

BRUNSWICK COMMUNITY COLLEGE EMERGENCY ACTION PLAN

INTRODUCTION

Whenever an emergency affecting Brunswick Community College (BCC) reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**, the President, or their designee, may declare a state of emergency; this action may result in the implementation of the Emergency Action Plan (EAP). These emergencies are:

- Large scale civil disorder.
- Large scale natural/man-made disaster.

PURPOSE

While the guide does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

DEFINITIONS

The following definitions of an emergency are provided as guidelines to assist administrators and public safety officials in determining the appropriate response.

- **Level One Emergency** – Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. These minor incidents occur in localized areas or campus buildings. They affect a small segment of the College community and can be quickly contained or resolved with existing College resources.
- **Level Two Emergency** - Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the College. These major incidents affect sizable segments of the College property. Outside emergency services will most likely be required, as well as major efforts from campus support services.
- **Level Three Emergency** - Any event, or occurrence, which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and/or severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.
- **Adverse Publicity** - Any occurrence, potential or actual, which may, by its nature, create adverse publicity concerning campus resources and/or instrumentalities of the college.

TYPES OF EMERGENCIES

| | | |
|--------------------|-----------------------|--------------------------|
| Bomb Threats | Explosion | Nuclear/Radiological |
| Chemical Spill | Fire | Psychological Crisis |
| Civil Disturbances | Hurricane | Severe Weather |
| Downed Aircraft | Media Relations | Utility Failure |
| (Crash on Campus) | Medical and First Aid | Violent or Criminal Acts |

ASSUMPTIONS

The BCC EAP is predicated on the realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster; hence, the following are general guidelines:

- An emergency or disaster may occur at any time of the day or night, weekend or holiday with little or no warning.
- The succession of events in emergencies are not predictable, hence, published support and operational plans serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents in the geographical location of the college; therefore, local, county and federal emergency services may not be available. A delay of off-campus emergency services may be expected, unless life-threatening emergencies exist.
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

EXPLOSION, AIRCRAFT DOWN (CRASH ON CAMPUS)

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

- Immediately take cover under tables, desks, or other structures which will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, call 911 from a campus phone. Give your name and describe the location and nature of the emergency.
- When told to leave by College officials, walk quickly to nearest "SAFE EXIT" and ask others to do the same. Assist the disabled in exiting the building.
- Once outside, move quickly to an assembly point away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly location and go to that place immediately. (See page 10 for assembly areas)
- Do not return to an evacuated building unless told to do so by a College official.

MEDICAL AND FIRST AID

In the event of a serious injury or illness on campus, immediately dial “911” or dial from a campus phone. Give your name; describe the nature and severity of the medical problem and the campus location of the victim. Send someone to meet and direct the Emergency Medical Services (EMS) unit to the scene.

- Keep the victim still and comfortable. Do not move the victim.
- Ask the victim, “Are you okay?” and “What’s wrong?”
- Control serious bleeding by applying direct pressure on the wound.
- Continue to assist the victim until help arrives.

HAZARDOUS MATERIAL SPILL

- Any spill, release, or threatened release of a hazardous material must be reported immediately to the College Police Department (dial 911). Do not hang up until told to do so.
- When reporting, be specific about the nature of the involved material and its exact location.
- When working in a lab ask the instructor where the Material Safety Data sheets (MSDS) are located. Be familiar with this location.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to emergency response personnel. If necessary, or if directed to do so, activate the building alarm. When the building alarm is sounded or when told to leave by college officials, immediately evacuate the building.
- When told to leave by college officials, walk quickly to the nearest “SAFE EXIT” and ask others to do the same. Assist the disabled in exiting the building.
- Once outside, move to a safe area at least 500 feet away and up wind from the affected area. Keep streets and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless told to do so by a college official.

NUCLEAR AND RADIOLOGICAL INCIDENT

Shielding

Heavier, dense materials such as thick walls, concrete, bricks, books, and earth provide the best shielding between you and the fallout particles.

Remember: Any protection, however temporary, is better than none at all, and the more shielding, distance, and time you can take advantage of, the better.

What to do during a nuclear or radiological incident

- If you hear of an incident:
 - Take cover as quickly as you can, and stay there unless instructed to do otherwise.
 - If you are caught outside, unable to get inside immediately, take cover behind anything that might offer protection. Lie flat on the ground and cover your head.
 - If the explosion is some distance away, it could take 30 seconds or more for the blast wave to hit.

Protect yourself from radioactive fallout, take shelter, even if you are many miles from ground zero – radioactive fallout can be carried by the winds for hundreds of miles.

What to do after a nuclear or radiological incident

In a campus building:

- Do not leave the building until BCC emergency personnel say it is safe to leave.
- Follow their instructions when leaving.
- Cooperate with College officials. Sheltering with many people in confined spaces can be difficult and unpleasant.

PANDEMIC INFLUENZA

During the 20th century, over 600,000 people living in the United States were killed by pandemic influenza. The chances of pandemic flu threatening the United States have increased in recent years due to the formation and mutation of new influenza viruses throughout the world. The Center for Disease Control (CDC) in Atlanta and the World Health Organization (WHO) based in Switzerland, support large surveillance programs to monitor and detect influenza activity around the globe.

Definitions

- Avian Flu – An infection of poultry caused by influenza A virus.
- Containment – Contain the outbreak to the affected region(s) and limit the spread of the epidemic.
- Epidemic – A pronounced clustering of cases of diseases within a short period of time.
- Essential Personnel/Functions – Personnel or functions that are absolutely necessary to keep a business operating during the incident.
- Pandemic Flu Alert levels – WHO uses a series of six phases of pandemic alert as a system for informing the world of the seriousness of the threat and of the need to launch progressively more intense preparedness activities.
- Social Distancing – Infection control strategies that reduce the duration and/or intimacy of social contacts and thereby limit the transmission interventions of influenza.
- Telecommuting/Teleworking – Working from home (computer access).

Social Distancing Policy

At Brunswick Community College, these measures include:

- Canceling classes.
- Canceling events and mass gatherings.
- Closing the campus and conducting isolation and quarantine measures (as needed).

These measures are most effective when implemented early in the pandemic and before infection takes hold in a community. The President, in consultation with his/her Executive Cabinet, will make the decision to suspend classes and/or close the campus in a pandemic flu emergency. This information will be posted on the college's website www.brunswickcc.edu

Brunswick Community College will rely on coordination and communication with the following external agencies:

- Brunswick County Health Department.
- North Carolina Department of Health and Human Services.
- Center for Disease Control.
- Brunswick Community and Doshier Memorial Hospitals.

BOMB THREAT

If a suspicious object or potential bomb is observed on campus, **DO NOT HANDLE THE OBJECT!**

DO NOT USE A CELL PHONE OR ANY OTHER MOBILE COMMUNICATION DEVICE AS THESE COULD TRIGGER THE POSSIBLE BOMB.

Clear the area immediately and call the College Police Department (dial 911).

DO NOT MOVE ANYTHING TO SEARCH FOR THE POSSIBLE BOMB; DO NOT OPEN DRAWERS, DOORS OR WINDOWS. DO NOT TURN ANYTHING ELECTRICAL ON OR OFF, AND DO NOT TOUCH ANY LIGHT SWITCHES.

If you locate any suspicious items, **DO NOT TOUCH THEM!**

If you feel an emergency exists, **DO NOT** activate the fire alarm system in the building.

- Walk quickly to nearest “SAFE EXIT” and ask others to do the same. Assist the disabled in exiting the building.
- Once outside, move quickly to an assembly point away from the affected building. Keep streets and walkway clear for emergency vehicles and crews. Know your area assembly location and go to that place immediately. (See page 10 for assembly areas.)
- Do not return to an evacuated building unless told to do so by a College official.

VIOLENT OR CRIMINAL BEHAVIOR

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

If you are a victim or a witness to any on-campus offense, or if you observe a suspicious person on campus, **AVOID RISKS!** Promptly call the College Police Department by dialing “911 and report the incident, including the following:

- Nature of the incident.
- Location of the incident.
- Description of the person(s) involved.
- Description of the property involved.

Assist law enforcement officers on their arrival by supplying them with requested additional information and ask others to cooperate. In the event of gunfire or explosion, take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

HOSTAGE

Be patient. Time is on your side. Avoid drastic action. The first few minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor may be emotionally imbalanced.

- Do not speak unless spoken to and then only when necessary.
- Do not talk down to the captor who may be in an agitated state.
- Avoid appearing hostile.
- If the situation allows, attempt to establish rapport with the captor.
- Avoid speculating.
- Comply with instructions as best you can.
- Avoid arguments.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.

If medications, first aid, or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm persons held by them.

FIRE PREVENTION

Fire prevention refers primarily to measures taken to avoid the inception of a fire, forestalling loss of life and property. Fire protection is the detecting and extinguishing of fires. Because fires have such a destructive impact in terms of loss of life and property, BCC takes a special interest in fire prevention and protection in the college facilities.

Potential fire hazards for these facilities consist of flammable liquids (gasoline, diesel fuel, waste motor oil, paints, solvents and laboratory chemicals) and combustible solids (paper and cardboard). Potential ignition sources that may be found at the college include open flames and electrical sources. These potential hazards may be controlled by the following procedures:

- All flammable liquids must be stored in approved cabinets and/or locations.
- Smoking is permitted in designated areas only and never in flammables storage areas.
- Access to fire extinguishers must remain clear at all times.

In the event of a fire you should do the following:

- Know the location of a fire extinguisher, fire exits and alarm systems in your area and know how to use them.
- In case of fire call 911. Use a fire extinguisher when possible and if it can be done safely, direct the charge of the fire extinguisher toward the base of the flame.
- If an emergency exists, find the nearest fire alarm pull station and activate system.
- Evacuate all rooms, and close all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS.**

NOTE: Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

- Walk quickly to the nearest “SAFE EXIT” and ask others to do the same. Assist the disabled in exiting the building. **DO NOT USE ELEVATORS.**
- Once outside, move quickly to the assembly area. Keep streets and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless told to do so by a College official.

EVACUATION PROCEDURES (FIRE)

Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon notification by emergency personnel.
- When the building evacuation (Fire) alarm is activated during an emergency, leave by the nearest “SAFE EXIT” and alert others to do the same.
- Assist the disabled in exiting the building.
- Close all windows, unplug electrical equipment, turn off gas-burning equipment, and turn off the lights when leaving a room.
- Do not return to an evacuated building unless told to do so by the Chief of Police or their representative.

Campus Evacuation

When a campus state of emergency is declared, all non-essential personnel and students should begin an orderly evacuation of campus. BCC Police Officers will direct traffic to ensure the safest and quickest evacuation of campus.

- Evacuation of all or part of the campus grounds will be determined by emergency personnel.
- All persons (students, administrators, faculty and staff) are to vacate the site in question immediately.

IMPORTANT: After any evacuation report to your designated assembly point. Remain at the assembly point until you are instructed otherwise by emergency personnel. Do not go into any other buildings, or go to your vehicles.

| Building | Address | Assembly Location | Address |
|--|-------------------------------|---------------------------------------|--|
| A Administration | 50 College Rd NE | Odell Williamson Aud. | 150 College Rd NE |
| B Math/Science | 110 College Rd NE | Odell Williamson Aud. | 150 College Rd NE |
| C Early College High School Con-Ed/GED Cosmetology | 60 College Rd NE | Odell Williamson Aud. | 150 College Rd NE |
| D Business | 40 College Rd NE | Odell Williamson Aud. | 150 College Rd NE |
| E Brunswick Interagency Program | 30 College Rd NE | D Building Faculty/Staff parking | 40 College Rd NE |
| F Brunswick Interagency Program Lunch Room | 30 College Rd NE | D Building Faculty/Staff parking | 40 College Rd NE |
| G Maintenance | 10 College Rd NE | D Building Faculty/Staff parking | 40 College Rd NE |
| H Aquaculture | 199 College Rd NE | Odell Williamson Aud. | 150 College Rd NE |
| I Old Church | 1277 Old Ocean Hwy | Odell Williamson Aud. | 150 College Rd NE |
| J Early Childhood Ed. Ctr. | 115 College Rd NE | K Building Applied Plant Science | 185 College Rd NE |
| K Applied Plant Science | 185 College Rd NE | Odell Williamson Aud. | 150 College Rd NE |
| L Athletics/Aquatics | 210 College Rd NE | Odell Williamson Aud. | 150 College Rd NE |
| O'Dell Williamson Auditorium | 150 College Rd NE | B Building Math/Science | 110 College Rd NE |
| Leland Campus | 2050 Enterprise Dr, Leland | Grassy area near Hwy 74/76 | 2010 Enterprise Dr., Leland |
| South Brunswick Island Center | 9400 Ocean Hwy (US Hwy 17) | Front parking lot near tree line | |
| Brunswick Educational Transitional Center (BETC) | 104 Ocean Hwy E., Supply | Supply Baptist Church | 88 Ocean Hwy., E. Supply |
| Southport Center | 705 N. Lord St, Southport | Vacant Lot to right, across street | Corner of North Lord St. and W. Owens ST. |

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to themselves or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior.

Keep in mind that individuals taking prescription medications and those needing insulin as well as individuals using illegal drugs may appear disoriented or irrational. Report any individuals who seem to have no legitimate reason to be on the college campus.

If a psychological crisis occurs:

- Never try to handle a situation you feel is dangerous on your own.
- Call 911.
- Clearly state that you need immediate assistance, give your name, location and the area involved.

BCC Police Officers have received specialized training in this area and the legalities of involuntary commitment to psychological or psychiatric treatment. They may also summon outside assistance if there is a need to do so.

SUSPICIOUS BEHAVIOR

Crisis on campus can be the result of violent, disruptive or criminal behavior. Everyone is asked to assist in making our college a safe place by being alert to suspicious situations or persons and promptly reporting them to the Police Department. This would include but not limited to suspicious or threatening behavior, suicidal tendencies, severe mood changes among fellow students or any behavior you feel may be a threat or a security issue for you, others or the institution.

- For emergencies dial 911.
- For non-emergencies contact the Police Department by dialing 755-7330 or 7330 from a college phone.
- To leave information anonymously dial 755-7410 and leave a message on the recorded line or by e-mailing the following: tipline@brunswickcc.edu.

All e-mails and phone messages will be checked several times daily and all information will be addressed promptly.

Be sure to include the following information:

- Nature of the incident.

- Location of the incident.
- Description of person(s) involved.
- Type of weapon (if any), i.e. handgun, shotgun, rifle etc.
- Actions of suspicious person(s).

DO NOT approach the person. Allow BCC Police Officers to handle the situation.

SEVERE WEATHER

Severe weather may include snow, sleet, freezing rain, severe thunderstorms, flooding, tornadoes, and hurricanes.

In the event of severe weather such as thunderstorms or tornadoes, the Police Department, Faculty and Staff will provide as much prior warning as is reasonably possible. Take the following action:

- Immediately take cover in sheltered areas in each building. Hallways, bathrooms, and windowless rooms are safest areas.
- Close the windows in all rooms and close the doors as you leave the room. If the windows have blinds or curtains, close those also.
- Once the effect of severe weather has subsided, all shall return to their respective locations and a head count taken to ensure all are accounted for.
- Do not leave shelter areas unless told to do so by a college official.
- Do not return to the damaged building areas unless asked to assist emergency crews.
- It is very likely that phone service and electricity will be cut-off during the storm. Do not rely on the phones for receipt of information. Follow the verbal directions of designated BCC personnel.

Severe Thunderstorms

Severe thunderstorms are the most likely natural occurrence that could affect the college. To lessen the possibility of injury the following steps should be followed. Always follow any evacuation directions from the College Police Department to move to a safety location.

Lightning causes around 100 deaths in the U.S. annually (more than hurricanes and tornadoes combined). Before lightning strikes, one should keep an eye on the sky. Look for darkening

skies, flashes of light, or increasing wind. Listen for the sound of thunder. If you hear thunder, you are close enough to the storm to be struck by lightning. Go to a safe shelter immediately.

- Telephone lines and metal pipes can conduct electricity. Avoid using the telephone or any electrical appliance. Avoid running water for any purpose.
- Draw blinds and shades over windows. If windows break due to objects blown by the wind, the shades/blinds will prevent glass from shattering into the room.
- If caught outside, go to a low-lying open place away from trees, poles, or metal objects.

If someone is struck by lightning follow the following guidelines:

- People struck by lightning carry no electrical charge and can be handled safely.
- Call “911” from a campus phone or get someone to call and request Emergency Medical Services. Give your exact location and emergency personnel will respond.
- The injured person has received an electrical shock and may be burned both where they were struck and where the electricity left the body. Check for burns in both places. Being struck by lightning can also cause nervous system damage, broken bones, and loss of hearing or eyesight.

HURRICANE

Thanks to modern detection and tracking devices, the National Weather Service can usually provide 12 to 24 hours of advance warning prior to a hurricane actually striking a specific area. Advisories are issued by the weather service of NOAA when hurricanes approach land.

A “hurricane watch” is issued when a hurricane becomes a threat to coastal areas. Everyone in the area covered by the “watch” should listen for further advisories and be prepared to act promptly if it is upgraded to a “hurricane warning”, or an evacuation order is issued.

A “hurricane warning” is issued when hurricane force winds (74 MPH or greater) are expected in a specific area within 24 hours. Precautionary measures should begin immediately.

When a “hurricane warning” is issued and the threat is eminent, the President will suspend classes and close the campus

Hurricane intensity is measured on a scale of 1 to 5; which include:

| <u>Category</u> | <u>Wind</u> | <u>Storm Surge</u> |
|-----------------|-------------|--------------------|
| I | 75-95 MPH | 4-5 FT |
| II | 96-110 MPH | 6-8 FT |
| III | 111-130 MPH | 9-12 FT |
| IV | 131-155 MPH | 13-18 FT |
| V | 156+ MPH | 19+ FT |

Should a category IV or V hit our area it would be prudent to seek shelter further inland as these storms are extremely devastating.

TORNADO

Each year about a thousand tornadoes touch down in the U.S. Only a small percentage actually strike occupied buildings, but every year a number of people are killed or injured. Winds of 200-300 mph can occur with the most violent tornadoes. You can greatly reduce the chance of injury by doing a few simple things:

- SECONDS COUNT!!! If it takes more than 2 or 3 minutes to move all upper floor people down, things get really risky.
- If a tornado “watch” is issued for your area, it means that a tornado is “possible.”
- If a tornado “warning” is issued for your area, it means that a tornado has actually been spotted, or is strongly indicated on radar, and it is time to go to a safe shelter immediately.
- Weather is monitored on campus during impending severe conditions. It is imperative that staff and faculty assist by directing students and visitors to safe areas.
- Be alert to what is happening outside. The following danger signs may be an indication that a tornado is imminent:
 - A greenish or greenish/black color to the sky.
 - If there is watch or warning posted, then the fall of hail should be considered a real danger sign.
 - A strange quiet that occurs within or shortly after a thunderstorm.

- Clouds moving by very fast, especially in a rotating pattern or converging toward one area of sky.
- A sound of a waterfall or rushing air at first, but turning into a roar as it comes closer. The sound of a tornado has been likened to that of both railroad trains and jets.
- Debris dropping from the sky.
- An obvious “funnel-shaped” cloud that is rotating or debris such as branches or leaves being pulled upwards.
- Flying Debris is the biggest tornado hazard. For example, getting caught in a room with a lot of windows could result in a deathtrap of flying glass. That is why it is extremely important to comply with the following guidelines for protection from the tornado:
 - Move to the interior area of the lowest floor possible.
 - Put as many walls as possible between yourself and the tornado.
 - Crouch as low as possible with head down, protecting the back of the head with the arms.
 - Stay away from large open rooms such as auditoriums, cafeterias, and lounges.
 - If in a car, abandon it immediately and go to a substantial structure or lie flat in the nearest ditch or depression and use your hands to cover your head.
- After a tornado passes the following steps should be followed:
 - Avoid broken glass and other sharp objects.
 - Stay away from power lines, puddles containing power lines, and emergency vehicle access areas.

ACTIVE SHOOTER/HOSTILE INTRUDER

When an active shooter in a *campus building* is actively causing harm or threatening imminent deadly harm to people, you must immediately seek cover and call 911. Give as many details as possible your name, location, number of assailants, means of aggression and other pertinent information.

- Do not sound the fire alarm to evacuate the building.
- Be aware of alternate exits if it becomes necessary to flee.

- People should lock themselves in classrooms, labs, and offices as a means of protection. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under desks and remain silent.
- Cell phones should be set on silent mode so that the suspected shooter cannot hear them. Use the phone to notify 911, let them know that you have heard gunfire and give them your location and the number of the cell phone that you are calling from.
- If possible, close blinds of any windows or openings that have a direct line of sight into the hallway.
- Students and staff should not attempt to leave the building until told to do so by BCC emergency personnel.
- When you encounter the police, keep your hands over your head and comply with the officers instructions. If you are evacuating, carry nothing that could be mistaken as a weapon.

When an active shooter is actively causing deadly harm or the threat of imminent deadly harm to people on ***campus grounds***, you must immediately seek cover and call 911. Give as many details as possible your name, location, number of assailants and other pertinent information.

- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line. Use buildings and trees, shrubs and cars as cover.
- If you get away from the immediate area of danger, report the incident by calling 911.
- If you decide to hide, take into consideration the area in which you are hiding. Will you be found? Can you lock yourself in as a means of protection?
- If the person is causing death or serious injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. If hiding or playing dead, do not give away your position or stand up until told to do so by BCC emergency personnel.

If an active shooter is actively causing deadly harm or the threat of imminent deadly harm to people ***outside of your building***, you must immediately seek cover and call 911. Give as many details as possible your name, location, number of assailants and other pertinent information.

- Turn off all the lights, close and lock all windows and doors. If you cannot lock the door, try to block the door with desks and chairs.
- If you can do so safely, get all occupants on the floor and out of the line of fire.

- If you can do so safely, move to the safe area of the building and remain there until police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.

When an active shooter *enters your office or classroom*:

- If possible, call 911. If you can't speak, leave the phone line open so the Brunswick County Emergency Services dispatchers can hear what is being said.
- Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances
- If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding officials who may mistake you as the shooter.
- While escaping, as soon as you see an officer put your hands over your head and immediately comply with the officers instructions.

TERRORIST THREATS

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you are a victim or a witness to any on offense, avoid risks.

Definition

Terrorism is the threat or use of force or violence against persons or property in violation of the criminal laws for purposes of intimidation, coercion or ransom. Acts of terrorism range from threats of terrorism, assassinations, kidnappings, hijackings, bomb scares, bombings, cyber attacks (computer based), to the use of chemical, biological and nuclear weapons. One can prepare for terrorism in much the same way you would prepare for other crisis events.

Preparing For Terrorism

Wherever you are, be aware of your surroundings. The very nature of terrorism suggests there may be little or no warning.

- Be aware of suspicious or unusual behavior.
- Do not accept packages from strangers.
- Unusual behavior, suspicious packages and strange devices should be reported immediately to the BCC Police Department. **DO NOT TOUCH, DISTURB, OR ATTEMPT TO OPEN.**

- Do not be afraid to move or leave if you feel uncomfortable or if something does not seem right. Promptly notify the BCC Police Department.
- Learn where emergency exits are located in buildings. You should note where staircases are located. Notice heavy or breakable objects that could move, fall or break in an explosion.
- Be familiar with different types of fire extinguishers and how to use and locate them.

Chemical and Biological Attacks

Chemical attack agents are poisonous vapors, aerosols, liquids or solids that have toxic effects on people, animals or plants. They can be released by bombs, sprayed from aircraft, boats or vehicles, or used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents are also difficult to produce.

There are six types of agents:

- Lung damaging (pulmonary) agents such as phosgene
- Cyanide
- Vesicants or blister agents such as mustard gas
- Nerve agents such as tabun, sarin, soman
- Incapacitating agents
- Riot control agents similar to MACE

Biological agents are organisms or toxins that can kill or incapacitate people, livestock and crops. Three basic groups of biological agents which would likely be used by terrorists are bacteria, viruses, and toxins

- Bacteria – small free living organisms that reproduce by simple division and are easy to grow. The diseases they produce often respond to treatment with antibiotics.
- Viruses – organisms which require living cells in which to reproduce and are intimately dependent upon the body they infect. Viruses produce diseases which generally do not respond to antibiotics. However, antiviral drugs are sometimes effective.

- Toxins – poisonous substances found in, and extracted from, living plants, animals, or microorganisms; some toxins can be produced or altered by chemical means. Some toxins can be treated with specific antitoxins and selected drugs.

What to do during a chemical or biological attack

- Listen to College officials for instructions as to whether to remain inside or to evacuate.
- If you are instructed to stay inside, do not leave the building where you are.
- Turn off all ventilation, including furnaces, air conditioners, vents and fans.
- Seek shelter in an internal room, preferable one without windows.
- Remain in areas where toxic vapors are reduced or eliminated.

If you are caught in an unprotected area you should:

- Attempt to get up-wind of the contaminated area.
- Attempt to find shelter as quickly as possible.
- Listen to College officials for instructions.

What to do after a chemical attack

Immediate symptoms of exposure to chemical agents may include blurred vision, eye irritation, difficulty breathing and nausea. A person affected by a chemical or biological agent requires immediate attention by professional medical personnel. Decontamination is needed within minutes of exposure to minimize health consequences. Emergency personnel may direct individuals to a decontamination area.

What to do after a biological attack

In many biological attacks, people will not know they have been exposed to an agent. In such situations, the first evidence of an attack may be when you notice symptoms of the disease caused by an agent exposure, and you should seek immediate medical attention for treatment.

AUTOMATED EXTERNAL DEFIBRILLATION (AED)

The college is equipped with several automated external defibrillation (AED) devices. This equipment is used to treat heart attack victims when the victim is not breathing, has no pulse, and is unresponsive. Use of these devices is restricted to those individuals who have completed the special training required to operate them. Numerous college employees have been trained to use the equipment.

For prompt medical treatment, call “911” and advise them of a possible heart attack so they dispatch accordingly.

| Building | Address | Name |
|-------------------------------------|----------------|--|
| A | 50 College Rd | Police Office |
| | | |
| C | 60 College RD | Admin Office Early College High School |
| | | |
| L | 210 College RD | Pool Area Front Desk |
| | | |
| O’Dell Williamson Auditorium | 150 College Rd | Front Desk |

Revision Page

| | | | |
|------------------|------------|------------------|---------------------|
| Initial | 10/19/2009 | | Cheryl Yount, Sgt |
| Reviewed/Revised | 2/18/2011 | General Revision | Cheryl Yount, Sgt |
| Reviewed/Revised | 7/27/2011 | General Revision | Cheryl Yount, Sgt |
| Reviewed | 12/12/11 | General Review | J. L. Walton, Chief |
| Reviewed | 8/5/2014 | General Review | Cheryl Yount, Lt |