



CRISIS MANAGEMENT PLAN

**3301 W. 18TH AVENUE
Emporia, KS 66801
(620) 343-4600**

**620 Constitution
Emporia, KS 66801
(620) 343-4620**

**220 Weaver Street
Emporia, KS 66801
(620) 343-6428**

**3021 Eaglecrest Drive
Emporia, KS 66801
(620) 341-1348**

August 2011

INTRODUCTION

All administration, faculty, and staff are responsible for reviewing and understanding the instructions provided in this plan. This includes being able to quickly reference guidance for immediate action procedures and knowing the designated safe areas for evacuation and shelter.

FHTC will conduct building evacuation and shelter drills or practice reactions to various crisis situations. It is important that faculty and staff at FHTC be familiar with crisis management procedures. Faculty are responsible for familiarizing students with crisis management procedures. Questions and concerns regarding the crisis management plan and procedures should be directed to an FHTC administrator.

In a crisis situation, communication and cooperation are essential to retaining order and minimizing losses. Individuals must understand their roles and act in a mature and responsible manner. Designated individuals should follow the instructions described in the immediate action procedures for evacuation, shelter, and other threat situations. As in any crisis situation, all persons should be responsive to the directions given to them by individuals designated with responsibilities and authority.

Students and visitors are responsible for following directions given to them by authorities and by posted documents. "Authorities" are defined as any FHTC administrator, faculty, or staff member, as well as police, firefighters, and other emergency personnel. Faculty are responsible for the safety of students and visitors to their program areas and performing designated duties. Faculty, staff, and students are responsible for responding to instructions given by members of the Crisis Team and emergency personnel.

Table of Contents

INTRODUCTION	2
CRISIS/EMERGENCY PHONE NUMBERS	5
CRISIS TEAM.....	6
CRISIS TEAM RULES	7
POINTS OF INFORMATION	7
CRISIS COMMAND CENTER	8
GENERAL CRISIS SITUATION	11
BUILDING AND GROUNDS	12
BUILDING EVACUATION PLAN.....	14
General Instructions	14
Faculty/Staff – Immediate Action Procedures	15
BOMB THREAT	16
BOMB THREAT PROCEDURES	17
Faculty/Staff or Any Person – Immediate Action Procedures.....	17
Threat by PHONE.....	17
Threat by FAX, LETTER, E-mail, or NOTE	18
Threat by the perpetrator IN PERSON	18
EXPLOSION THREAT.....	19
BUILDING EVACUATION PLAN.....	19
Faculty/Staff – Immediate Action Procedures	19
FIRE THREAT	20
Faculty/Staff or Any Person – Immediate Action Procedures.....	20
NATURAL GAS LEAK THREAT	21
BUILDING EVACUATION PLAN.....	21
Faculty/Staff – Immediate Action Procedures	21
BUILDING STRUCTURAL FAILURE THREAT	22
SEVERE INJURY ACCIDENT PLAN.....	22
Faculty/Staff – Immediate Action Procedure	22
BUILDING LOCKDOWN DURING A CRISIS	23
BUILDING LOCKDOWN PLAN	23
Faculty/Staff – Immediate Action Procedures	23
HOSTAGE THREAT	24
WEAPON THREAT.....	25
BUILDING LOCKDOWN PLAN	25
Faculty/Staff – Immediate Action Procedures	25
SNIPER THREAT	26
BUILDING LOCKDOWN PLAN	26
Faculty/Staff – Immediate Action Procedures	26
RIOT THREAT	27
BUILDING SHELTER PLAN	28
General Instructions	28
BUILDING SHELTER PLAN	28

Faculty/Staff – Immediate Action Procedures	28
SEVERE WEATHER	29
TORNADO WARNING	30
TORNADO THREAT	30
Faculty/Staff or Any Person – Immediate Action Procedures	30
CIVIL DEFENSE THREAT	31
MEDICAL EMERGENCY	32
INJURY AND SERIOUS HEALTH THREATS	32
SEVERE INJURY ACCIDENT	32
Faculty/Staff – Immediate Action Procedure	32
CONSUMPTION OF POISON	33
Faculty/Staff – Immediate Action Procedure	33
SEIZURE DISORDER OCCURRENCE	33
Faculty/Staff – Immediate Action Procedure	33
DEATH	34
Faculty/Staff – Immediate Action Procedures	34

CRISIS/EMERGENCY PHONE NUMBERS

<u>CRISIS/EMERGENCY</u>		<u>PHONE NUMBERS</u>
American Red Cross		(620) 242-4211
Eagle Life Safety (building alarms)		(620) 343-9940
Emporia Fire Department (ambulance)	Emergency	911
	Non-emergency	(620) 343-4230
Emporia Police Department	Emergency	911
	Non-emergency	(620) 342-1766
Kansas Gas Leak Emergencies		(888) 482-4950
Newman Regional Health	Emergency	(620) 341-7888
	Non-emergency	(620) 343-6810
Mental Health Center		(620) 343-2211
Lyon County Emergency Management		(620) 341-3210
Westar Electric Outage		(800) 544-4857

CRISIS TEAM

The CRISIS TEAM consists of three key components: Administration, Medical and Safety.

<u>COMPONENTS</u>	<u>MEMBERS</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>Phone Numbers</u>
Administration	President	* Direct Command Center.	(620) 343-4838 (H) (620) 341-0949 (C)
	Dean of Instruction	* Direct crisis/emergency activities.	(620) 342-6098 (H) (620) 794-4120 (C)
	Dean of Student Services	* Manage dissemination of information. * Interact with the media.	(620) 340-0225 (H) (620) 794-3176 (C)
	Dir. of Registration & Enrollment Management	* Direct psychological assistance.	(620) 794-5325 (C)
Medical	Division of Health Chair	* Provide emergency medical assistance to victim(s). * Direct medical assistance until relieved by qualified emergency personnel.	(620) 343-7728 (H) (620) 794-7416 (C)
	EMS Instructor	* Provide emergency medical assistance to victim(s). * Direct medical assistance until relieved by qualified emergency personnel.	(620) 343-7684 (H) (620) 794-3451 (C)
Safety/Security	Head Custodian	* Direct people to safety and insure the building and/or classrooms are locked as needed.	(620) 757-1788 (C)
	Operations/Maintenance	* Direct people to safety and insure the building and/or classrooms are locked as needed.	(620) 794-4121 (C)

CRISIS TEAM RULES

1. Verify that 911 has been notified and if not, then call.
2. All team members will have access to a radio and must report in to the Command Center.
3. Take charge in your area(s) of responsibility.
4. Be aware of your own safety and care for the needs and safety of victim(s).

POINTS OF INFORMATION

- Stay calm and communicate.
- Be flexible.
- Medical and psychological needs are high priority.
- Cooperate with authorized emergency personnel.
- In the absence of administration, the responsibility of directing the Command Center will be the next available member in descending order as listed above.

CRISIS COMMAND CENTER

When necessary, a Command Center will be set-up in the Administration Office. The Command Center will serve as an information consolidation area and as a location for coordinating crisis activities. Administrators and designated members of the Crisis Team shall have the responsibility of directing and coordinating the functions of this area.

If an emergency situation arises making on-campus buildings unavailable or if additional space is needed, Emporia High School can be used as an alternative site. The phone number for Emporia High School is (620) 341-2365. The facility point of contact for access to Emporia High School is the High School Principal.

The Command Center will provide for and/or maintain the following:

- I. An accurate up-to-date file of student and employee information (maintained in the Administration offices).

- II. The coordination of all incoming and outgoing telephone calls, maintaining:
 - a. A list of key contacts, including:
 - i. Fire Department
 - ii. Police Department
 - iii. Others

 - b. A general statement that will address questions from callers.

- III. Building/campus layout and structural information, and hazardous material(s) information (maintained in the President's and Maintenance offices).

- IV. It is important that the Command Center be kept informed and that accurate and up-to-date information relative to the crisis are kept. Depending upon the situation, the Crisis Team members will send runners who will report to the Command Center regularly to receive information and to give progress reports on the following:
 - a. Injuries
 - b. Damage
 - c. Progress report of crisis situation

V. Media Interaction:

Working with the media will present a challenge during any crisis. It is important that college personnel give out accurate information. The Dean of Student Services or designate has sole authority in addressing media inquiries.

- a. Advise media of the following:
 - i. Immediately following the crisis, the media will be advised that they will receive all information from one source – the Dean of Student Services or designee.

Medical Triage Center

LOCATION: EMS Lab/Classrooms (M112C)

EQUIPMENT: Oxygen tanks, masks, tubing
Airway Bags
Suction machines
Blue Linen Cart
Basins
Bath blankets and sheets
C-Collars
Spine Board
Stair Chair
B/P Cuffs, stethoscopes

SUPPLIES: Tub #1 – IV tub
IV fluids
IV tubing
Gloves
Alcohol Sponges
Tape
IV needles
Tourniquets
IV poles
Needle – disposal boxes
Band-aids
Blue pads
2x2s

Medical Triage Center (continued)

Tub #2 – Bleeding Control and Bandaging Tub
Sterile Saline
Goggles
Masks
Tape
4x4s and 2x2s
Gauze pads
Gauze bandages
Ace bandages
Magic Marker
Gloves

MISCELLANEOUS:

Disaster Tags
2-way Radio for Communication

Locator Sign	Description	Location	Room #
Red	Critical	EMS Classroom	M112B
Yellow	Walking Wounded	EMS Classroom	M112A
Green	Minor Treatment	PPT Classroom	M112C
Black	Morgue	Graphic Arts Lab	M120

GENERAL CRISIS SITUATION

Immediate Action Procedures

First –

Take action for your own safety when faced with immediate peril.

Second –

Call 911.

Third –

Notify Administration immediately.

Fourth –

Carry out your prescribed role as required in applicable immediate action procedures.

BUILDING AND GROUNDS

Blueprints – Architectural plans for the college are located in the FHTC Operations/Maintenance Office in M119.

Fire Alarms - Master is located in the M108I (Dental stock room). Others are located in convenient, accessible places throughout the buildings, within 70 feet of each other.

Fire Extinguishers are located in convenient, accessible places throughout the buildings, within 70 feet of each other.

Utilities – Master shut-off valves and switches are located as follows:

Main Building:

- Electrical panels are located on the outside south wall of the building by Conference Room A and east and west mezzanines.
- Master water valve is located in the east boiler room (M111).
- Master gas valves are located outside on the east side of the building.
- Domestic water heaters are located in the east (M111) and west (M116) boiler rooms.

Construction Building:

- Electrical panels are located in the utility room.
- Hot water heater is located in the utility room.
- Master water valve is located in east boiler room of main building.

Technology Building:

- Electrical panels are located on the north wall of the IMT lab.
- Master water valve is located in the utility room.
- Hot water heater is located in the utility room.
- Master gas valve is located on the outside north side of the building.

220 Weaver (Sauder Building):

- Electrical panels are located in the north and south utility rooms .
- Master water valve is located in the utility room.
- Hot water heater is located in the utility room.
- Main gas valve is accessible in Sauder end of building.

620 Constitution (Adult Education)

- Electrical panels are located on east wall of back room.
- Master water valve is located in the utility room.
- Hot water heater is located in the utility room.
- Main gas valve is outside the northeast corner of the building.

3021 Eaglecrest Drive (Dental Hygiene)

- Electrical panels, water heater and furnace are located in the utility room on the upper level in the Dental Hygiene area.
- Electrical panels are located in basement level on center of north wall.
- Electrical panels are located in utility room with water heaters and furnace in the basement.

DISMISSAL OF STUDENTS AND STAFF DURING A CRISIS

FHTC may dismiss students, and possibly staff, during a crisis. The President of the College, or his/her designee, has the authority to dismiss students at any time deemed as necessary.

FHTC does not dismiss school prior to the regular dismissal times in the event of severe weather except when specifically authorized by the President of the College or his/her representative.

FHTC has no authority to prevent adult students from leaving the campus. However, all students will be asked to stay and report to designated safe areas in the event of a crisis. During a crisis adult students are asked to inform their instructor or some other school official before leaving campus.

BUILDING EVACUATION PLAN

General Instructions

Evacuation of FHTC buildings and/or premises may be required in the event of or suspicion of a:

- Armed Assailant
- Bomb Threat
- Explosion Threat
- Fire Threat
- Interior Chemical Contamination
- Natural Gas Leak Threat
- Riot Threat

NOTE: In the case of a Natural Gas Leak Threat, **do not** pull the fire alarm or utilize the telephone or radios.

Evacuation will be signaled by sounding the FHTC fire alarm and /or by telephone **except** in the case of a Natural Gas Leak Threat.

In the event of an evacuation, follow the action procedures for building evacuation.

Faculty/Staff – Immediate Action Procedures

First –

Notify those students and visitors in your area that an evacuation is required.

Move quickly and safely out the designated exit for your room to the designated safe area (as indicated on the Evacuation Plan map).

NOTE: Students and visitors in your safe area should not leave that safe area until instructed to do so.

NOTE: Take your roster!

Second –

Take a roll call to identify persons present at the safe area. Make a note of missing individuals and individuals that are not on your roster.

NOTE: **Do not** re-enter the building to search for missing persons!

Third –

Inform the persons in your safe area to stay there.

Remain with the students and/or visitors at all times!

Follow the instructions of the Crisis Team.

BOMB THREAT

A bomb threat may be made by phone, fax, letter, e-mail, note, or in person. The threat may be made directly to FHTC or through a third party (ex. newspaper, radio/television station, school district office, etc.). Suspicion of a bomb will be treated as a threat.

Preservation of life first, and facilities second, are the highest priorities.

The responsibility of dealing with the threat should be given to the highest authority present at the time of the crisis. Notify an FHTC administrator or a member of the Crisis Team and emergency authorities (dial 911) as soon as possible.

In a bomb threat situation, refer to the Bomb Threat Immediate Action Procedures. A hostage threat may occur along with a bomb threat. In that situation, refer to the Hostage Threat Immediate Action Procedures as well.

BOMB THREAT PROCEDURES

Faculty/Staff or Any Person – Immediate Action Procedures

Threat by PHONE

First –

Try to keep the caller on the line as long as possible. Stay calm.

NOTE: let the bomber talk. Visit with the bomber. Be cooperative. Do not quiz or pressure the bomber.

Write down information:

- Bomber's instructions, request and comments.
- Any hints about:
 - The specific location of the bomb.
 - The type/size of the bomb.
 - How and when the bomb will detonate.
 - Who the bomber is.
 - Where the bomber is (including any distinguishing background noises).
 - Why the threat is being made.
 - Any distinguishing accent or speech impediment.
 - The gender of the bomber.

Follow the instructions of the perpetrator as appropriate.

Second –

Get the attention of someone who can notify emergency authorities and call 911.

Third –

Follow the instructions of the emergency authorities and the Crisis Team Members.

Threat by FAX, LETTER, E-mail, or NOTE

First –

Follow the instructions of the bomber as appropriate. Stay calm.

Second –

Notify someone as soon as possible and call emergency authorities (dial 911).
Notify a Crisis Team member.

Third –

Follow the instructions of the emergency authorities and the Crisis Team.

Threat by the perpetrator IN PERSON

First –

Follow the instructions of the bomber as appropriate. Stay calm.

Second –

Get the attention of someone who can call 911.
If possible, notify someone who can contact a Crisis Team member.

Third –

Follow the instructions of emergency authorities and the Crisis Team.

EXPLOSION THREAT

The threat of explosion exists in facility areas where combustibles exist under pressure and are present, used, or stored. Natural gas is a combustible that offers the threat of explosion.

Examples of other combustibles on the FHTC campus include, but are not limited to:

Welding fuels	Automobile fuels
Petroleum products	Paints
Flammable chemicals	Medical gases

The program areas at FHTC with the greatest exposure to the risk of an explosion are Industrial Maintenance, Automotive Technology, Construction Technology, EMS, Machine Tool Technology, Dental Assisting and Graphic Arts.

In the event of an explosion or when an explosion is suspected, follow the Building Evacuation Plan:

BUILDING EVACUATION PLAN

Faculty/Staff – Immediate Action Procedures

First –

Notify those students and visitors in your area that an evacuation is required.

Move quickly and safely out the designated exit for your room to the designated safe area (as indicated on the Evacuation Plan map).

NOTE: Students and visitors in your safe area should not leave that safe area until instructed to do so.

NOTE: Take your roster!

Second –

Take a roll call to identify persons present at the safe area. Make a note of missing individuals and individuals that are not on your roster.

NOTE: Do not re-enter the building to search for missing persons!

Third –

Inform the persons in your safe area to stay there.

Remain with the students and/or visitors at all times and follow the instructions of the Crisis Team.

FIRE THREAT

Fire is a threat that poses extreme danger. Reaction to a fire or suspicion of a fire should be swift. When a fire is detected, or there is a valid suspicion, the entire school should be notified so that building evacuation procedures can be conducted in a safe and timely fashion.

In case of a fire or suspected fire, a building evacuation will be signaled by activating the building fire alarm and/or by phone. All persons should exit all buildings according to Building Evacuation Plan. Once all persons have been accounted for and the extent of the fire threat is identified persons from unaffected buildings may be instructed by the Crisis Team leader to return to their program areas after the "All Clear" from the Fire Department.

All students will be asked to stay and report to designate safe areas in the event of a crisis.

Faculty/Staff or Any Person – Immediate Action Procedures

First –

Take immediate action for your own safety.

Second –

Acknowledge the threat of fire to any person(s) nearby.

Third –

Activate the nearest fire alarm.

Fourth –

Evacuate the building and report according to the Building Evacuation Plan.

NATURAL GAS LEAK THREAT

Natural gas is poisonous and explosive. The gas has a distinctive odor that makes it detectable.

This type of threat poses dangers similar to the bomb, explosion, and fire threats. Therefore, the Building Evacuation Plan should be implemented and a FHTC administrator or a member of the Crisis Team should be notified as soon as possible.

A courier will be dispatched to the FHTC Administration Office as soon as possible in the threat of a gas leak.

Appropriate action will be taken by following the step-by-step procedures:

BUILDING EVACUATION PLAN

Faculty/Staff – Immediate Action Procedures

First –

Notify those students and visitors in your area that an evacuation is required.

Move quickly and safely out the designated exit for your room to the designated safe area (as indicated on the Evacuation Plan map).

NOTE: Students and visitors in your safe area should not leave that safe area until instructed to do so.

NOTE: Take your roster!

Second –

Take a roll call to identify persons present at the safe area. Make a note of missing individuals and individuals that are not on your roster.

NOTE: Do **not** re-enter the building to search for missing persons!

Third –

Inform the persons in your safe area to stay there.

Remain with the students and/or visitors at all times!
Follow the instructions of the Crisis Team.

BUILDING STRUCTURAL FAILURE THREAT

In the event that any FHTC building structure should fail, an administrator or member of the Crisis Team should be notified as soon as possible. The immediate area of danger should be evacuated quickly while observing necessary precautions. If injuries occur, respond according to the Injury Accident Plan.

SEVERE INJURY ACCIDENT PLAN

Faculty/Staff – Immediate Action Procedure

First –

Determine the immediate severity of the injury(ies).

If an emergency, contact 911 and then contact the administrative office by phone or by courier so that the Crisis Team and crisis procedures can be activated.

Second –

Stay with the victim.

Third –

Follow the instructions of the Crisis Team and emergency personnel.

BUILDING LOCKDOWN DURING A CRISIS

A crisis situation may arise when it is prudent to lock FHTC buildings while still occupied. The purpose for this action would be to protect students and staff by preventing entrance into building and program areas by person or persons identified as dangerous. Lockdown procedures may be implemented in an event such as a civil disturbance, a hostage situation, or sniper fire.

The President of the College, or his/her designee, has the authority to initiate a lockdown at any time deemed as necessary. Notification to initiate lockdown procedures will be given via courier and/or by telephone. Faculty and staff should follow the Building Lockdown Plan.

FHTC has no authority to prevent adult students from leaving the campus. However, all students will be asked to report to designated safe areas. Cooperation from all students is vital.

BUILDING LOCKDOWN PLAN

Faculty/Staff – Immediate Action Procedures

First –

Notify those students and visitors in your area that lockdown is required.

Move quickly and lock all potential entrances (ex. doors and windows) to your area. Students and visitors in your area should not leave that area until instructed to do so.

Second –

Take a roll call to identify persons present in your area.

Note: do not move around the building to search for missing persons!

Third –

Inform the persons in your area to stay there.

If telephone is available report your status to the Crisis Command Center (Administrative Offices) and report your status (person accountability and injuries) to the Crisis Team Leader. The phone lines may be busy, but keep trying.

Do not send a courier once lockdown has been initiated. Follow the instructions of Crisis Team members.

HOSTAGE THREAT

If a hostage situation arises, a FHTC administrator or a member of the Crisis Team should be notified as soon as possible. An administrator or Crisis Team member will notify emergency authorities and initiate the Hostage Threat Immediate Action Procedures.

In a hostage situation, it is likely that other threats will also exist.

Be prepared to initiate other procedures as appropriate.

WEAPON THREAT

BUILDING LOCKDOWN

Notification of any weapon threat will be made in person or via the telephone system or courier to a member of the Crisis Team and/or Administration. Persons bringing any item on campus that is fashioned as a weapon will be required to remove the weapon from campus.

A high-level weapon threat presents a crisis situation. In this event, faculty/staff should initiate related immediate action procedures and notify administrators and members of the Crisis Team who will initiate the Building Lockdown Plan.

BUILDING LOCKDOWN PLAN

Faculty/Staff – Immediate Action Procedures

First –

Notify those students and visitors in your area that lockdown is required.

Move quickly and lock all potential entrances (ex. doors and windows) to your area. Students and visitors in your area should not leave that area until instructed to do so.

Second –

Take a roll call to identify persons present in your area.

Note: do not move around the building to search for missing persons!

Third –

Inform the persons in your area to stay there.

If telephone is available report your status to the Crisis Command Center (Administrative Offices) and report your status (person accountability and injuries) to the Crisis Team Leader. The phone lines may be busy, but keep trying.

Do not send a courier once lockdown has been initiated.

Follow the instructions of Crisis Team members.

SNIPER THREAT

In the event of sniper fire, contact emergency authorities, activate the Crisis Team, and initiate Building Lockdown Plan in order to isolate students and staff from the direct line of fire. Notifications to initiate lockdown procedures will be given via the telephone system or by courier. The Crisis Team will also initiate immediate action procedures for a sniper threat.

- A. According to lockdown procedures, all doors will be locked. The Crisis Team will seal off the building.
- B. All students and staff will remain in their respective program areas if safe and avoid direct lines of fire (ex. Doors, windows, etc.). Students and staff should not leave their respective program areas for any reason until the threat has been eliminated.

The Crisis Team is responsible to determine what actions need to be taken as a result of the sniper fire, and to cooperate with and assist emergency personnel.

BUILDING LOCKDOWN PLAN

Faculty/Staff – Immediate Action Procedures

First –

Notify those students and visitors in your area that lockdown is required.

Move quickly and lock all potential entrances (ex. doors and windows) to your area. Students and visitors in your area should not leave that area until instructed to do so.

Second –

Take a roll call to identify persons present in your area.

Note: do not move around the building to search for missing persons!

Third –

Inform the persons in your area to stay there.

If telephone is available report your status to the Crisis Command Center (Administrative Offices) and report your status (person accountability and injuries) to the Crisis Team Leader. The phone lines may be busy, but keep trying.

Do not send a courier once lockdown has been initiated.

Follow the instructions of Crisis Team members.

RIOT THREAT

A riot occurring on or spilling over to the FHTC campus would create a crisis situation. In the event of a riot or impending riot, the Crisis Team will be activated. Administrators and the Crisis Team will assess the level of threat and initiate activities in accordance with the actual risk. Communication regarding the threat will be made via the telephone system or by courier. Crisis Team activities may include, but are not limited to, the following:

- Determine whether police or other emergency authorities are needed.
- Notify appropriate college authorities.
- Disburse non-combatants from the area.

In extreme situations it may be necessary to initiate other procedures such as a Building Lockdown, Building Evacuation etc., depending on the circumstances.

BUILDING SHELTER PLAN

General Instructions

Taking shelter in FHTC buildings and/or premises may be required in the event of or suspicion of a:

- Civil Defense Threat
- Exterior Chemical Contamination
- Severe Weather Threat

The need to take shelter may be signaled by the sounding of the Emporia civil defense sirens. The phone system will also be used to verify that all programs are aware of the Building Shelter Plan signal.

BUILDING SHELTER PLAN

Faculty/Staff – Immediate Action Procedures

First -

Notify those students and visitors in your area that shelter is required.

Move quickly and safely out the designated exit for your room to the designated safe area (as indicated on the shelter plan map). The two designated safe tornado shelters are located in the hallway in the Division of Health and the hallway in the Technology building.

NOTE: Students and visitors in your safe area should not leave that safe area until instructed to do so.

NOTE: Take your roster!

Second –

Take a roll call to identify persons present at the safe area. Make a note of missing individuals and individuals that are not on your roster.

Note: Do not move around the building to search for missing persons!

Third –

Inform the persons in your safe area to stay there.

Remain with the students at all times!

Follow the instruction of Crisis Team members.

SEVERE WEATHER

Severe weather may develop under any of the following conditions:

- Extremely high winds.
- Severe electrical storms.
- Heavy rain, hail, and/or flash flooding.
- Heavy snow or sleet and/or accumulation of snow or sleet.
- Blizzard conditions and/or severe icing.
- Extremely low temperatures and wind chill index.
- Any other potentially dangerous weather condition.

A severe weather threat does not necessarily include tornado conditions.

A severe weather watch is issued when rough weather conditions exist which may pose a danger to physical health or safety. Official notifications of severe weather conditions are made through area radio and television stations. A Redi-Alert Local Emergency Warning System, which is set at the weather radio, is located in the Student Service Offices Area.

FHTC administrators, or their designees, when notified that a severe weather watch is in effect, should make all necessary arrangements to effect maximum safety for the students and staff in the event of an actual severe weather threat. During a severe weather watch, FHTC administrators or their designees should alert others of any subsequent weather information as it is obtained.

It is the responsibility of FHTC administrators to determine what activities will be canceled or continued. The Weather Bureau suggests that outdoor activities be canceled when there is the possibility of severe electrical storms. No outdoor activity should be started during a period that is marked as a severe weather watch.

The decision to close FHTC or cancel classes at the college will be made by FHTC Administration. Student Services will notify appropriate secondary school officials regarding the situation. Notice of closures or cancellations will be broadcast to the public on local and area radio and television stations. FHTC Administration will authorize a similar announcement indicating when schools will reopen.

FHTC administration will determine when weather is severe enough to warrant safety precautions. When severe weather escalates to a level where eminent danger is present, and/or administration identifies a state of emergency, the Building Shelter Plan may be initiated.

If weather becomes severe enough that taking shelter is required, persons will be signaled to take shelter by the sounding of civil defense sirens and/or by telephone.

TORNADO WARNING

When, a tornado warning is issued for the vicinity of Flint Hills Technical College, the Building Shelter Plan will be implemented.

A tornado warning is issued when weather conditions exist which may pose a tornado threat. Official notifications of tornado conditions are made through area radio and television stations. There is a weather radio located in the Student Service Offices Area. Students, faculty and staff should go to the designated tornado shelters. Construction Technology will move to the Technology Building.

When notified that a tornado threat is in effect, FHTC administration should make all necessary arrangements to effect maximum safety for the students and staff in the event of an actual tornado.

It is the responsibility of FHTC administrators to determine what school activities will be cancelled or continued. The Weather Bureau suggests that outdoor activities be cancelled when tornado conditions are present. No outdoor activity should be **started** during a period that is designated as a tornado warning.

When the tornado threat escalates to a level where eminent danger is present, and/or administration identifies a state of emergency, the Building Shelter Plan may be initiated.

If weather becomes severe enough that taking shelter is required, persons will be signaled to take shelter by the sounding of civil defense sirens and/or by telephone.

TORNADO THREAT

Faculty/Staff or Any Person – Immediate Action Procedures

First –

Take immediate action for your own safety.

Second –

Report to the designated shelter area.

Third –

Stay there until FHTC Administration gives the “All Clear”.

CIVIL DEFENSE THREAT

A civil defense threat arises in the case of foreign invasion, domestic rebellion, or rioting. Civil defense emergencies will be signaled by civil defense sirens or announced over the telephone or by courier.

In the event of a civil defense threat, the Crisis Team will be activated. A quick assessment of the threat level will be made to organize a response. It may be necessary to initiate the Building Shelter Plan or Lockdown Immediate Action Procedures.

In the event of a civil defense alert, each student who is at least 18 years of age may choose one of three courses of action from the options listed below. This decision is entirely up to the individual adult. However, the students should inform FHTC staff of their intentions for accountability purposes. The option available to students under the age of 18 is dependent upon parental or guardian consent and arrangements made by their parent(s) or guardian(s).

Options:

- Students may remain in shelter at Flint Hills Technical College.
- Students may leave the college after being accounted for and proceed to their homes by automobile or on foot.
- Students may, after being accounted for, wait at the college to be picked up by a friend or member of their family.

**MEDICAL EMERGENCY
INJURY AND SERIOUS HEALTH THREATS**

Do not move the victim until Medical Personnel arrive.

When an injury occurs or a serious health problem arises, FHTC staff should lend immediate assistance to the victim.

A severe injury is defined as any injury in which the victim's life or health is placed in danger. In case of a severe injury, call 911 and notify the Crisis Team.

The staff member will remain with the victim until relieved by a Health Care Professional.

**MEDICAL EMERGENCY
SEVERE INJURY ACCIDENT**

Faculty/Staff – Immediate Action Procedure

First –

Determine the immediate severity of the injury or injuries

If an emergency, contact 911 and then contact the administrative office by phone or by courier so that the Crisis Team and crisis procedures can be activated.

Second –

Stay with the victim.

Third –

Follow the instructions of the Crisis Team and emergency personnel.

CONSUMPTION OF POISON
Faculty/Staff – Immediate Action Procedure

First –

Contact 911.

Second –

Notify the medical members of the Crisis Team.

Stay with the victim.

Third –

Offer reassurance to the person and assist as necessary.

Follow the instructions of the Crisis Team and emergency personnel.

SEIZURE DISORDER OCCURRENCE
Faculty/Staff – Immediate Action Procedure

First –

Clear the immediate area of furniture or equipment (if possible) or other dangerous objects.

Contact the Medical Members of the Crisis Team and then the administrative office by phone or by courier so that the Crisis Team Procedures can be activated.

Second –

Do NOT move a person having a seizure! Move them after the seizure if necessary.

Offer reassurance as necessary.

Third –

Follow the instructions of the Crisis Team and emergency personnel.

DEATH
Faculty/Staff – Immediate Action Procedures

First –

Contact 911.

Second –

Do NOT move the victim.

Notify the members of the Crisis Team.

Third –

Stay with the victim until relieved by medical personnel