

**THREAT ASSESSMENT TEAM MISSION**

The mission of the Threat Assessment Team is to evaluate potentially threatening situations within the CCCUA community and act on the threat or, when appropriate, make recommendations to the CCCUA chancellor on a proper course of action.

**THREAT ASSESSMENT TEAM COMPOSITION AND TERMS OF CONVENCING**

The Threat Assessment Team is to be comprised of management personnel and representatives of several campus departments with special expertise and professional training. Working collaboratively, relevant members of the Team will, after appropriate consultation, systematically assess and address behavior perceived as disruptive, intimidating, threatening, or violent. Such behavior includes, but is not limited to, actions or statements by a student, staff, faculty, community member, or visitor that expresses intent to inflict harm on an individual or property.

The Threat Assessment Team will augment existing systems, and convene when incidents or situations require the resources of three or more areas (i.e. Police Department, Counseling and Psychological Services and Academic Affairs) or when individual service departments are not adequate to respond exclusively to a situation. The Chief of Police or designee will convene the Team with the approval of one or more of the Vice Chancellor or Chancellor, except in the case of an emergency, at which time the Chief of Police or designee will act immediately to protect the health and safety of a community member or the University. In such cases of emergency, the Chief of Police or designee shall notify the Chancellor and Vice Chancellor when the emergency has stabilized or at the earliest possible opportunity, whichever comes first.

The Threat Assessment Team will help clarify and control the management of incidents/situations, including legal and psychological issues, coordinate communication
internally and externally in collaboration with the University's Director of Public Information, and make recommendations to the Chancellor regarding incident monitoring and resolutions.

**THREAT ASSESSMENT TEAM CONFIDENTIALITY**

Consider all Threat Assessment Team information strictly confidential and will only be released within established University guidelines and legal mandates as necessary to accomplish the Threat Assessment Team mission. As Management Personnel Plan (MPP) employees, Threat Assessment Team members shall understand and agree that confidentiality is mandated and inappropriate divulsion of TAT information is strictly prohibited.

**THREAT ASSESSMENT TEAM LEVELS OF AUTHORITY**

**COMMAND LEVEL** (*consists of the Chancellor and Vice Chancellor*)

- Authority to make final decisions with minimal time delay
- Span of control covers entire campus
- Provides resources/ removes obstacles
- Convenes at will or at the request of the TAT Operational Level members to handle issues that are extremely sensitive in nature, require a higher level of decision making authority or simply to advise the Operational Level

**OPERATIONAL LEVEL** (*consists of disaster committee appointees*)

- Receives incoming reports/complaints of 'threat' situations
- Provides threat recognition/intervention/education
- Investigates/ assesses reports
- Recommends appropriate CCCUA response
- Identifies/secures additional resources needed for proper response
- Analyzes incidents to establish possible patterns/trends
- Keeps Command Level advised
- Summons Command Level assistance when appropriate

**THREAT ASSESSMENT TEAM COMPOSITION**

The Disaster Committee will appoint the following persons to the Threat Assessment Team. Involvement of members in any particular case will depend upon the relevance of their position and expertise to the case.

- Executive Director, Student Services  (recommended when a situation primarily involves student behavior).
- Dean of Academic Affairs (recommended when a situation primarily involves faculty behavior).
- Division Chair or Supervisor (recommended when a situation primarily involves staff behavior).
- Director, Counseling and Psychological Services (recommended when a situation primarily involves student behavior).

**THREAT MANAGEMENT UNIT**

The Threat Management Unit is the law enforcement component of the Threat Assessment Team. The law enforcement agencies located in the following counties Howard, Little River, & Sevier have expertise in the laws and regulations dealing with threatening, harassing or aberrant behavior and assist University affiliates in investigating, assessing and managing such incidents, as well as investigating all reported cases of domestic violence and stalking. The Threat Management Unit can answer questions, provide referrals and give safety presentations on workplace violence, domestic violence and stalking.

**THREAT ASSESSMENT TEAM DEBRIEFING**

The Threat Assessment Team is responsible for recommending preventive courses of action to the Chancellor and Vice Chancellors, including University-wide, in-service training. After each threat event, the Threat Assessment Team will assemble to review incidents and make recommendations to the Chancellor.
IDENTIFYING EARLY WARNING SIGNS OF WORKPLACE VIOLENCE:

- An individual:
  - Makes direct or veiled threats of harm towards another person.
  - Intimidates a staff member.
  - Carries a concealed weapon or flashes a weapon to test the reactions of faculty, staff or students.
  - Displays paranoid behavior.
  - Cites righteousness and believes that the college is not following its own rules.
  - Is unable to take criticism of his or her job or work performance.
  - Expresses extreme desperation over recent family, financial, or personal problems.
  - Has a history of violent behavior.
  - Shows an extreme interest in firearms and their destructive power to people.
  - Displays a fascination with incidents of workplace violence and approves of such violence under certain circumstances.
  - Has a blatant disregard for the safety of others on campus.
  - Displays an obsessive involvement with their job, often with uneven job performance and no apparent outside interests.
  - Displays a romantic obsession with an employee or student who does not share the same interest.

IDENTIFYING AN IMMEDIATE THREAT OF WORKPLACE VIOLENCE:

- An individual:
  - Uses profanity, a loud voice, makes threats, and/or insistent demands.
  - Appears anxious, paces, throws items or displays restless motor activities.
  - Has ripped or torn clothing and/or has visible signs of bruises and lacerations.
  - Identifying an incident that could result in imminent death or serious bodily injury:

- Serious imminent incidents often involve a weapon whereby an individual:
  - has shot or is threatening to shoot someone on the campus
  - Has used or is threatening to use a weapon against another person and is still on the campus.
  - Is holding members of the campus community hostage.

DOMESTIC VIOLENCE AWARENESS

For a victim, domestic violence is a very personal issue and can be potentially dangerous. Prompt recognition and assessment of a domestic violence situation is paramount in getting a domestic violence victim help. In the case of domestic violence, the more indicators present the greater potential for a life-threatening situation. Any faculty members, staff members, or students who become aware of situations that threaten the safety of the campus community must notify faculty/911 immediately.

- Dangerous indicators may be when an individual (batterer):
  - Threatens homicide or suicide.
- Is in possession of weapons.
- Believes he/she (batterer) have "ownership" over another person (victim).
- Believes he/she (batterer) have lost hope for a positive future with the victim.
- Is involved in a separation.
- Displays signs of depression.
- Has gained or sought access to the battered person and/or family members.
- Makes repeated calls to law enforcement.
- Engages in actions without fear of consequences.

If you feel based on the circumstances [or indicators] that the situation warrants further action, encourage the victim to seek additional help by contacting the police, a campus counselor or the appropriate dean.

- The following are possible (victim) indicators of domestic violence.
- An individual:
  - Presents visible signs of bruises, cuts, burns, human bite marks, and fractures, especially injuries to the eyes, nose, teeth and jaw.
  - Suffers injury during pregnancy, miscarries, or experiences premature birth.
  - Allows injuries to go untreated.
  - Have multiple injuries that are in different stages of healing.
  - Displays inappropriate clothing or accessories, possibly to cover signs of injury (i.e. long sleeves on a hot day or sunglasses to cover bruises).
  - has stress-related ailments (i.e. headaches, backaches, problems sleeping)
  - Has anxiety-related conditions (i.e. overwhelming feelings of panic).
  - Is experiencing depression, suicidal thoughts or makes an attempt at suicide
  - Displays excessive use of alcohol or other drugs.
  - Has attendance problems, difficulty concentrating, or problems meeting deadlines/assignments.
  - receives repeated upsetting telephone calls at work/school.
  - has withdrawn from co-workers/fellow students.

DOMESTIC VIOLENCE VICTIM RESPONSE & SAFETY PLANNING

Discussing a safety plan with potential victims or those who have endured a violent incident should help victims assess his/her circumstance and evaluate whether his/her abuser is likely to injure or kill them, other family members, or police personnel.

- CCCUA students who are victims of domestic violence should:
  - Immediately make campus officials aware of his/her situation
  - Become familiar with the use and location of emergency call boxes on campus.
  - Know where phones are accessible inside buildings.
  - Walk with someone while on campus.
  - Not isolate him/her while on campus.
  - Request a change in his/her class schedule from the appropriate dean.
  - Switch vehicles frequently (if possible).
  - Alternate his/her route to the campus.

- General safety planning with the victim should include:
- Encouraging him/her to have the names and phone numbers of police, community resources, friends, family members, and shelter officials who can assist him/her.
- Alerting him/her that while the perpetrator may presently may be removed from the situation due to an arrest, it is likely he/she [batterer] will try to threaten or "sweet talk" their way back into his/her life.
- Discussing his /her potential options for temporary living arrangements, (i.e. shelter, staying with family/friend, asking someone to stay with them).
- Developing a plan of action in the instance that the batterer returns to the house after being released from custody.
- Advising him/her how to find out when their partner will be released.
- Explaining how he/she can obtain a domestic violence protective order.

☐ **If the victim intends to leave their residence he/she should:**
- Develop a list of items he/she will need to take (i.e. money, personal papers, car keys, change of clothing).
- Determine an individual with whom he/she can leave money, an extra set of keys, and extra clothes.
- determine the best scenario for leaving or removing any children from the residence or arrange for someone to care for them in the interim.
- Keep the phone number to a shelter along with change or a calling card nearby at all times.
- Review the safety plan in order to plan the safest way to leave.
- Understand that leaving the batterer can be the most dangerous time.

☐ **If the victim plans to continue in the relationship he/she should:**
- Try to have any unavoidable arguments in a room that has access to an exit, avoiding the bathroom, kitchen, or anywhere room which has weapons.
- Practice how to get out of the home safely.
- Have an undisclosed, readily accessible packed bag.
- Identify a neighbor that he/she can tell about the violence and ask them to call the police if they hear a disturbance.
- Have a plan where he/she will go if they have to leave his/her home.

For further assistance, refer to the CCCUA catalog/student handbook or College staff on issue(s) of concern.

**SOUTHWEST ARKANSAS COUNSELING & MENTAL HEALTH**

CCCUA—Ms. Suanne Ward, Counselor
De Queen, Ar. 71832
(870) 584-4471

SWACMH –2904 Arkansas Blvd.
Texarkana, Ar. 71854
(870) 773-4655
CCCUA PANDEMIC RESPONSE PLAN GUIDANCE

KEY ELEMENTS:
- Identification of local, state and federal offices that CCCUA will need to work most closely with (neighboring county health departments and Arkansas Dept. of Health).
- Statement about whether the plan is based on the World Health Organization Pandemic Planning.

PERIODS AND PHASES.
- Identification of critical providers and partners’ emergency management and homeland security departments and area first responders should be encouraged to participate in the development of CCCUA plan and Discussion with Arkansas Department of Health. Services (ADHS) become the primary coordinating agency in the state for statewide public health activities.

1.1 BACKGROUND
Key Elements:
- Acknowledgement that CCCUA needs to be prepared for a pandemic.
- Acknowledgement that CCCUA plan is a coordinated effort and is based on the U.S. Department of Health and Human Services’ Pandemic Influenza Plan, November 2005 http://www.hhs.gov/pandemicflu/plan/ and the Pandemic Influenza Incident Annex to the State

EMERGENCY RESPONSE AND RECOVERY PLAN (SERRP).
1.2 ORGANIZATION OF THE PLAN
This plan can divide into four periods and six phases that begin with the absence of a new virus subtype and end with the resolution of the pandemic.
The periods are:
- Inter-pandemic (Phases 1 and 2)
- Pandemic Alert (Phases 3, 4 and 5)
1.3 SITUATION AND ASSUMPTIONS

Key Elements:

Suggested factors to assume when developing a plan:

- An influenza pandemic is likely to occur sometime in the future.
- A new virus subtype will likely emerge in a country other than the United States, although a novel strain could first emerge in the United States.
- Although there may be isolated pockets, the pandemic could affect all geographic areas of the state.
- When the pandemic occurs, vaccines and medicines will be in short supply allocated on a priority basis.
- The emergency response element will require substantial interaction between state, local, and governmental agencies in addition to the local and state health departments.

Suggested topics of discussion and decision-making:

- Establishing policy, which CCCUA facilities and other community facilities will discharge of all but critically ill hospitals patients.
- Expanding hospital capacity by using all available space and equipment at the hospital.
- Adjusting patient-to-hospital staff ratio at area hospitals.
- Recruiting volunteers who can provide custodial services under the general supervision of health and medical workers.
- Relaxing practitioner licensure requirements as deemed appropriate.
- Utilizing general purpose and special needs shelters as temporary health facilities.
- Expansion of mortuary services capacity.
- Ensuring adequate supply of antibiotics that may be short due to secondary bacterial infections.

Acknowledgement that the federal government will provide guidelines, fact sheets, treatment and triage protocols, use of antiviral agents.

1.4 CONCEPT OF OPERATIONS

The Pandemic Flu response strategy involves the following elements:

- Federal guidance and direction
- Local and state support
- Executive and Regional Planning Committees

1.5 FEDERAL GUIDANCE AND DIRECTION

Key Elements:

- How will CCCUA work with national health agencies on the progress of the pandemic?
- How will CCCUA communicate with ADHS, local health departments and other adjacent governments about pandemic stages, information about the virus (such as laboratory findings), vaccine availability, recommendations for prioritizing vaccine and antiviral/antibiotics, national response coordination and other recommended strategies for pandemic detection, control and response?

1.6 LOCAL AND STATE SUPPORT

Key Elements:

Identification of the role of local government:

Identification of who will be responsible for the following:
- Conducting flu surveillance in their jurisdictions
- Distributing and administering flu vaccine, if available
- Responding to all crises in their jurisdiction, such as health care facility surge capacity, public inquiry and media requests, etc.

Acknowledgement that ADH is responsible for updates on pandemic status and response activities.

1.7 CCCUA INCIDENT MANAGEMENT SYSTEM

Key Elements:
- Description of CCCUA’s incident management structure.
- Description of how the Incident Commander would be appointed and responsibilities.
- Description of how the command staff will oversee planning, response, recovery, and mitigation efforts.

1.8 STATEWIDE EMERGENCY RESPONSE

Key Elements:
- Acknowledgement that in the event of a State of Emergency, the State’s emergency management structure is put into place (refer to the State Emergency Response and Recovery Plan (SERRP) (www.healthyarkansas.com/) according to the Pandemic Influenza Incident Annex of the SERRP, ADH is listed as the primary response agency and will provide an Incident Commander to oversee all of the statewide response activity.
- Acknowledgement that the Arkansas Department of Emergency Management will provide logistical support and work in conjunction with ADH, local and CCCUA officials emergency management departments and other partners.

1.09 SPECIAL POPULATIONS

Key Elements:
Special populations may be identified for special planning, education and outreach. Examples include:
- Persons with physical disabilities, mental impairments, elderly and geographically isolated persons
- Local businesses
- Schools, child care facilities
- Long-term care facilities
- Churches
- Volunteer organizations
- Health care providers
- Community leaders
- Emergency responders
- Local media
- Gaming facilities

2.0 SPECIFIC ACTIVITY PREPAREDNESS

The following portion of the guidance outlines specific CCCUA response activities. These activities are listed here, by category, as an outline of specific actions that arise during the different phases of pandemic response, as part of an overall statewide response.
2.1 SURVEILLANCE AND EPIDEMIOLOGY

Note: Disease surveillance and epidemiological analysis are the key science-based components for all public health response activities. While ADH will coordinate statewide surveillance activities, CCCUA, local governments, and counties are primary agencies for conducting surveillance.

Current surveillance systems during non-pandemic, seasonal influenza will be the basis for any surveillance activities during a pandemic.

KEY ELEMENTS OF INTER-PANDEMIC (PHASE 1-2) ACTIVITIES

- Assuring ongoing participation with ADH and local influenza surveillance systems.
- Increasing local health depts. & ADH participation in sentinel surveillance for influenza-like illness.
- Exploring opportunities to conduct syndrome surveillance with local reporting sources (i.e., clinics, ambulance companies, schools, etc.)
- Maintaining tribal participation in the Arkansas Health Alert Network, by receiving and redistributing health alerts to appropriate community members.
- Ensuring the ability to collect local deaths certificates related to infectious causes, especially influenza, in a timely manner.

KEY ELEMENTS OF PANDEMIC ALERT (PHASE 3) ACTIVITIES

- Working with ADH, other medical providers, and the county health department to investigate initial reports of potential human influenza infections; utilizing local and tribal rapid response teams. These response activities include completing investigations forms, obtaining specimens for testing, and monitoring close contacts for influenza-like illness.
- Working with medical providers to ensure that CCCUA immediately inform ADH of any suspected human infection with an avian/animal/novel human strain of influenza.
- Working with medical providers to ensure timely and comprehensive reporting from sentinel sites.
- Working with medical providers to monitor syndrome surveillance data sources and evaluating increased activity, as appropriate.
- Assisting ADH with distribution of epidemiologic reports of influenza activity updates to local surveillance partners and stakeholders and participating in regular pandemic alert surveillance conference calls with ADH.

KEY ELEMENTS OF PANDEMIC ALERT (PHASE 4) ACTIVITIES

- Requesting healthcare providers to screen travelers arriving from influenza-affected areas.
- Working with medical providers to collect and analyze demographic data on clusters, ill travelers, or unusual cases.
- Working with medical providers to initiate active surveillance for hospitalized cases and initiate active surveillance for influenza deaths.

KEY ELEMENTS OF PANDEMIC ALERT (PHASE 5) ACTIVITIES

Continue with previous phase activities, likely at increased levels. Consider activating CCCUA Health Incident Command System to better coordinate activities within jurisdiction.
KEY ELEMENTS OF PANDEMIC (PHASE 6) ACTIVITIES

- Coordinating with the local health dept. and the ADH to increase surveillance with health care providers at the early stages of a declared Pandemic, to detect the introduction of virus into the jurisdiction
- Assisting ADH and other medical providers with the analysis of local community morbidity and mortality data to establish population and geographic area-specific rates mortality data to establish population and geographic area-specific rates.
- Assisting ADH in ensuring medical examiner reporting of influenza-related deaths.
- Evaluating additional sources of surveillance data to determine the effectiveness of pandemic influenza interventions and resource allocation needs.
- Adjusting surveillance and testing levels once the virus has been identified in the local community depending on resource availability.

The pandemic strain is likely to become a routinely circulating influenza A subtype. When that happens, the activities of the local government could revert to the frequency and intensity typically seen during inter-pandemic influenza seasons.

2.2 HEALTH CARE RESPONSE COORDINATION

KEY ELEMENTS OF INTER-PANDEMIC ACTIVITIES

- Working with ADH, county health departments and health care providers to ensure overall coordination.
- During Inter-pandemic and Pandemic Alert Periods, working with the local County Health Department, along with Arkansas Emergency Management, first responder agencies, and health care entities to develop preparedness plans including infectious disease referral systems and patient surge capacity plans.

KEY ELEMENTS OF INTER-PANDEMIC AND PANDEMIC ALERT ACTIVITIES

- Maintaining active participation in their respective Arkansas Emergency Preparedness and Response Public Health Region Committees
- Building close relationships with local hospital administrators to ensure closer coordination during emergencies.
- Identifying multiple lines of redundancy for communication between local facilities, ADH, and other health care institutions.
- Ensuring facilities have an influenza pandemic response plan as part of their overall facility emergency response plan.
- Ensuring that local health dept. and other health care partners receive latest guidance from ADH or CDC during an emergency.
- Working to identify needed health care resources, depending on the impact of a pandemic on the health care system.

2.3 VACCINE AND ANTIVIRAL DELIVERY AND ADMINISTRATION

Note: Vaccines and antivirals are public health and medical tools to prevent and respond to influenza outbreaks. Their effectiveness during any given outbreak is not certain, especially during a pandemic due to a novel strain. While it is important for local plans to include the use of these tools as potential interventions, they are not the focus of an influenza pandemic response plan. Use vaccines as a preventative measure, while using antivirals primarily as a treatment by health care providers, but may also be used as a prophylactic measure for response officials.
with the highest risks of exposure. Tables 1 and 2 display vaccine and antiviral distribution worksheets for local government use.

KEY ELEMENTS OF INTER-PANDEMIC AND PANDEMIC ALERT ACTIVITIES

- Work with ADH to develop and implement plans, systems and capacities to receive, distribute, and administer vaccines.
- Work with ADH to identify and train public health volunteer workforce to staff and administer mass vaccination clinics.
- Work with ADH to identify strategies to deliver vaccine doses to health care and immunization providers as part of the overall vaccine response plan.
- Work with ADH to develop a system to rapidly vaccinate staff within respective agencies, and their families.
- Work with ADH to identify strategies to effectively distribute antiviral medications to potential priority groups, including hospitals and clinics for patient treatment, and frontline health care providers, first responders, and other priority workers for potential prophylactic measures.

KEY ELEMENTS OF PANDEMIC (PRE-VACCINE AVAILABILITY) ACTIVITIES

- Work with the ADH to mobilize response partners, and prepare to activate plans for distributing and administering vaccines and antivirals, as necessary.
- Work with ADH to activate plans and systems to receive, distribute and administer pre-pandemic stockpiled vaccines and antivirals to designated groups.
- Work with ADH to begin accelerated training in vaccination and vaccine monitoring for public health staff and for partners responsible for vaccinating priority groups.
- Work with local health departments, and the ADH and non-governmental organizations to ensure effective public health communications.

KEY ELEMENTS OF PANDEMIC (POST-VACCINE AVAILABILITY) ACTIVITIES

- Work with the ADH to activate plans and systems to distribute and administer vaccines to designated groups.
- Phase in vaccination of the rest of the tribal population after vaccination of priority groups.

2.4 COMMUNITY DISEASE CONTROL

Note: Community Disease Control measures are those measures that are taken to limit or slow the spread of the pandemic. These can be enacted on an individual basis (i.e., quarantine of a contact of a case), on a large group of individuals (e.g., the quarantine of plane passengers that arrive with a case), or at the community level (e.g., declaration of “Stay Home Days” to keep citizens at home, creating social distance among all members of the community). The local government best enacts these measures; as such, measures may only be necessary or effective in certain communities. Local governments are encouraged to consult with ADH and the local County Health Department prior to taking such actions.

KEY ELEMENTS OF INTER-PANDEMIC AND PANDEMIC ALERT ACTIVITIES

- Identify and engage traditional local partners (e.g., ADH, public health, and health care providers) and non-traditional community partners (e.g., transportation workers) and invite them to participate in preparedness planning and in pandemic influenza containment exercises & drills.
• Provide information to the local community on the definitions of and the potential need for individual, small group, and community containment measures, to create a wider understanding and acceptance during a pandemic.
• Work with ADH and partners to identify potential isolation and quarantine facilities.
• Work with ADH & CDC to accommodate medical evaluation and isolation of quarantined persons who exhibit signs of influenza-like illness.
• Work with partners to develop tools and mechanisms to prevent stigmatization and provide mental health services to CCCUA members in isolation or quarantine, as well as to family members of affected persons and other community members...
• Establish procedures for delivering medical care, food, and services to persons in isolation or quarantine. These efforts should take into account the special needs of children and persons with disabilities.
• Work with ADH to develop protocols for monitoring and enforcing quarantine measures.
• Ensure that legal authorities and procedures exist for various levels of movement restrictions.

KEY ELEMENTS OF PANDEMIC ALERT PERIOD ACTIVITIES

Note: When indentifying a case with a novel strain that matches a strain with potential to cause a pandemic, use state and local quarantine authority to separate known exposed contacts of cases, to help limit spread within community.

• Order quarantine of contacts only when there is a high probability that the ill patient is infected with a novel influenza strain that may be transmitted to others.
• Monitor quarantined contacts are at least once a day—by phone or in person—to assess symptoms & address any needs.

KEY ELEMENTS OF PANDEMIC PERIOD ACTIVITIES

Early in Pandemic period, the quarantine authority should be used to separate known exposed contacts of case, to help limit spread within the community.

• Ordering quarantine of contacts only when there is a high probability that the ill patient is infected with a novel influenza strain that may be transmitted to others.
• Monitoring contacts that are quarantined at least once a day—by phone or in person—to assess symptoms and address any needs.

Note: As the disease progresses within the community, use of quarantine will likely have little value, except in closed settings. Community-wide containment measures should be enacted as detailed in Supplement of the ADH Pandemic Readiness Plan. These measures may include:

• Promotion of community-wide infection control measures (e.g., respiratory hygiene/cough etiquette).
• Declaration of community “Stay Home Days.”
• Closure of state facilities, local buildings, shopping areas, schools, and public transportation.
• Identification of strategies to determine impact of containment measures on disease and on entire community. Use Information to better focus containment measures.

2.5 PUBLIC INFORMATION

Note: During the Inter-pandemic Period, it is crucial that communications professionals from the local governments work closely with the ADH communications team and other response agencies to focus on preparedness planning.

ADH is the lead agency for compiling public information strategies and messages during a declared public health emergency. The local governments play a critical role in ensuring that a unified message reaches the community members in the appropriate format.
KEY ELEMENTS OF INTER-PANDEMIC PERIOD ACTIVITIES

- Assessing and monitoring readiness to meet communications needs in preparation for an influenza pandemic, including development and routine update of communications plans.
- Participate in regional and statewide emergency communication activities with ADH, CDC, other response agencies, private industry, education, and nonprofit partners.
- Identify and training a lead subject-specific spokesperson.
- Make available local public health communications staff with training on risk communications during an influenza pandemic.
- Developing and maintaining up-to-date communications contacts.
- Participate in tabletop exercises and other collaborative preparations to assess readiness.
- Confirming any contingency contracts needed for communications resources during a pandemic.

KEY ELEMENTS OF PANDEMIC ALERT PERIOD ACTIVITIES

- Disseminate messages and materials to the local community members to increase the knowledge and understanding of the public, health care professionals, policy-makers, media, and others about unique aspects of pandemic influenza that distinguish it from seasonal influenza, and generally what to expect during different phases of an influenza pandemic.
- Educate the public about rumors and false reports regarding pandemic influenza threats.

KEY PANDEMIC PERIOD ACTIVITIES

- Contacting key community partners and implementing with frequent update briefings.
- As appropriate, implementing and maintaining community resources, such as hotlines and websites to respond to local questions from the public and professional groups.
- Tailoring communication services and key messages to specific audiences; utilizing statewide special populations study information to target specific hard to reach populations.
- In coordination with epidemiologic and local medical personnel, obtain and track information daily on the numbers and location of newly hospitalized cases, newly quarantined persons, and hospitals with pandemic influenza cases. It is then important that local governments use these reports to determine priorities among community outreach and education efforts, and to prepare for updates to media organizations in coordination with federal partners.
- Coordinate all pandemic influenza media messages with ADH to ensure consistency with statewide and national messages.
- Promptly respond to rumors and inaccurate information to minimize concern, social disruption, and stigmatization.

3.0 SUMMARY

It is critical that there is a CCCUA plan in advance so that efficient pandemic response activities can be carried out in the event of an influenza pandemic. The development of this Influenza Pandemic Response Plan can help promote an effective response throughout the pandemic and lessen the impact of the pandemic.
TRAFFIC AND PARKING REGUALTIONS

General Information:
A. The authority for establishing traffic and parking regulations shall remain in effect until modified by the College. Obtain additional information from the College catalog/handbook upon enrollment at CCCUA, accessed in the catalog on the College’s website http://cccua.edu.

B. These regulations apply to all CCCUA campuses & campus property. State law and local law enforcement agencies in the cities in which the College resides govern streets around the campus and adjoining neighborhood.

C. CCCUA permits driving and parking on campus in accordance with these regulations designed for safety and controlled movement of vehicles. All persons operating a vehicle on campus are responsible for being familiar with and complying with all traffic and parking regulations. These regulations are designed to provide maximum use of the parking facilities at CCCUA and to insure that everyone (students, faculty, staff or visitors) have an equal opportunity to park. It is the goal of CCCUA to provide fair and equal enforcement for all users. The responsibility for finding a legal parking space rests with the vehicle operator. Lack of space is not a valid excuse for violation of parking regulations.

D. CCCUA assumes no liability for care of, damage to, and/or protection of any vehicle or its contents at anytime while it operated on or parked on the campus property. Lock all vehicles when left unattended and all valuables put in the trunk.

E. Drivers shall observe the college traffic and parking regulations and drive safely, giving pedestrians the right of way at all times.

F. CCCUA reserves the right to ticket, immobilize, and/or tow any vehicle at the owner’s expense in violation of established parking regulations.

Permits and Violation Fees
A. While it is the responsibility of the College to provide parking spaces to each staff member & students, it is not the College’s responsibility to provide such spaces within a few paces of the entrances of building. Therefore, parking illegally includes parking in a handicapped place without proper display, at any loading/unloading zone, on the said campus(s) lawns, & parking astride spaces, which prevents another person from using a space. To insure proper and legal use of parking spaces, the maintenance department will have a wheel lock to insure individual responsibility for the illegally parked vehicles. In order to have the wheel lock removed from the vehicle the individual responsible for illegal parked vehicle will pay a fee of $20.00. In cases where the person has parked in a handicapped zone, and is fitted with the wheel lock, the individual responsible for the illegally parked vehicle will pay a fine of $100.00 to have the wheel lock removed. All fines require payment before issuing degrees or certificates, release of transcripts, grades, or allowing students to register for another semester. Pay all fines in the business office or at the reception desk at extension sites. A receipt will be given & must be maintained as proof of having paid the fine.

In the event of vehicle breakdown, flat tire, or battery problems contact campus maintenance.
B. Handicapped Parking: Each Campus parking area(s) has designated handicapped parking. All vehicles parked in a handicapped stall must display a valid handicapped permit or license plate. Violations of handicapped parking are strictly enforced. Violations may result in a fine of up to $100.00, and/or notification of proper law enforcement if needed.

C. Student Insurance: By law, state agencies in Arkansas are not allowed to carry comprehensive automobile insurance. CCCUA does have a $10,000 student accident policy. In the event of an accident on a College-sponsored activity, it covers students with up to $10,000 coverage according to the provisions of this policy. The student or the student’s personal health insurance, not CCCUA, will be responsible for any unpaid balances. Contact the Dean of Business Services immediately following any incident.

D. Campus Security: The sites of CCCUA have the local police routinely drive by & check the facilities. Immediately report any incident viewed as threatening to a College administrator or the college representative. The College representative will either handle the situation appropriately or contact the local police. In either event, file an incident report within 24 hours. The Vice Chancellor of Facilities will maintain the report, and will contain a copy of the police report filed. In the event of a medical emergency, please dial 911. Contact these agencies for information concerning registered sex offenders: De Queen City Police, (870) 642-2213, Nashville City Police, (870) 845-3434, Ashdown City Police, (870) 898-5640, & the Arkansas State Police at Hope, (870) 777-4641. The following statistics provide detailed information on the number & type of crimes, which occurred on the CCCUA campus, as reported to College officials (access a complete report at http://ope.ed.gov/security).

E. Clery Annual Security Report: The following statistics provide detailed information on the number and type of crimes which occurred on the CCCUA campus, as reported to College officials (a complete report may be accessed at http://ope.ed.gov/security):

<table>
<thead>
<tr>
<th>Crime Type</th>
<th>No. of Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assault</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
</tr>
<tr>
<td>Murder</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>0</td>
</tr>
<tr>
<td>Vehicle Theft</td>
<td>0</td>
</tr>
</tbody>
</table>

F. Inclement Weather: In the event that the weather is so severe that the Chancellor or (his designee) feels that life and property may be in danger, expect possible class cancellations until weather and road conditions improve. Announcements regarding a school closing will be made over the following radio stations: De Queen KDQN-92.1, Mena KENA 102.1, Glenwood KWXE 104.5, Broken Bow KKBI 106.1, Idabel KBEL 96.7, and KNAS 105.5 Nashville & on KATV Channel 7. CCCUA will also inform students & staff via School Cast Alert System. Announcements will be made in a timely manner. Persons with hearing impairments may arrange for personal contacts with the Disability Support Counselor.
Appendix
### NON-EMERGENCY TELEPHONE NUMBERS

**CALL 911 - In case of emergency - CALL 911**

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DEQUEEN</th>
<th>NASHVILLE</th>
<th>ASHDOWN</th>
<th>OTHER SITES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire (non-emergency)</td>
<td>870-584-7224</td>
<td>870-845-2085</td>
<td>870898-2622</td>
<td></td>
</tr>
<tr>
<td>Police (non-emergency)</td>
<td>870-642-2213</td>
<td>870-845-3434</td>
<td>870-898-5640</td>
<td></td>
</tr>
<tr>
<td>Office of Emergency Services (OES)</td>
<td>870-642-2960</td>
<td>870-845-7524</td>
<td>870-898-7203</td>
<td></td>
</tr>
<tr>
<td>AEP SWEPCO</td>
<td>888-216-3523</td>
<td>888-216-3523</td>
<td>888-216-3523</td>
<td></td>
</tr>
<tr>
<td>SW Arkansas REA</td>
<td>870-642-3737</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CenterPoint Energy Arkla</td>
<td>800-844-7440</td>
<td>800-844-7440</td>
<td>800-844-7440</td>
<td></td>
</tr>
<tr>
<td>City Water Department</td>
<td>870-584-3445</td>
<td>870-845-1440</td>
<td>870-898-3512</td>
<td></td>
</tr>
<tr>
<td>Ambulance Service</td>
<td>870-642-4800</td>
<td>870-845-4410</td>
<td>800-992-0055</td>
<td></td>
</tr>
<tr>
<td>FBI</td>
<td>501-221-9100</td>
<td>501-221-9100</td>
<td>501-221-9100</td>
<td></td>
</tr>
<tr>
<td>Telephone Repair</td>
<td>800-782-6206</td>
<td>SWBC: 800-286-8313</td>
<td>SWBC: 800-286-8313</td>
<td></td>
</tr>
</tbody>
</table>

### HOTLINE NUMBERS

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DEQUEEN</th>
<th>NASHVILLE</th>
<th>ASHDOWN</th>
<th>OTHER SITES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>800-332-4443</td>
<td>800-332-4443</td>
<td>800-332-4443</td>
<td>800-332-4443</td>
</tr>
<tr>
<td>Adult Abuse</td>
<td>800-482-8049</td>
<td>800-482-8049</td>
<td>800-482-8049</td>
<td>800-482-8049</td>
</tr>
<tr>
<td>Child Abuse</td>
<td>800-482-5964</td>
<td>800-482-5964</td>
<td>800-482-5964</td>
<td>800-482-5964</td>
</tr>
<tr>
<td>Rape Crisis</td>
<td>800-813-5433</td>
<td>800-813-5433</td>
<td>800-813-5433</td>
<td>800-813-5433</td>
</tr>
</tbody>
</table>
SAFETY INFORMATION

LOCATION OF ORANGE BAGS

DE QUEEN CAMPUS
A building - behind receptionist’s desk
B building -
C building - learning Center
Library - under front counter
Auto Body -
Mobile Classrooms - each has one
Career Pathways -
Child Care -

NASHVILLE CAMPUS
Main office
Carpentry shop

ASHDOWN CAMPUS
Main office

LOCATION OF FIRST AID KITS

DE QUEEN CAMPUS
A building - mailroom
B building -

NASHVILLE CAMPUS
Main office

ASHDOWN CAMPUS
Main office

LOCATION OF SAFE ROOMS

DE QUEEN CAMPUS
A building - possibly vault, bathrooms
B building - rooms 9, 10, 11, 12
Science/Art building - hallway away from outside exits
Library - under front counter
Library - Internet lab downstairs

NASHVILLE CAMPUS
Hallways away from outside exits

ASHDOWN CAMPUS
Rooms 101 and 102
BUILDING FIRE EXITS

ADMINISTRATION BUILDING (100)
FRACHISEUR-PULLIAM EDUCATION CENTER (200)

SCIENCE AND ARTS BUILDING (300)

ASSEMBLY POINTS:
NORTH: BLDG 500 PARKING LOT (TECHNOLOGY CENTER)
SOUTH: BLDG 600 PARKING LOT (AGRICULTURE COMPLEX)
TECHNOLOGY CENTER AND LIBRARY (500)

FIRE EXIT ROUTE  
TORNADO SHELTER

ASSEMBLY POINTS:
NORTH: BLDG 500 PARKING LOT (LIBRARY PARKING)
SOUTH: BLDG 100 PARKING LOT (ADMINISTRATION BLDG.)

AUTOMOTIVE SERVICE TECHNOLOGY (800)

AUTOMOTIVE SERVICE TECHNOLOGY BUILDING

FIRE EXIT ROUTE
TORNADO SHELTER IN HALL OF SCIENCE & ARTS BLDG. (300)
NASHVILLE CAMPUS
BUILDING ACCESS CONTROL

a. The Resource Scheduler is responsible for coordinating the scheduling and use of all academic areas. As a rule, classroom areas without special equipment will remain unlocked at all times.

b. The Resource Scheduler is responsible for coordinating the scheduling and use of campus facilities by non-campus organizations.

c. The Office of Conferences and Special Programs is responsible for coordinating the scheduling and use of campus facilities for activities, which collect fees for their programs.

d. The Maintenance Supervisor or his/her designee shall coordinate the scheduling and use of campus facilities for student organizations and programming.

e. The Maintenance Department is responsible for managing the key control system on campus and for unlocking academic buildings Monday through Saturday.

f. Maintenance shall be responsible for locking academic buildings, for unlocking academic areas on weekends, for special access requests and for enforcing the key control regulations as appropriate.

g. All other departments shall be responsible for coordinating and scheduling activities in their areas as appropriate and for controlling access to their respective areas in conjunction with the Maintenance Department.
CCCUA’S ANALYSIS OF AVAILABLE TRAINING RESOURCES RELATED TO CAMPUS SECURITY

For Employees of Higher Education


http://www.higheredhero.com/CU/0

http://www.peaceatwork.org/webinars.htm

http://www.arm-security.com/services/security_training.html

http://asumag.com/mag/operating_new_era_security/

http://www.activeaccess.com/webinars.asp
