



*Brazosport College*

***EMERGENCY  
HANDBOOK***

### **Campus Emergency Numbers:**

Dial 3030 or 3207 from on-campus phones  
OR  
979-230-3030 or 979-230-3207 from off-campus

### **Emergency Communication Website:**

<http://emergency.brazosport.edu>

### **After hours:**

Call Campus Safety cell phone at **979-236-3959**



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## INTRODUCTION

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

- The Safety of individuals is first and foremost;
- Use common sense and training in dealing with situations;
- Act quickly in the event of an emergency;
- Remain calm; and
- Be factual in dealing with students.

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

Everyone should:

- Read this Handbook;
- Plan to attend emergency response training sessions (when offered).
- Become familiar with Emergency Action Plans.
- If you are a supervisor, ensure your staff participates in emergency training.
- Rehearse emergency procedures; and
- Always practice prevention.

***IN ALL EMERGENCIES, FOLLOW DIRECTIONS OF  
EMERGENCY PERSONNEL AND COLLEGE  
ADMINISTRATORS.***

## LOCAL EMERGENCY NUMBERS

Dial 911, 979-230-3030 (Campus Police), or  
One of the Campus Emergency Numbers Listed Below  
Campus Emergency Numbers:

|                      | OFFICE               |
|----------------------|----------------------|
| <b>Campus Police</b> | 230-3030 or 230-3207 |
| Chad Leveritt        | 230-3037             |
| David Marshall       | 230-3208             |
| Tracee Watts         | 230-3163             |
| Lynda Villanueva     | 230-3422             |
| Anne Bartlett        | 230-3202             |
| Marshall Campbell    | 230-3126             |
| Jo Greathouse        | 230-3343             |
| Jeff Detrick         | 230-3383             |
| Douglas Walcerz      | 230-3443             |
| Kyle Smith           | 230-3489             |
| Ron Parker           | 230-3480             |
| Dr. Millicent Valek  | 230-3200             |
| John Ditto           | 230-3157             |

## EMERGENCY COMMAND STRUCTURE

***During an emergency, the Incident Commander will be the person at the top of the list below unless he or she is not available to assume authority, in which case authority will be passed down the list (the line of succession) to the first person who is available to take authority:***

1. Chad Leveritt, Interim Director, Campus Safety and Chief of Police
2. Marshall Campbell, Vice President, Human Resources
3. David Marshall, Vice President, Financial Services & CFO
4. Anne Bartlett, Vice President, Industry & Community Resources
5. Dr. Lynda Villanueva, Provost & Vice President, Academic and Student Affairs

The Public Information Office (PIO) compiles information and prepares messages for distribution through media outlets, and responds to requests for such public information. This person is not (necessarily) the person who speaks directly with the media. The Public Information Officer line of succession is as follows:

1. Dr. Millicent Valek, President
2. Tracee Watts, Vice President, College Advancement
3. Kyle Smith, Director, Marketing and Communication

Each department/division shall identify two succession positions within the unit for communication purposes during an emergency incident.

Example A; Facilities Services Area, the line of succession is as follows:

1. John Ditto, Director of Facility Services
2. D.J. Rice, Lead Facility Services Specialist

Example B; Financial Services Area, the line of succession is as follows:

1. David Marshall, Vice President, Financial Services & CFO
2. Ginger Wooster, Director Business Services
3. Internal Auditor

The line of succession is to be approved by the appropriate VP and reported to Campus Police, who will maintain the list for the campus.

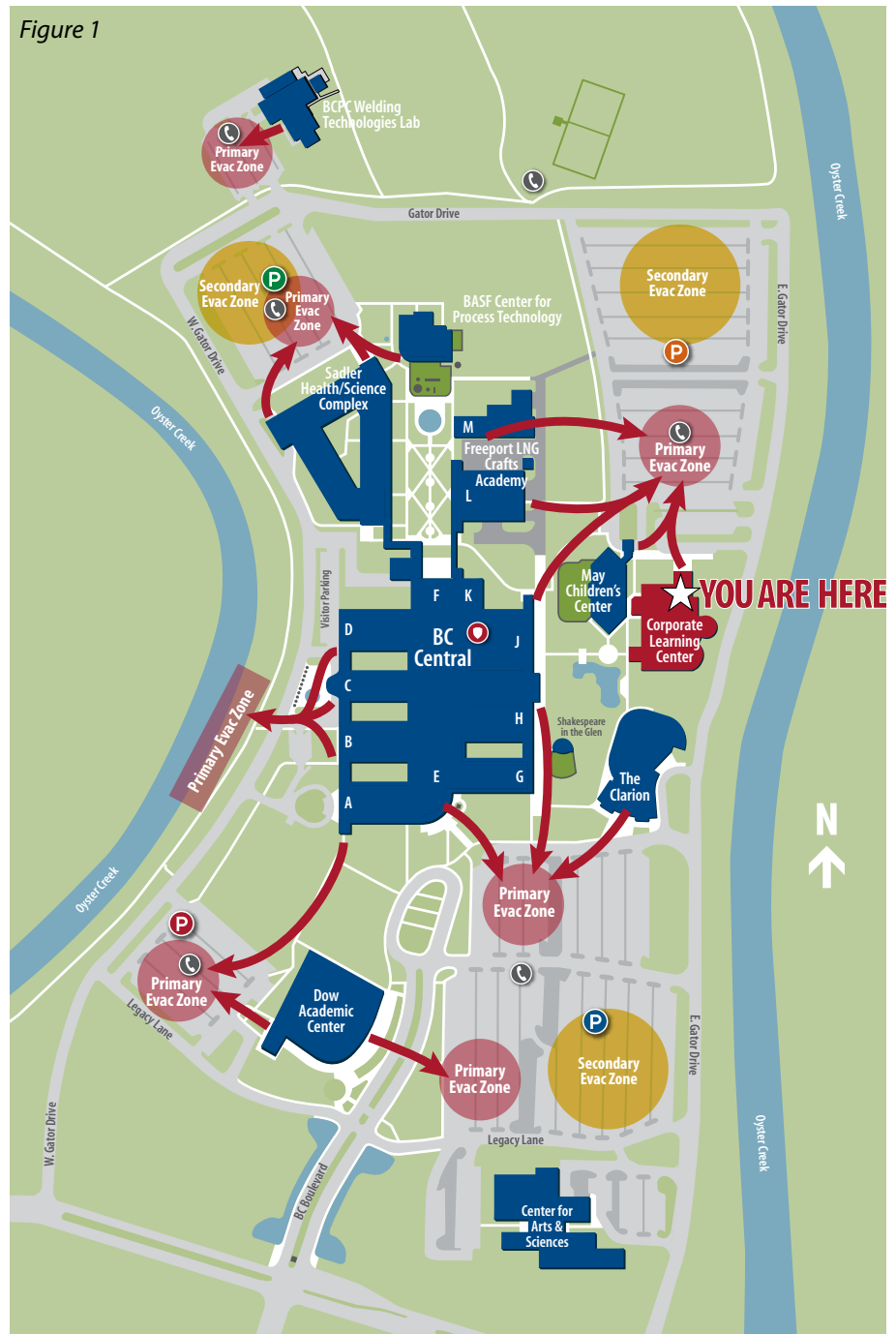
# NOTIFICATION OF AN EMERGENCY

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

## See Tab A for Emergency Actions Procedure – Building Evacuation

In an emergency situation, unless the building is affected, Vice Presidents and other designated personnel will immediately assemble in a predetermined location. This area has the communications and other information needed for an emergency response.

If an evacuation is ordered, students, faculty and staff should move to posted evacuation zones shown (figure 1) following routes identified on evacuation floor plan charts posted throughout campus buildings.



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

## Learn the location of Fire Exits And Fire Extinguishers in your area and how to use them

Emergency exits are clearly identified with red exit markers overhead. Learn the closest exit including alternative exits in the event of fire and become familiar with posted evacuation floor plan charts in your area. College personnel are responsible for pointing out exit signs and evacuation routes to students in their classes or employees under their supervision. Should a fire condition occur, an audible alarm will sound and/or a flashing strobe light will activate. In the event of a flashing strobe light with no sound, it should be treated the same as an audible alarm.

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

In the event of a fire, follow these steps:

- ❑ Act quickly. Get everyone to safety before trying to fight a fire.
  - ◇ Contact Campus Safety at 230-3030 and inform them if there is a disabled person in need of assistance to exit a building and provide a location.
  - ◇ USE THE STAIRS – DO NOT USE THE ELEVATORS

Notify someone else about the fire. This person can activate the fire alarm and/or call 911.

If the fire is minor and appears controllable, and you are comfortable with the operation of a fire extinguisher, use one to put the fire out. Faculty and staff members should familiarize themselves with operation of the fire extinguishers.

- ❑ Utilize the basics of fire extinguisher operation (PASS):
  - ◇ P...Pull the pin.
  - ◇ A...Aim extinguisher nozzle at the base of the flame.
  - ◇ S...Squeeze trigger while holding the extinguisher upright.
  - ◇ S...Sweep the extinguisher from side to side, covering the area of the fire.
- ❑ Remember to:
  - ◇ Test the extinguisher before approaching the fire.
  - ◇ Keep low and approach with the wind at your back.
  - ◇ Back away, watching for rekindle.
- ❑ If the fire is large and uncontrollable, DO NOT attempt to extinguish it. Evacuate all rooms by following instructions in Tab A; close all doors to confine the fire and reduce oxygen.



## **DO NOT LOCK DOORS**

Immediately contact 911 or from a campus phone press button for Campus Police (979-230-3030). The Police will contact the fire department.

- College personnel will notify students in classes and employees of the emergency.
- College personnel should be familiar with fire alarm pull stations and activate an alarm if possible.
- Contact Campus Safety at 230-3030 and inform them if there is a disabled person in need of assistance to exit a building and provide a location.

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

## **WEATHER-RELATED EMERGENCIES**

### **Freezing Conditions**

In the event of freezing weather, the President or designee will monitor road conditions and determine whether to close the campus. If such conditions exist, employees and students should listen to the local radio and TV stations and check the College website ([www.brazosport.edu](http://www.brazosport.edu)) for information.

### **Hurricane/Flood**

It is the policy of Brazosport College to follow national weather advisories regarding evacuation of the area in case of severe weather conditions. Employees shall ensure that supervisors know how they may be contacted during an evacuation period. If unable to communicate with your supervisor, contact the College Call Center (dial "0") for recorded messages or the College website ([www.brazosport.edu](http://www.brazosport.edu)) for additional storm-related information.

In the event a hurricane or flood threatens the Brazosport area, the President or designee will monitor conditions and decide whether to close the campus. If the determination is made to close the campus, employees should do the following:

- All electrical equipment should be unplugged with the exception of telephones.
- Where feasible, move computers and electronic equipment away from windows and outside doors, and away from areas that have leaked in the past.

- When a hurricane or flood watch is issued, the Director of Facility Services will be responsible for securing loose materials outside the buildings.
- The Director of Facility Services will be responsible for shutting down air conditioning, gas, electrical, water systems and for moving equipment to the safest location once the college has been evacuated.
- Staff members are responsible for moving equipment and records in their areas to the locations designated in department plans. If assistance is needed, supervisors should contact the Director of Facility Services.
- Listen to local radio and TV stations listed in this Handbook for updates regarding weather conditions. If area evacuation is ordered by County officials, **see Tab B for the Emergency Actions Procedure** for weather related area evacuation. Public announcement of the campus reopening will be made over local radio and TV stations listed herein. If you are out of the area, please consult the college emergency website: <http://emergency.brazosport.edu>.
- Refer to the Addendum section of this Handbook for additional information on Emergency Communications.

## Tornado

Since tornadoes occur without time to prepare, there is little to be done other than protecting yourself and others. Safe shelter locations have been identified (see Tab E). Faculty and staff should become familiar with shelter locations and direct others to those locations in the event of a tornado warning. Assigned college personnel will notify you if a tornado threatens the campus. An announcement will be made to notify the campus community using the BC Alert system. Remember that you are safer inside the building. Follow instructions and refer to safe shelter locations in Tab E.

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

## BOMB THREATS

Bomb threats are occasionally made against public institutions. Access cannot be controlled because the college is an open campus.

- The welfare of the students and employees of the college is most important. If you receive a threat, try to have the caller agree for the call to be transferred to the President or a Vice President.
- If that fails, attempt to gather as much information as possible. Try to learn the following:
  - ◇ When is the bomb set to go off?
  - ◇ What does the bomb look like and where is it placed?
  - ◇ Why was the bomb set?
  - ◇ What does the caller's voice sound like?
  - ◇ Were there any identifiable sounds in the background?
  - ◇ What was the exact wording of the threat?

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

- Immediately notify the Brazosport College Police Department that you have received a threatening phone call and relay as much information as possible. You should be prepared to answer their questions to the best of your knowledge.

**NOTE:** The President or the administrator on duty, in consultation with the Brazosport College Police Department, will make a decision regarding any action to be taken.

- If an evacuation is ordered, scan your area of the building for any suspicious articles or packages. If suspicious items are identified, **DO NOT** attempt to remove them. Report them to the Brazosport College Police Department.
- Signs of a suspicious package could include:
  - ◇ No return address
  - ◇ Excessive Postage
  - ◇ Stains
  - ◇ Strange odor
  - ◇ Unexpected delivery
  - ◇ Poorly handwritten

- ◇ Misspelled words
  - ◇ Incorrect titles
  - ◇ Foreign postage
  - ◇ Restrictive Notes (e.g., Confidential or “For your eyes only”)
- If a building evacuation is ordered, see **Tab A for the Emergency Actions Procedure** covering building evacuation.
  - Radio transmissions, including cellular transmissions should be restricted at a bomb scene. No radio traffic, transmitting or receiving, or cellular phone calls within 300 feet of a suspected explosive device are permitted.

***DO NOT RETURN TO THE BUILDING UNTIL NOTIFIED TO RETURN BY THE ADMINISTRATOR ON DUTY OR CAMPUS SAFETY PERSONNEL.***

## VIOLENT ACTS

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

- Once an administrator, instructor or staff member is aware of an individual who is making an attempt on his/her life or the lives of others or is threatening such an attempt, the employee should, as much as possible, assess the level of the crisis and respond using the following guidelines:
  - ◇ Contact the **Campus Safety/Police Office (979-230-3030)** or from a **campus phone** press the button for Security/Campus Police **or dial 911**.
  - ◇ Notify a college administrator at one of the numbers listed above on page 5.
- If the threat of violence involves an act of armed intrusion or suspected armed intrusion, refer to **Tab C for the Emergency Actions Procedure** covering armed intrusion and lock down.

***TAKE STEPS TO ENSURE YOUR SAFETY AND THE SAFETY OF OTHERS.***

## HAZARDOUS MATERIAL SPILLS

***Any spill of a hazardous material on campus must be reported to Campus Safety at 979-230-3030.***

When reporting the incident, be specific about the material spilled and the exact location of the spill. The college administrator on duty, or Campus Safety personnel, will follow up and contact any outside authorities if assistance is required.

- On-site personnel should evacuate the area of the spill and seal it off as much as possible to prevent contamination of adjoining areas.
- On-site personnel should also evacuate adjoining areas if the spill poses a threat to those areas.

Anyone who may be contaminated by the spill should:

- Immediately wash with soap and water.
- Remove contaminated clothing.
- Request assistance.
- Remain in the vicinity of the spill, but far enough removed to be out of danger.
- Give their names to the college administrator on duty.

College labs are equipped with safety showers and eyewash stations. These should be utilized at once.

## GAS LEAKS ON CAMPUS

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

- Walk quickly to the nearest marked exit and alert others in the area to evacuate the area. Notify Campus Safety (979-230-3030) of the location of the leak.
- If a general evacuation of the building becomes necessary, an announcement will be made over the speaker systems and the voiceover IP telephones.

- Contact Campus Safety at 230-3030 and inform them if there is a disabled person in need of assistance to exit a building and provide a location.
- Go to the designated evacuation area nearest your location.
- Do **NOT** turn any electrical power source off or on or attempt to use the telephone or a flame of any kind.
- Do **NOT** use elevators when leaving a building.
- Remain at least 500 feet from the location of the leak.
- Do **NOT** return to an evacuated building until instructed to do so by college personnel. Refer to **Tab A for the Emergency Actions Procedure** covering building evacuation.

## TOXIC FUME RELEASE (OFF CAMPUS)

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

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

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

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

## MEDICAL EMERGENCIES

Refer to **Tab F, the Health Emergency Response System procedure, CGC-R (LOCAL)** for actions to be taken.

## ACCIDENTS, THEFTS AND OTHER OFFENSES

- All accidents, thefts, or other offenses that occur on campus must be reported to the **Campus Safety Department** at **979-230-3030** or by pressing the campus security speed dial button on many of the campus phones.
- Accidents on campus  
While the college is not responsible for personal vehicles, the college campus safety officers will assist in the exchange of information and investigate the accident.
- Accidents off campus in college-owned vehicle  
Follow standard vehicle accident procedures. Exchange information for police reports. Insurance information is located in the glove box of each vehicle. If the accident is serious and injuries are involved or the college vehicle is disabled, contact the Campus Safety Department at 979-230-3030 or a college administrator.

## MAINTENANCE EMERGENCIES

Maintenance and related problems include:

- Power outages and electrical problems.
- Water leaks.
- Gas leaks.
- Sewage problems.

Contact Facility Services at 979-230-3157. At other times when classes are not in session, call the on duty **Police or Security Officer at 979-230-3030** or contact a college administrator.

***WARNING: Do not touch electrical wires. If you are able to do so, shut off power in the event of an electrical problem.***

## GENERAL INFORMATION

- Motorcycles

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

- Car trouble or jumpstarting

Contact the Campus Safety Department (979-230-3030). Campus Safety will assist with jumpstarting or lock-outs, but cannot perform vehicle maintenance or flat tire services.

**NOTE:** Campus Safety officers are available to escort staff or students to their cars. Please contact the Campus Safety Department (979-230-3030) to request an escort.

## LOCAL RADIO AND TV STATIONS

Local radio is available on KBRAZ.com which is located at the following link:

<http://kbrazinternetradio.webstarts.com/kbraz.html> Television is available from Houston stations.

## RETURN TO AREA ANNOUNCEMENTS AFTER EVACUATION

Visit: <http://brazoriacountytx.gov> for specific information for Brazoria County residents.

Visit: <http://www.brazosport.edu/bcalert> for the college BC Alert announcements.



# Tab A

## **Emergency Actions Procedures – Building Evacuation**

# Emergency Actions Procedures – Building Evacuation

## 1. Evacuation Alarms and Announcements

In case of fire, natural gas leak, release of a toxic or lethal substance, a bomb threat, or other threats, it may become necessary to perform a building evacuation. Please note that in cases of a release of toxic or lethal substances or shooting incidents, some buildings may not be evacuated and, instead, may be instructed to shelter-in-place or take other precautions and actions.

If an evacuation in your building is necessary due to fire or other threatening condition, a voice announcement to evacuate will be made via the fire alarm system, the telephone system, and/or the external speaker system. In the event of a fire, an audible alarm and/or a flashing strobe light will activate. In the event of a flashing strobe light with no sound, it should be treated the same as an audible alarm. Please follow the directions.

## 2. Evacuation Zones

If you are instructed to proceed to an evacuation zone, please proceed to the following zones depending upon your location:

| <b>Location</b>   | <b>Proceed To</b>  |
|---|--|
| <b>The Clarion</b>  | <b>South end of Blue Lot near Legacy Lane.</b>   |
| <b>BC Central</b>   | <b>The closest of:</b> <ul style="list-style-type: none"><li>- <b>The walking trail across West Gator Drive from C Wing</b></li><li>- <b>North End of Green Lot</b></li><li>- <b>North End of Orange Lot</b></li><li>- <b>South end of Blue Lot near Legacy Lane</b></li></ul> |
| <b>Corporate Learning Center and the Children’s Center</b>                                | <b>North end of Orange Lot</b>   |
| <b>The Freeport LNG Crafts Academy (L and M Wings), the BASF and the Sadler buildings</b> | <b>North end of Green Lot<br/>North end of Orange Lot</b>  |
| <b>Dow Academic Center</b>  | <b>West side of Red Lot near West Gator Drive<br/>South end of Blue Lot near Legacy Lane</b>   |

### 3. Evacuation Charts and Procedures.

An evacuation floor plan chart is posted in each classroom and office area to assist you in vacating to a safe area.

- a. **Ground floor locations:** the floor plan chart will provide direction to the appropriate exit door through which you can proceed to your designated evacuation zone if so instructed.
- b. **Second floor locations:** the chart will provide you with directions to the exit door and the nearest stairwell location or Area of Refuge to help assure your safe evacuation to ground level. Once on the ground floor, proceed to your designated evacuation area.
- c. Contact Campus Safety at 230-3030 and inform them if there is a disabled person in need of assistance to exit a building and provide a location. **Remember: do not use the elevators.**
- d. When leaving the building be sure to:
  - Carry all personal items with you.
  - Disconnect electrical equipment that must be protected.
  - Close doors behind you as you depart.

Once outside, stay clear of emergency vehicles and responding personnel and do not return to an evacuated building until cleared to do so by a College administrator or Campus Safety personnel.

# Tab B

## **Emergency Actions Procedure – Weather Related Area Evacuation**

## Emergency Actions Procedure – Weather Related Area Evacuation

It is the policy of Brazosport College to follow all National Weather Service and Brazoria County Emergency Management advisories regarding evacuation from the area in the case of severe weather conditions.

- College personnel are responsible for protecting and/or moving equipment, supplies and records in their individual areas of supervision to a safe location.
- Facility Services personnel are responsible for shutting down all appropriate HVAC, gas, electrical and water systems and moving equipment and materials to a safe location and securing loose materials stored outside the buildings.
- Campus Police/Security personnel will take steps necessary to protect property from theft or vandalism.

Brazoria County Emergency Management evacuation timelines are established to help assure a timely, safe and orderly evacuation from the area in response to a catastrophic weather event (Category 3 hurricane and higher), or other event. “H-Hour” is defined as that point in time when tropical storm force winds are forecast to reach the coast line and when the projected path of the storm is to pass near or through the Brazoria County area.

- The H-hour timeline has been established to provide for a planned area evacuation in response to storms originating in the Atlantic Ocean.
- A timeline for storms that have their origin in the Gulf of Mexico is planned for development at a later date.

Public school closings will be announced by the appropriate school district office.

Should Brazosport College be scheduled for closing, this announcement will be provided by the President or the designated administrative representative. Employees shall assure that their immediate supervisor knows how they may be contacted by telephone during an evacuation period. After the danger has passed, this will permit all employees to return to the area. All employees are to contact their immediate supervisor within 24 hours regarding instructions for returning to work. If unable to reach immediate supervisors, employees should check the college website and/or contact their up-line supervisors for instructions.

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

- 120 hours prior to H-hour
    - State of Texas Emergency Management Operations Center is activated.
  - 96 hours prior to H-hour
    - Brazoria County Emergency Management Operations Center is activated in the Commissioners Courtroom at the County Courthouse in Angleton.
  - 72 hours prior to H-hour
    - County officials contact all local agencies to address their needs in response to evacuation.
    - Reported needs are presented to the county judge and those beyond the county's ability to support are forwarded on to State Emergency Management officials.
  - At 6:00 a.m. of the date closest to 60 hours prior to H-hour
    - Evacuation hubs located in Alvin, Angleton and West Columbia are activated.
    - Special Needs evacuation procedures are implemented. Buses begin transporting evacuees with special needs to Belton, Texas.
  - 48 hours prior to H-hour
    - Mandatory evacuation is ordered by the Brazoria County judge beginning with residents of zip code 77541 (Surfside/Freeport area).
    - All hospitals in Brazoria County will be closed by this time.
  - 36 hours prior to H-hour
    - Traffic complications may be encountered along the evacuation routes. Brazoria County evacuees should be out of the area by this time.
    - Harris County and the City of Houston evacuations begin at this time.
    - I-10 contra-flow lanes open at this time. (All lanes will allow westbound traffic only).
- NOTE:** All northbound State Highway 36 traffic into Sealy will be diverted to the westbound contraflow lane at I-10 and SH 36 intersection. Should your intended evacuation route be to continue north on SH 36 north of Sealy, it will be necessary to get off of SH 36 before reaching the I-10 intersection. You can then return to SH 36 north once you are north of I-10.
- 12 hours prior to H-hour
    - All bus transportation out of the area will have ceased by this time.
    - Anyone remaining in the area will be diverted to temporary staging areas. These locations will be determined by county officials.

□ H-hour

- All emergency response personnel will be pulled from duty at this time.
- No rescues will be attempted after H-hour until county officials determine that conditions have improved to the point where it is safe for emergency response personnel to return to duty.

# Tab C

**Emergency Actions Procedure –Active Shooter  
(includes suspected armed intruder and lockdown)**



## **EMERGENCY ACTIONS PROCEDURE –ACTIVE SHOOTER** **(includes suspected armed intruder and lockdown)**

Brazosport College places the highest priority on the preservation of the lives of our faculty, staff, and students. If an active shooter event should occur, our community shall use the Avoid, Deny, and Defend model.

Should the safety of the campus be breached by an active shooter, alerting notifications will be immediately broadcast and disseminated to employees.

- A voice announcement will be made in BC Central by Campus Police over the voice broadcast capability of the fire alarm system.
- A voice phone announcement to commence lockdown will be made by the IT department, through the four (4) digit telephones in all classrooms as well as all faculty and staff offices and other common-use areas designated as part of this emergency phone announcement network. The announcement will also be broadcast over the external speaker system.
- To discourage additional personnel from entering the campus until the threat has been neutralized, the IT department will request our mass communications provider initiate the notification process. This message can take the form of a text message, recorded voice call, voicemail or email message and will advise recipients of the armed intrusion and instruct them to remain off campus until an all-clear notification message is received.
- The Marketing and Communications office will rapidly relocate the main Call Center (dial "0") operation to one of its alternative, more secure locations and ensure the availability of both telephone and college radio frequency communication capabilities.

Campus Police will request the Clute Police Department to dispatch units to assist in closing access to the campus and the Lake Jackson Police Department and other local law enforcement to dispatch a unit(s) to assist in the search of the campus and neutralizing the threat.

### **AVOID THE AREA**

Conventional wisdom tells us that there are three bad things we should always attempt to avoid: bad people, bad locations, and bad times. Always assess your surroundings, especially if you find yourself in a location that may be a target of an active shooter event. Remember, most active shooters use a building as a natural barrier from the inevitable law enforcement response.

Always know the escape routes you could take in the event someone starts shooting or some

other disaster occurs. During an Active Shooter event, if it is safe to do so, faculty, staff, and students should exit the building immediately to AVOID.

If you get out of the building call 911 as soon as possible and report the situation.

## DENY THE SHOOTER ACCESS

If you cannot safely get away from the shooter by exiting the building, **EVERYONE** should take immediate steps to **DENY** the shooter access to you and those around you. In classrooms, with classes in session, faculty members should lead the effort to secure the classroom.

- All doors should be locked and if possible, barricaded.
- Keep out of sight:
  - ◇ Turn out the lights. This has two benefits:
    - It will help give the appearance the room is empty and the shooter should continue past the room looking for other victims.
    - If the shooter does gain access into your room, your eyes have already adjusted to the darkness while the shooters have not. This can be a great advantage if you are forced to defend yourself.
  - ◇ Close blinds.
  - ◇ If possible, block off glassed areas and windows with coverings.
- Take adequate cover/protection by moving to locations away from windows/doors. Positioning yourselves behind desks, tables and filing cabinets can provide additional protection.
- Silence cell phones and pagers, and do not use radios, TVs or computer monitors.
- Help keep occupants calm/quiet.
- If the intruder is seen on campus, a telephone report should immediately be made to 911. If a uniformed police officer is available they should also be notified.
- When reporting an intruder, or a suspected intruder, a brief physical description should be given to include location, gender, clothing type, weapons observed, and other characteristics that would aid in identifying the individual(s).

## DEFENDING YOURSELF

Active shooters are attempting to kill as many persons as they can before law enforcement arrives and confronts them. If your attempts at AVOID and DENY fail, you must **DEFEND** yourself.

Prepare to fight for your life and the innocent lives around you. In most situations the shooter will be outnumbered by the victims. Get two or three others to help you swarm the shooter while he or she is disadvantaged.

Do not fight fair, use everything at your disposal to attack the shooter. Fight as if your life depends on it.

Some people are either unwilling or unable to physically fight. Make sure these individuals locate themselves behind something that will stop bullets. Playing dead is a risky endeavor, because many shooters continue to shoot their victims even after they are deceased.

## UNDERSTANDING/PREPARING FOR LAW ENFORCEMENT RESPONSE

An active shooter event will bring a response from uniformed and plain clothes police officers. Most plain clothed officers will wear something that identifies themselves as a police officer, but often this is subtle. It is important to understand that undercover officers may not look like a police officer. Scan the person's neck and waistband for a badge.

Law Enforcement has specific priorities during an active shooter event. The first is to move in, bypassing wounded victims and confronting the shooter. Once the shooter has been isolated, distracted or neutralized they will then begin providing medical aid to those most in need. As part of this priority, police officers will bypass the wounded.

One must understand these scenes are chaotic and officers will be experiencing high levels of stress, and just like the public, some handle these situations better than others. When you come into contact with Law Enforcement respond to the officers appropriately, FOLLOW ALL COMMANDS.

Be prepared to be handcuffed or restrained in your movement. Please understand most responding officers do not know who you are and are trained to treat everyone as "unknown" until they determine you are not a threat.

If you know of another threat notify the officers as soon as possible. Try to keep your hands visible at all times unless directed otherwise. Move only when you are directed to do so and do only what the officer tells you to do.

## MEDICAL ISSUES

In the majority of cases, emergency medical services personnel will not enter the scene until it has been deemed safe by law enforcement. This means law enforcement and others trapped inside the building will have to provide medical assistance to any injured persons. It is recommended that faculty, staff, and students seek training in first aid especially regarding how to control bleeding.

## ANNOUNCING THE ALL-CLEAR

When the threat has been neutralized, an all-clear message will be broadcast/transmitted utilizing the communications media outlined above.

## CONTACTING AUTHORITIES

- Dial "9" for outside line.
- Campus Police.....979-230-3030 (or X3030)
- Chad Leveritt, Interim Chief of Police .....979-230-3579 (or X3579)
- College Call Center .....979-230-3000 (or dial 0 from on campus)
- John Ditto, Director of Facility Services .....979-230-3157 (or X3157)
- IT Help Desk/IT Dept.....979-230-3266 (or X3266)
- Ron Parker, Director of IT.....979-230-3480 (or X3480)
- Emergency Assistance ..... "9" plus 911

# Tab D

## **Emergency Actions Procedure – CBRNE RELEASE and WMD**

## Emergency Actions Procedure – CBRNE RELEASE and WMD

Hazardous materials are commonly used and transported on and near the Brazosport College campus. Hazardous materials incidents may occur as a result of natural disasters, human error or accident, or terrorist acts. Hazardous materials incidents resulting from terrorist activity include the use of weapons of mass destruction. A commonly accepted method for categorizing weapons of mass destruction (WMD) is CBRNE:

- C Chemical agents, including toxic industrial chemicals
- B Biological Hazards
- R Radiological Hazards
- N Nuclear Hazards
- E Explosives

### INITIAL REPORTING

Quickly and accurately reporting a chemical release is very important. The person reporting the situation is reminded to protect themselves, as well as other members of the community by following the RAIN principle:

- R Recognize the potential hazard
- A Avoid becoming contaminated
- I Isolate the area
- N Notify the appropriate personnel

Notify the Campus Police (979-230-3030) or dial 911 to report the situation.

1. Identify and report the exact location of the incident.
2. Resist rushing in to help; stay clear of all spills, fumes, vapors, and smoke. Personnel should seek shelter up-wind from the incident.
3. Safely determine the extent of injuries and damage. If possible, remove injured persons from the affected area with minimal direct personal contact.

Depending on the type of chemical release or WMD a more practical approach will be to have the college community shelter-in-place.

# Tab E

## **Emergency Actions Procedure – SHELTER-IN-PLACE**

## Emergency Actions Procedure – SHELTER-IN-PLACE

As a precaution and to ensure the safety of building occupants in response to conditions such as severe weather or an external release of a toxic or lethal chemical, gas or other substance, it may become necessary to initiate procedures for a shelter-in-place.

### CHEMICAL RELEASE

- Should such a need arise, a voice announcement to shelter-in-place will be made in the main building by Campus Police over the voice broadcast capability of the fire alarm system.
- A voice phone announcement to shelter-in-place will also be made by the IT department through the four (4) digit telephones in all classrooms of the main building. This voice phone announcement will be broadcast to all other campus buildings as well. This announcement will ask those people to come inside immediately. The announcement will be made by the IT Department simultaneously with their voice over IP internal phone announcement to the classrooms/other areas.

Once inside, all external doors and windows should be closed. Any available items suitable for blocking spaces between doors and windows should be utilized to prevent possible fumes from entering the space. In those rooms where classes are in session, the faculty member in charge should take a leadership role in ensuring an effective shelter-in-place.

The Director of Facility Services will be responsible for shutting down the HVAC system for the buildings to reduce the intake of outside air.

If radios or televisions are available, turn them on to receive updates on the conditions outside. Periodic updates will be provided to classrooms and other areas equipped with the voice over IP telephones.

If eyes, nose or throat becomes irritated, protect your breathing by covering your mouth with a damp cloth, if available. Take frequent shallow breaths and remain calm. Under no circumstances should you go outside unless you have access to a portable, self-contained breathing device.

Provide assistance to others as needed if someone in your immediate area requires medical attention. Report this information to Campus Safety at 230-3030 or the 911 operator, by whatever means available.



Do not leave the building until you receive official notification that the danger has passed and it is safe to go outside.

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

## **TORNADO OR SEVERE THUNDERSTORM**

As a precaution and to ensure the safety of building occupants in response to a tornado or severe thunderstorm activity, it may become necessary to initiate procedures for a shelter-in-place.

- Should such a need arise, a voice announcement to shelter-in-place will be made in the main building by Campus Police over the voice broadcast capability of the fire alarm system.
- A voice phone announcement to shelter-in-place will also be made by the IT department through the four (4) digit telephones in all classrooms of the main building. This voice phone announcement will be broadcast to all other campus buildings as well. This announcement will ask those people to come inside immediately and to move away from windows and other glass. The announcement will be made by the IT Department simultaneously with their voice over IP internal phone announcement and overhead speaker system to the classrooms/other areas.

If radios or televisions are available, turn them on to receive updates on the conditions outside. Periodic updates will be provided to classrooms and other areas equipped with the voice over IP telephones.

***IF AT ALL POSSIBLE, MOVE TO AN INTERIOR ROOM AND AWAY FROM WINDOWS AND OTHER GLASS. Following is a list of safe shelter areas in the event of a tornado or severe thunderstorm:***

| BUILDING / WING    | SHELTER AREA(S)   |
|--------------------|---|
| <u>A.WING</u>      | Book Store <ul style="list-style-type: none"> <li>• A.102</li> <li>• A.102A</li> </ul> Tommy's/Commons <ul style="list-style-type: none"> <li>• A.107</li> <li>• A.112</li> </ul> Success Center break room Upstairs <ul style="list-style-type: none"> <li>• A.220 – A.223</li> <li>• A.227 – A.230</li> </ul> Employee Development Center <ul style="list-style-type: none"> <li>• A.209</li> <li>• A.215</li> <li>• A.217</li> </ul> |
| <u>B.WING</u>      | <ul style="list-style-type: none"> <li>• B.100</li> <li>• B.125</li> <li>• Massage Room</li> <li>• Interior Classrooms</li> <li>• B.114-B.118</li> <li>• B.245 -B.248</li> <li>• B.249 -B.252</li> </ul>  |
| <u>BASF Center</u> | <ul style="list-style-type: none"> <li>• Restrooms</li> <li>• 109</li> <li>• 111</li> </ul>   |

|                                 |  |
|---------------------------------|--|
| <p><u>C.WING</u></p>            | <p>First floor</p> <ul style="list-style-type: none"> <li>• C.105</li> <li>• C.116, C.116A &amp; C.116B</li> <li>• C.123</li> <li>• C.125</li> <li>• C.131</li> <li>• Restrooms</li> <li>• Cashier's Office</li> <li>• C.101</li> </ul> <p>Second Floor</p> <ul style="list-style-type: none"> <li>• C.204</li> <li>• C.208</li> <li>• C.212-C.221</li> <li>• Restrooms</li> </ul> |
| <p><u>CBIT</u></p>              | <ul style="list-style-type: none"> <li>• 108</li> <li>• 110</li> <li>• Restrooms</li> <li>• Forum 103</li> </ul>   |
| <p><u>Children's Center</u></p> | <ul style="list-style-type: none"> <li>• Restrooms</li> <li>• Kitchen</li> <li>• Storage room near women's restroom</li> </ul>   |

|                                  |   |
|----------------------------------|---|
| <u>Clarion</u>                   | <ul style="list-style-type: none"> <li>• Practice Rooms</li> <li>• Restrooms</li> </ul>   |
| <u>Continuing Education</u>      | <ul style="list-style-type: none"> <li>• Massage Room &amp; Interior classrooms</li> </ul>  |
| <u>D.WING</u>                    | <p>First Floor</p> <ul style="list-style-type: none"> <li>• D.109</li> <li>• Maternity Room</li> </ul> <p>Second Floor</p> <ul style="list-style-type: none"> <li>• D.204-210</li> <li>• D.214</li> <li>• D.216</li> <li>• D.220</li> </ul> |
| <u>Dow Academic Center (DAC)</u> | Hallway behind main room with doors secured<br>Restrooms  |
| <u>E.Wing</u>                    | <ul style="list-style-type: none"> <li>• E.121</li> <li>• C&amp;T Kitchen</li> </ul>  |
| <u>F.Wing</u>                    | <ul style="list-style-type: none"> <li>• Restrooms</li> <li>• D.WING 1st or 2nd floor</li> <li>• L.WING</li> </ul>  |
| <u>G. Wing</u>                   | <ul style="list-style-type: none"> <li>• Seidule Theater</li> <li>• Swamp</li> <li>• Adjacent Restrooms</li> <li>• G.101</li> <li>• G.102</li> <li>• G.201 – G.207</li> <li>• G.208 – G.214</li> </ul>                                      |
| <u>Gator Hall</u>                | <ul style="list-style-type: none"> <li>• Gator Hall away from glass</li> <li>• Adjacent restrooms</li> </ul>  |
| <u>Gymnasium</u>                 | <ul style="list-style-type: none"> <li>• Men's and Women's Locker Rooms</li> </ul>  |
| <u>H. Wing</u>                   | <ul style="list-style-type: none"> <li>• H.100B</li> <li>• H.204B</li> </ul>  |

|                        |   |
|------------------------|---|
| <u>J. Wing</u>         | Restrooms or proceed to H wing, Gator Hall, or Gym Locker Rooms   |
| <u>Java Hut</u>        | <ul style="list-style-type: none"> <li>• Kitchen</li> </ul>   |
| <u>K.WING</u>          | <p>1st floor</p> <ul style="list-style-type: none"> <li>• K.102</li> </ul> <p>2nd floor</p> <ul style="list-style-type: none"> <li>• Restroom</li> <li>• Kitchen</li> </ul>   |
| <u>L.WING</u>          | <p>Automotive Shop</p> <ul style="list-style-type: none"> <li>• L.109A</li> </ul> <p>1st Floor</p> <ul style="list-style-type: none"> <li>• L.105</li> <li>• Stairwell</li> </ul> <p>2nd Floor</p> <ul style="list-style-type: none"> <li>• L.201</li> <li>• L.208</li> <li>• L.209</li> <li>• L.210B</li> <li>• L.211-L.214</li> </ul> |
| <u>Library</u>         | <ul style="list-style-type: none"> <li>• E.154</li> </ul>   |
| <u>M.WING</u>          | <ul style="list-style-type: none"> <li>• Restrooms</li> <li>• or L. Wing</li> </ul>   |
| <u>Sadler Building</u> | <ul style="list-style-type: none"> <li>• Restrooms</li> <li>• HS.124</li> <li>• HS.126</li> <li>• HS.219</li> </ul>   |
| <u>Seidule Theater</u> | <ul style="list-style-type: none"> <li>• Main auditorium</li> </ul>   |
| <u>Welding Center</u>  | <ul style="list-style-type: none"> <li>• WT.104</li> <li>• Restrooms</li> </ul>   |

# Tab F

## **Emergency Actions Procedure – Health Emergency Response System**

PROCEDURES IN  
THE EVENT OF  
AN ACCIDENT

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

1. The first concern in case of an accident or illness should be the care of the ill or injured person(s). When there is any doubt as to the seriousness of the situation, it should be treated as a serious condition.
2. First-Responders will be provided training in general first-aid procedures, CPR, use of the AED (automatic external defibrillator) and blood pressure monitoring. If not already qualified/certified in these procedures at the time a College Security Officer is first employed by Brazosport College, the individual will be trained and must become qualified/certified within the first sixty (60) days of employment as a condition of continued employment. Required training will be provided, by the College Emergency Medical Services (EMS) Staff, Campus Safety Department or an outside contractor.
3. In the event of an accidental injury or illness either the on-duty Police/Security Officer or the College Call Center (dial "0") operator should be notified. Security can be contacted at 230-3207 and the Call Center (dial "0") can be reached from an on-campus phone by dialing "0". To contact the Call Center operator using other than a campus telephone, dial 230-3000. The Call Center (dial "0") operator will notify College Security and call EMS.

PROCEDURES IN  
THE EVENT OF  
AN ACCIDENT

4. If the illness or injury is believed to be of a serious nature and either a "911" call has been made or an ambulance has been requested, when the report to Police/Security or the Call Center operator is made, the caller should include this information about EMS along with a brief description of the situation and the location of the ill or injured individual.
5. If from the description of the incident provided, either the Police/Security Officer or the Call Center operator believes an EMS ambulance should be requested, they will phone in a request to have a unit dispatched unless such a request has already been made. Security and the Call Center operator will keep each other apprised of the actions being taken.

PROCEDURES IN  
THE EVENT OF  
AN ACCIDENT  
(Cont.)

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

INFORMATIONAL  
REPORTING  
PROCEDURES



INFORMATIONAL  
REPORTING  
PROCEDURES  
(Cont.)

- signs a release refusing to be transported. These informational reports will be distributed as follows:
- a. Credit Students - Dean of Student Services: Jo Greathouse
  - b. Community Education Students – Dean of Student Services: Jo Greathouse
  - c. Regular Faculty – Provost & Vice President, Academic & Student Affairs: Dr. L. Villanueva
  - d. Community Education Faculty – Vice President, Industry and Community Resources: Anne Bartlett
  - e. College Faculty and Staff– Vice President, Human Resources: Marshall Campbell
  - f. Vice President, Financial Services & CFO: David Marshall

OVERSIGHT OF  
SYSTEM

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

# **Emergency Communications Addendum 1**

### What is the BC Alert System?

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

### Who can receive alerts from the BC Alert System?

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

### How are alerts received?

The BC Alert System is designed to transmit alerts using voice to both fixed and cellular telephones, email and text messaging to cellular telephones. A smartphone app is also available for receiving alerts.

### What do I do to sign up for BC Alert?

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

If you are not an employee or student at Brazosport College but you would like to receive alerts from the BC Alert System, contact the IT Helpdesk at [helpdesk@brazosport.edu](mailto:helpdesk@brazosport.edu).

### How does the system work?

The BC Alert System is hosted by a national company with many years of experience in providing alerts of this type. Their systems are designed to rapidly generate many thousands of phone calls, emails and text messages. The system is hosted on multiple servers in multiple locations and is accessible to authorized college emergency response personnel. When an alert

is initiated, the system immediately begins sending text messages, placing phone calls and transmitting email messages.

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

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

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

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

Voice messages typically begin with the phrase, "This is an emergency message from Brazosport College." You should then hear a different voice say, "Press one (1) to listen to this message." If you press the number one on your telephone keypad, the system then knows that a person is listening to the message and will then play the message. At the end of the message you will hear, "Press one to confirm receipt of this message."

If you are unable to answer the call and it goes to your voicemail, the system will play the message into your voicemail system so that you can listen to it later. The message you receive will also include a toll free number for you to call along with a confirmation code to enter. You call the number and enter the code in order to confirm receipt of the voice message. If you answer the call but you are unable to press one in time, the system will assume you are a voicemail system and play the message. It will give you the same information about confirming the message at the end. You can confirm receipt via the text message or email message so it is not necessary to try to write down this information.

Alerts typically ask you to confirm receipt of the message. You only need to confirm via one of the methods but you can confirm multiple times. Because the system is sending messages as fast as possible, it is very likely that it will send you additional messages before you are able to confirm the first message received. Simply confirm one of the messages and you do not need to confirm any additional messages received. The system will stop sending you messages once you

confirm but it is possible that some messages will have already been sent or be in the process of being sent so you may receive a message after you have confirmed.

It is very important for you to confirm receiving messages during our tests. This helps us know if the system is working properly and ready for use for an actual emergency or other important situation. During an emergency situation, confirmation of messages is still very helpful to us in helping us know that we are reaching people with critical information. You should not try to confirm if it is not safe to do so (e.g. while driving).

### **Who is authorized to send alerts using BC Alert?**

In addition to the president of the college, the college police department and the college vice presidents and deans are authorized to send alerts. In addition, the Information Technology department is authorized to initiate alerts when instructed to do so by one of these individuals or as part of authorized pre-planned procedures.

### **Will the information in the BC Alert System be used for any other purposes?**

No. The BC Alert database will not be used for any other purposes and will not be sold or otherwise distributed. There are strict security controls in place to prevent unauthorized access to this information. You will not receive any spam or other undesired communication due to your participation in BC Alert. The only messages you will receive from Brazosport College will be emergency or other urgent information and routine system test messages approximately four times per year. You will only receive alerts, including test messages, if you are a current student or current employee of the college or you have asked to be included as a member of the community. Test messages to students, employees and subscribing community members will typically be sent sometime in the first two weeks of classes (following the official reporting date or 12<sup>th</sup> class day). The college may perform additional tests as necessary to confirm proper operation of the system or in conjunction with on-campus evacuation or other drills.

### **How do I update my contact information?**

For students, the BC Alert database is loaded with data from the POISE student information system. Most students are more familiar with the myBC online registration and grade system which is part of the POISE system. Students are not able to update their contact information in the myBC system. To request an update, contact the Registrar's Office. They will then update your records in the POISE system. Community members should contact the IT Helpdesk at [helpdesk@brazosport.edu](mailto:helpdesk@brazosport.edu). Note that the Helpdesk cannot update contact information for employees or students. Please contact the Registrar's office or Human Resources as appropriate.

## **I am no longer a student at Brazosport College.**

### **How do I get out of the BC Alert System?**

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

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

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

### **Will I receive text messages on my cell phone?**

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

### **Is there a smartphone app available for BC Alert?**

Yes, BC Alert has a smartphone app. Instructions for downloading and configuring the app are provided to all students at the beginning of the semester via their BC email address. Contact the IT Helpdesk at [helpdesk@brazosport.edu](mailto:helpdesk@brazosport.edu) or 979-230-3266 for assistance with installing and configuring the app.

### **It costs me money to receive text messages.**

#### **Is the college going to reimburse me?**

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

## **I am visually impaired or hearing impaired. How will I receive alerts?**

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

## **Is there a fee for the system?**

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

## **Are there other types of alerting systems in use on campus?**

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

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

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

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

## **What should I do if I receive an alert from BC Alert?**

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

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

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

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

## **Why do the messages from BC Alert ask me to confirm receipt?**

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

## **I confirmed receipt but the system kept contacting me.**

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



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

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

## Who do I contact for additional information?

Please contact the Information Technology Helpdesk at [helpdesk@brazosport.edu](mailto:helpdesk@brazosport.edu), 979-230-3266 or in Room K.100 on the main campus for assistance.

## PHONE TIPS – 911 CALLS

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

When a call is placed to 911 from a landline telephone, the operator automatically receives notification of the address of the caller. When 911 is dialed, all campus phones provide the 911 operator with a 500 College Drive address. In addition, voice and text notifications are sent to the security cellphone with the phone extension number and the approximate room location where the call originated. This information is given to emergency responders by the Security Representative on duty. It is always important that you stay on the line with the 911 operator, if possible, to assist emergency responders in locating the exact location of the emergency.

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

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

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

You should be prepared to give the 911 operator your location verbally rather than relying on the 911 system to provide this information to the 911 operator. Be prepared to provide landmarks that will help guide emergency personnel to your location.

# **Pandemic Guidelines Addendum 2**

## BRAZOSPORT COLLEGE PANDEMIC INFLUENZA POLICY

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

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

Brazosport College will remain open in all but the most extreme circumstances. Unless the president or designee announces an emergency closing, classes will continue as scheduled and faculty and staff should report to work. However, all employees and students must use their own discretion in deciding whether they can commute to work safely unless specific instructions are posted on the college website at [www.brazosport.edu](http://www.brazosport.edu).

### Personal Hygiene and Good Health Practices

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

### Pandemic Influenza Team

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

- ◇ President
- ◇ Vice President, Academic & Student Affairs
- ◇ Vice President, Industry & Community Resources
- ◇ Vice President, Human Resources
- ◇ Vice President, Financial Services & CFO
- ◇ Vice President, College Advancement
- ◇ Dean of Student Services
- ◇ Dean of Instruction
- ◇ Dean of Planning, Institutional Effectiveness and Research
- ◇ Director, Marketing & Communications
- ◇ Director, Information Technology
- ◇ Director, Facility Services
- ◇ Law Enforcement Academy Faculty Representative
- ◇ Director, Campus Security/Chief of Police

## **Designation of Emergency Closing**

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

## **Continuity of Classes**

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

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

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

Both employees and students should not return to work or to class until they have been fever-free (100°F) for a 24-hour period without fever-reducing medication.

Depending on the severity of the influenza, the college may decide to reduce employees face-to-face exposure by exercising the practice of social distancing, telecommuting or limiting business travel. In the event of a very severe pandemic, the college may close to reduce infections. The college website and voice mail messages will keep students and college employees informed of plans during a flu outbreak.

## **Personnel Procedures during a Pandemic Influenza Crisis**

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

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

## **Absences Resulting from Personal or Immediate Family Illness**

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

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

- <http://pol.tasb.org/Policy/Code/215?filter=DEC>

## **Emergency Closure of Brazosport College**

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