Phillips Community College of the University of Arkansas

CRISIS MANAGEMENT PLAN

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Crisis Management Plan

The purpose of this plan is to provide a mechanism that will allow college employees to work together as a team to address a crisis situation so that maximum safety is provided to college personnel and property and minimum losses and dangers are experienced. This plan is also designed to allow the college to communicate effectively internally and externally while preserving the integrity of the institution.

The following guidelines, which the college will operate under during a real or potential emergency are guidelines and may be modified depending upon the situation. PLEASE NOTE: Each campus may have different procedures. Please consult each section of the plan.

TEAM DEFINITIONS:

Emergency Team Leader is responsible for:

A) The overall direction of the emergency response.
B) Works with team in carrying out plan.

Information Team-Information Officer will be responsible for:

A) Media Unit-liaison with law enforcement media counterpart, verbal and written response to the medical personnel
B) Web Unit-update information on website
C) Telephone Unit-call on campus and off campus contacts; monitor in-coming calls
D) Implementing the Crisis Communication Plan

Facilities Management Team- Determine the status of facilities on campus. Assess when campus can be restored to normalcy (property repairs, sanitation, etc.) This involves handling and/or disposal of possible hazardous waste material.

Incident Recovery Team- Establish a center for providing information to affected faculty, staff, students, and any family members. Information will be released only when provided by the Information Officer as official information. Communicate status of classes and activities on campus as decided by VC of Instruction. Create staging areas for family members. Contact additional resources such as: mental health/grief counseling.

CRITICAL INCIDENT-FIRST STEPS

A. Notify local emergency services (8-911). The college is under the control of responding law enforcement officials for all law enforcement matters.
B. Contact college security and Emergency Team Leader, who will then contact the emergency team via text messaging.

DeWitt: Carolyn Turner  Helena-W. Helena: Scott Post  Stuttgart: Kim Kirby
C. Leader calls the Team into action and activates the command post.
D. Information Officer-notifies campus of incident to shut down campus and call other on-campus and off-campus contacts.
   Notify faculty/staff/students via text messaging, e-mail, college home page, college phone message system and possibly through desk top computers
E. Leader activates Incident Recovery Team.
F. Leader works with law enforcement until crisis has ended to successfully coordinate the college’s responses to the incident.
G. Leader identifies danger zone and establishes a perimeter-inner and outer.

POST CRISIS TRANSITION

This is the time between the actual event and the return to campus normalcy. While local law enforcement may be in control of the crime scene, the following will need to be assessed:

A. Assess perimeters
B. Identify campus damage
C. Identify campus personnel who have been injured and contact information and report to incident recovery team
D. Prepare college media release (refer all specific questions to primary responding law enforcement agency.) Begin a dialogue on returning the college to “Open” status.
E. Document and record any damage by written descriptions and take photographs and record with video.

POST INCIDENT RECOVERY

A. Follow up with affected faculty, staff, students and any family members
B. Mental health/grief counseling resource referrals should be available for:
   1. Affected victims and their families.
   2. Affected college employees.
   3. Affected college students.
C. Determine the final status of classes and activities on campus
D. Restore campus to normalcy (repairs, etc.)
E. Identify necessary community closure:
   1. College statements
   2. College memorials
COMMUNICATION POLICY

As prescribed by Board Policy 230, the following guidelines and procedures are provided for the release of public information. Unless otherwise authorized by the Chancellor, the College Advancement Office is a clearinghouse to avoid the duplication of materials that are released to the public and to maintain consistent public relations. At no time should members of the faculty or administration submit releases directly to the media.

Interviews
The Information Officer will coordinate all interviews and inquiries with the media. If an individual is contacted by the media directly, the Information Officer should be notified at once. All requests from the media for information concerning legal or controversial issues will be referred to the Information Officer.

Guidelines:
A. Gather the facts. Provide complete accurate, verifiable information. Never speculate on the cause, effect or any other aspect of the event.

B. Put a statement in writing for the press and for the communications team, so that everyone has the same information and the college speaks with one clear voice. (Do not use “no comment”. Repeat prepared statement). Provide concise, factual statement that college secretaries and receptionist may read for consistency.

C. Ideally, news media, employees and students should be notified at the following times:
   1. Immediately upon hearing of the crisis
   2. After the first assessment of the situation
   3. When new details are available regarding status/progress
   4. Final announcement stating that the situation is under control and what actions will be taken to avoid future crisis situations.

D. Provide information via text messaging, e-mail, college home page, and college phone message system.

E. Fax daily fact sheets to local principals, board members, and media

Establish Media Center to provide information to: Parents, students, staff, news media, board, etc.
The following Team Leaders comprise the Crisis Team. The Critical Incident Commander is in charge of the Crisis Team. Each Team Leader also is in charge of the operations of the Team under his/her direction. The name in parentheses is the back-up leader in the event that the leader is unable to fulfill the task for any reason.

Critical Incident Commander/Emergency Team Leader: Carolyn Turner (Randy Van Camp) (Mickey Johnson)
Information Officer: Diana Graves (Nia Rieves)
Facilities Team Leader: Randy Van Camp (Sue Chapman) (Joe Fitzpatrick) (Jamie Branson)
Recovery Team Leader: Phyllis Fullerton (Scarlet Laster) (Nia Rieves)

Critical Incident Commander/Emergency Team Leader: Carolyn Turner (Randy Van Camp)

Critical Incident

A. Notify local emergency services (8-911). The college is under the control of responding law enforcement officials for all law enforcement matters.
B. Contact college security and Emergency Team Leader:

DeWitt: Carolyn Turner

Leader calls the Team into action.

C. Information Officer-notifies campus of incident to shut down campus and call other on-campus and off-campus contacts.
D. Leader activates the command post.
E. Leader activates Incident Recovery Team.
F. Leader works with law enforcement until crisis has ended to successfully coordinate the college’s responses to the incident.
G. Leader identifies danger zone and establishes a perimeter-inner and outer.

Emergency Team Leader is responsible for:

A. The overall direction of the emergency response.
B. Works with team in carrying out plan.
Information Officer:  Diana Graves  (Nia Rieves)

**Information Team** will be responsible for:

A) Media Unit- liaison with law enforcement media counterpart, verbal and written response to the medical
B) Web Unit- update information on website
C) Telephone Unit- call on campus and off campus contacts; monitor in-coming calls
D) Implementing the Crisis Communication Plan

**Facilities Team Leader**: Randy Van Camp  (Sue Chapman)  (Joe Fitzpatrick)  (Jamie Branson)

**Facilities Management Team**- Determine the status of facilities on campus. Assess when campus can be restored to normalcy (property repairs, sanitation, etc.) to include the handling and/or disposal of possible hazardous waste material.

**Recovery Team Leader**: Phyllis Fullerton  (Scarlet Laster)  (Nia Rieves)

**Incident Recovery Team**- Establish a center for providing information to affected faculty, staff, students, and any family members. Information will be released only when provided by the Information Officer as official information. Communicate status of classes and activities on campus as decided by VC of Instruction. Create staging areas for family members. Contact additional resources such as: mental health/grief counseling. (Names listed in parenthesis should be informed of actions taken).

**Emergency Team**
Carolyn Turner
Diana Graves
Randy Van Camp
Mickey Johnson
Sue Chapman
(Deborah King)
(Keith Pinchback)
(Scott Post)

**Information Team**
Diana Graves
Caroline Turner
(Keith Pinchback)
(Rhonda St. Columbia)

Kathy Dulaney
(Jason Jaco)

**Facilities Management Team**
Randy Van Camp  (Stan Sullivant)
Sue Chapman
Joe Fitzpatrick
Diane Fisher
Dianne Hobbs
Jamie Branson

**Incident Recovery Team**
Phyllis Fullerton
Terry Turner
Jamie Branson
Scarlet Laster
Nia Rieves

Shawana Wansley
(Deborah King)
(Scott Post)

Those names in parentheses should be informed about the incident, as should Chancellor’s Cabinet.
I. Command Post: Main Campus
   a. Primary
      1. Outside: Maintenance Area
      2. Inside: Administrative Suite
   b. Alternative
      1. Outside: Flag Plaza
      2. Inside: Community Room

Command Post Equipment: Main Campus
   a. All equipment located in Maintenance Area
   b. Barricades, barriers, barrier tape
   c. Portable hand-held radios
   d. Cellular telephones
   e. Campus and local telephone directory
   f. Copy of Emergency Plan

II. Command Post: Technology Center (or ARCO Fairgrounds)
   a. Primary
      1. Outside: East porch
      2. Inside: Shared Office
   b. Alternative
      1. Outside: Exterior Storage Building
      2. Inside: Computer Lab

Command Post Equipment: Technology Center
   a. All equipment located in Exterior Storage Building
   b. Barricades, barriers, barrier tape
   c. Portable hand-held radios
   d. Cellular telephones
   e. Campus and local telephone directory
   f. Copy of Emergency Plan
PROCEDURES FOR CRISIS
DEWITT CAMPUS

FOR ANY EMERGENCY, THE CONTACT ORDER FOR THE EMERGENCY TEAM IS AS FOLLOWS: (in this order, stopping when you reach someone)

1. Carolyn Turner: ext. 1605 or (870) 509-0496
2. Randy VanCamp: ext. 1606 or (870) 816-7033
3. Diana Graves: ext. 1608 or (870) 509-1040

AUTOMOBILE ACCIDENT- Responding employee becomes the temporary emergency leader until the emergency team leader is contacted.

If you are involved in or witness an automobile accident on campus, you should:
1. Assess the Accident. Is medical assistance needed? If so, call 911. (PCCUA may not be responsible for medical expenses).
2. Report accident to front desk, who will ask if 911 have been contacted. Front desk will then notify Carolyn Turner, Randy VanCamp, and DeWitt Police Department.
3. PCCUA employee reporting accident or Randy VanCamp will complete PCCUA accident report form. (Available on intranet – UA form)
4. If an employee is injured, contact the Personnel Office to complete a First Injury Report with Workman’s Compensation.
5. Campus Vice Chancellor should request a copy of the police report and PCCUA accident report form. The report should include date and time of the accident and names of the parties involved. Forward copies of all reports to the Vice Chancellor for Finance & Administration.

If driving a PCCUA vehicle... A copy of the PCCUA accident report and UA Accident Form should be in the glove box with insurance and vehicle registration information.
1. Call 911 and report the accident. Request medical assistance if necessary. If possible contact DeWitt Campus front desk (0) or (870) 946-3506.
3. If injured, contact the Personnel Office to complete a First Injury Report with Workman’s Compensation.
4. Campus Vice Chancellor will request a copy of the police report and submit to Vice Chancellor for Student Services & Registrar and the Vice Chancellor for Finance & Administration.

BOMB THREAT- Responding employee becomes the temporary emergency leader until the emergency team leader is contacted. While the call is in progress:

anyone receiving a telephone call that a bomb or other explosive device has been placed on campus should obtain as much information from the caller as possible. Anyone receiving a telephone call that a bomb or other explosive device has been placed on campus should obtain as much information from the caller as possible. (See form next page)
1. When is bomb going to explode? ___________________________
2. Where is it right now? _________________________________
3. What does it look like? ________________________________
4. What kind of bomb is it? ______________________________
5. What will cause it to explode? ________________________
6. Did you place the bomb? ______________________________
7. If so, why? ________________________________________
8. What is your address? ________________________________
9. What is your name? __________________________________

Exact wording of the threat: ______________________________
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________

Sex of caller: M or F: Race ___________; Age ____________;
Length of Call ___________; Time ___________; Date ____________:

**Threat Language:**  
_____ Well Spoken  ____ Incoherent  
_____ Taped  ____ Foul  
_____ Irrational  

**Background Sounds:**  
_____ Street noises  
_____ Clear  
_____ PA System  
_____ Motor  
_____ Other ____________  
_____ Animal noises  
_____ Voices  
_____ House noises  

**Caller’s Voice:**  
_____ Calm  ____ Distinct  
_____ Angry  ____ Slurred  
_____ Excited  ____ Familiar, who did it sound like?  
_____ Slow  ____ Rapid  
_____ Laughter  ____ Soft  
_____ Crying  ____ Loud  
_____ Normal

**Number at which the call was received** ______________________.
Campus: DeWitt  Helena-W. Helena  Stuttgart

Contact the Front Desk Immediately: who will contact the local police department (8-911), administrators, and the maintenance department at ext. 1606 to assist with evacuation. Emergency team leader will inform the emergency team of the incident via text message. After the assessment of the situation, a decision will be made whether or not to notify faculty/staff/students.

**Faculty will remain in control and stay with their class and if possible, take their roll book with them.**

Report any suspicious conduct, activities or items found on campus to Carolyn Turner.
Emergency team leader will:

Evacuate the Building:
1. Call 8-911 and report the threat. Call the switchboard, who will alert the emergency team leader.
2. Evacuate the building: pull the fire alarm and proceed as if a fire exists.
   a. Everyone must leave the building immediately and remain at least 300 feet (length of a football field) away from the building.
   b. Leave lights on.
   c. Leave doors unlocked but closed.
   d. Go out the nearest exit.
   e. Move at least 300 feet from the building.
   f. Do not return to the building until it is declared safe by authorities.
   g. If you think someone may still be inside, report that information to authorities.
   h. DO NOT try to re-enter the building to find someone.
3. Work with authorities to resolve the threat and return the campus to normal function.

ACTIVE SHOOTER PROTOCOL—When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

If you hear shots or see weapons:
1. If you are outside and hear gunshots, immediately seek shelter in another building or escape to a safe area away from the sounds of the gunshots. Call 911 when you are in a safe location. Contact the switchboard.
2. Lock the doors; cover door windows if possible. Set your cell phone on vibrate or silent.
3. If you are present where a shooter is active:
   o Avoid: Leave the area immediately. If necessary, break windows or glass to get out of the area. Run in the opposite direction of the disturbance or shots, cover your head with books or other items for protection. DO NOT stop running until you are in a safe area. If police officers are in the area, listen and comply with all of their commands. Raise your hands or keep them in plain sight so you are not perceived as a threat to the police.
   o Deny: If you choose to stay in your room. Do not leave until instructed to do so by a police officer. LOCK YOUR DOOR! Stay away from and below any window. Position furniture or other items in front of the door. Turn off the lights and call 911.
   o Defend: If the first two options do not work, defend yourself and those around you. Utilize any objects available to you to distract or interrupt the actions of the shooter.
4. Stay low to the ground and away from windows and doors.
5. Remain in a safe location until you receive instructions from police.
6. As soon as possible, call 911
7. Give the police dispatcher as many details as possible about your location, the location of the individual with the weapon, or the location of the gunshot.
8. Include the number of persons involved, description of armed subject(s), weapons displayed, locations of victims, direction of travel, threats made, etc.
9. Remain calm!

WHEN LAW ENFORCEMENT ARRIVES:
- Drop items in your hands (bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming, or yelling

CIVIL DISTURBANCE—Responding employee becomes the temporary emergency leader until the emergency team leader is contacted.
A civil disturbance (hostage situation, unstable person, death on campus, etc.) is any set of circumstances that, in the judgment of the administration would cause a disruption of normal college activities and would potentially jeopardize the safety of students, faculty or staff. In case of injury, death or other serious accidents, a 911 call will be made by the first responding PCCUA employee with access to a telephone. Faculty will remain in control of and stay with their classes, and, if possible, keep their roll books with them upon leaving the classroom.

Call the front desk by dialing 0. Front desk will call, or if front desk does not answer, call Randy VanCamp or Carolyn Turner. They will determine if police should be called.

Provide security with the following information:
1. Nature of the incident
2. Location of incident
3. Description of person involved
4. Description of property involved
FIRE
When a fire is discovered in any building on campus, take the following steps immediately.

1. Call 911. Warn others: Sound the fire alarm immediately. The fire alarm consists of pull alarm boxes.
2. Call the Front Desk by dialing 0 and describe the problem and location. The front desk will call Randy Van Camp or Carolyn Tuner to meet the fire department personnel. If no one answers at the front desk, call Randy VanCamp or Carolyn Turner.
3. Evacuate the Building: When the alarm sounds, all persons will leave the building. Close doors as you exit.
   a. Assigned building/area contacts will direct evacuees to the nearest and safest locations at least 500 feet away from building.
   b. Faculty will remain in control of and stay with their class and if possible take their roll book with them.
   c. All must remain in a safe area until the building is determined safe by authorities.
4. Stay clear: Get at least 300 feet away from the building. Make sure that everyone in your area is out of the building. Notify the fire department of any students/employees missing.
5. Stay in Safe Area: No one will be allowed to go back into the building for any reason until the fire department officials declare the area safe.

Faculty and staff should be aware of location of fire alarms and fire extinguishers in their area. Faculty will remain in control and stay with their class and if possible, take their roll book with them.

INCLEMENT WEATHER
When the weather conditions are bad enough to warrant limited activities at PCCUA, students and employees will be advised by radio announcements, text messaging, the PCCUA phone system, e-mail, and website announcements of any closing. Only under emergency or threatening conditions will PCCUA be closed during normal operating hours. Emergency team leader will inform the emergency team of the incident via text message. After the assessment of the situation, a decision will be made whether or not to notify faculty/staff/students. Vice Chancellor for Instruction will be notified of the cancellation of classes.

FLOODING
In the event of a flood or potential flood the Physical Plant Director shall initiate the response plan. NOTE: If laboratory buildings are affected by a flood, the existence, location, and quantity of any water reactive chemicals needs to be determined. Water reactive chemicals react on contact with water and/or humid air. The chemical reaction could include the release of a gas that is either flammable or presents a toxic health hazard. The chemical reaction could also produce enough heat for the item to spontaneously combust or explode.)
Naturally Occurring Floods

1. The responding employee calls Physical Plant Director at 1606.
2. Physical Plant Director should check drainage around affected buildings to ensure it is functioning properly.
3. If necessary, supplies such as sand bags, flash lights, submersible pumps, hoses, and emergency generators will be used to prevent the flow of water into buildings.
4. Physical Plant Director obtains protective equipment.
5. If flooding occurs and water begins accumulating within the building, the Physical Plant Director will conduct a hazard assessment of flooded areas prior to entry by response personnel. The Director will assess the following hazards: health hazards (e.g., contaminated water either hazardous or bio-hazardous) and physical hazards (e.g., building design, existence of submerged office or lab furniture, energized water, rushing water).
6. If safe to do so, the Physical Plant Director will de-energize any electrical equipment and outlets in the affected areas. If flooding occurs, maintain all safe and reasonable efforts to protect the building.
7. The building manager or designated personnel shall move any equipment or supplies possible and relocate to a higher floor in the building;
8. Security will restrict access to the affected areas by appropriate means.

TORNADOES—If immediate danger is imminent: Front desk notifies building area contacts. If potential danger has been forecasted, the emergency team leader will notify the front desk concerning PCCUA operations and building area contacts will be notified. Decisions concerning campus closing will be communicated via text messaging, college phone system, e-mail and website. (See page 58 for designated safe locations).

In a tornado warning, the following steps are to be taken by everyone in the building:
   1. Move immediately to a safe location
   2. DO NOT attempt to leave the building as dangerous conditions may exist.
   3. Remain in the safe location until notified that the danger has passed.

Faculty will remain in control of and stay with their classes, and, if possible, keep their roll books with them upon leaving the classroom.

INJURY OR ILLNESS

1. Report the injury/illness (8-911) and to Security (ext. 0) immediately.
2. Contact the Campus Vice Chancellor immediately at ext.1605, who will notify the involved person’s family.
3. Remain with the ill or injured person until the authorities take over.
4. Faculty and Staff should follow the universal precautions in handling body fluids as recommended by the Center for Disease Control and Prevention. Personal protective equipment should be used at all times.
PHYSICAL PLANT-(BUILDING PROBLEMS) – Emergency team leader will inform the emergency team of the incident via text message. After the assessment of the situation, a decision will be made whether or not to notify faculty/staff/students.

Electrical/Light Fixture: Stop using electrical equipment immediately. Call Physical Plant Director at ext.1606 or the switchboard at ext. 0.

Plumbing Failure/Flooding: Call Physical Plant at ext. 1606 or the switchboard at ext. 0.

Gas leaks: Stop all activities. Leave the building. Do not touch light switch or any electrical equipment. This can cause an explosion. Call the Physical Plant at ext. 1606 or the switchboard at ext. 0.

Ventilation Problems: If smoke or foul odors come from the ventilation system, immediately notify Physical Plant at ext. 1606 or the switchboard at ext. 0.

Floods Due to Building Systems
Floods due to building systems shall be handled as follows:

1. Physical Plant Director determines the cause of the flood;
2. If water is accumulating within the building, the Physical Plant Director conducts a hazard assessment of flooded areas prior to entry by response personnel. The Physical Plant Director will assess the following hazards: health hazards (e.g., contaminated water, either hazardous or bio-hazardous) and physical hazards (e.g., building design, existence of submerged office or lab furniture, energized water, rushing water).
3. If necessary and safe to do so, the Physical Plant director will de-energize any electrical equipment and outlets in the affected areas.
4. The Physical Plant Director will take measures to stop the flow of water through the building (i.e. Shut off valves controlling the flow of water).
5. The Physical Plant Director and other building personnel shall move any equipment or supplies possible and relocate to an unaffected area of the building.
6. All personnel not involved in flood response may be evacuated by the Security.
7. Security shall restrict access to the affected areas by appropriate means.
Recovery for Floods Due to Natural Occurrences or Building System Failure

Recovery for floods due to natural occurrences or building system failures shall be handled as follows:

1. Physical Plant Director will determine if any building systems (e.g., fire alarm, fire suppression), building equipment (e.g., heating, ventilating and air conditioning equipment), or building materials have been affected and the extent of the damage.
2. If the water is not considered hazardous or bio-hazardous, Physical Plant Director will initiate water removal activities and contact for additional help.
3. Physical Plant Director will immediately contact remediation professionals if damaged building materials need to be removed or dried and disinfected or when the water is hazardous or bio-hazardous.
4. Physical Plant Director will contact outside contractors if any office or lab equipment needs to be tested.
5. Physical Plant Director will contact, coordinate, and manage outside contractors for installation of new building materials.
6. The affected areas shall be evaluated for safety hazards (e.g., open walls, building materials, tools left out in the area) or any health concerns (e.g., mold/fungal growth due to the flood or contaminated materials). Once those concerns have been addressed and resolved, Physical Plant Director will declare areas safe for re-occupancy.

Re-Occupancy
Physical Plant Director will be responsible for assessing areas affected by a flood for re-occupancy. The affected areas shall be declared ready for re-occupancy when the construction work is complete or near complete and no longer poses a hazard to the occupants. The area shall be assessed to ensure that all wall and floor openings are closed up, tools and equipment have been removed from the area, and building systems (e.g., ventilation, fire alarm, fire suppression) have been restored.

Infection Control
When there is a possibility that water from flooding is hazardous or bio-hazardous, a remediation contractor shall complete the entire clean-up. Contact the Vice Chancellor for Finance and Administration.

At-Risk Locations
The following have been identified as most vulnerable to flooding: The east side (Student Center) of the building and all outside doorways, vestibules and hallways.
Weekend/Nights: Physical Plant emergency services can be reached by calling Randy Van Camp or Carolyn Turner.

### BUILDING/AREA CONTACTS – DEWITT CAMPUS

<table>
<thead>
<tr>
<th>Area</th>
<th>Primary Contact</th>
<th>Ext.</th>
<th>Home Number Cell Number</th>
<th>Alternate Contact</th>
<th>Ext.</th>
<th>Home Number Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Lobby</td>
<td>Sue Chapman</td>
<td>1600</td>
<td>870-946-2258(H) 870-344-0390(C)</td>
<td>April Herring</td>
<td>1607</td>
<td>870-674-7664 (C)</td>
</tr>
<tr>
<td>D-Wing</td>
<td>Darla Grantham</td>
<td>1621</td>
<td>870-548-2850(H) 870-509-1007(C)</td>
<td>Joe Fitzpatrick</td>
<td>1606</td>
<td>870-946-3954(H) 870-946-5618(C)</td>
</tr>
<tr>
<td>Student Center</td>
<td>Shawanna Wansley</td>
<td>1628</td>
<td>870-946-5101(C)</td>
<td>Matt Forester</td>
<td>1631</td>
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<td>A-Wing</td>
<td>Phyllis Fullerton</td>
<td>1610</td>
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<td>Debbie Pennington</td>
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<td>Welding</td>
<td>Daniel Whitted</td>
<td>1618</td>
<td>870-572-1222(H) 870-816-5799(C)</td>
<td>Joe Fitzpatrick</td>
<td>1606</td>
<td>870-946-3954(H) 870-946-5618(C)</td>
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<tr>
<td>B-Wing</td>
<td>Mickey Johnson</td>
<td>1609</td>
<td>870-816-4537(C)</td>
<td>Randy VanCamp</td>
<td>1606</td>
<td>870-946-4074(H) 870-816-7033(C)</td>
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<td>Agri Center</td>
<td>Jamie Branson</td>
<td>1672</td>
<td>870-659-7789(C)</td>
<td>Terry Turner</td>
<td>1675</td>
<td>870-509-1853(C)</td>
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<td>South Office Area</td>
<td>Diana Graves</td>
<td>1608</td>
<td>870-282-3362 (H) 870-509-1040(C)</td>
<td>Tammy DeBerry</td>
<td>1616</td>
<td>870-282-3240(H) 870-509-1117(C)</td>
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<tr>
<td>N-Wing</td>
<td>Jeanne McCullars</td>
<td>1612</td>
<td>870-509-0745(C)</td>
<td>Shannon McKewen</td>
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<td>870-282-3405(H) 870-946-9361(C)</td>
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<td>VC – Carolyn Turner</td>
<td>1605</td>
<td>870-509-0496</td>
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<td>870-816-7033</td>
<td>870-946-0055</td>
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<td>Randy Van Camp</td>
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<tr>
<td>Info Tech – Mickey Johnson</td>
<td>1609</td>
<td>870-806-4537</td>
<td>870-344-1824</td>
<td>1609</td>
<td>870-816-4537</td>
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<td>VC Instruction – D. King</td>
<td>1241</td>
<td>870-995-2467</td>
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<td>Police-(Chief) Jim Tucker</td>
<td>Dial 911 or 870-946-2122</td>
<td>n/a</td>
<td>n/a</td>
<td>870-946-2122</td>
<td>n/a</td>
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<td>Sheriff Allen Cheek</td>
<td>870-946-3111</td>
<td>870-830-5373</td>
<td>870-673-6909</td>
<td>870-673-2121</td>
<td>870-659-6841</td>
<td>870-673-6909</td>
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<tr>
<td>Mayor-Ralph Relyea</td>
<td>870-946-1776</td>
<td>870-334-2201</td>
<td>870-946-1641</td>
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<td>BOV – Bill Brandon</td>
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<td>870-572-4427</td>
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<td>Grief /Mental Health Judy Warmbold/Diane Howell</td>
<td>870-673-1633</td>
<td>870-377-2340</td>
<td>870-548-2316</td>
<td>870-946-3571</td>
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<td>Hospital (DCH)</td>
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<td>Asst. to County Judge</td>
<td>n/a</td>
<td>870-672-1053</td>
<td>n/a</td>
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<td>Office of Emerg. Serv.</td>
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<td>870-672-1121</td>
<td>n/a</td>
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<td>911 Coordinator</td>
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<td>870-672-2317</td>
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<td>Entergy (for outages)</td>
<td>800-968-8243</td>
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<td>First Electric</td>
<td>800-489-3594</td>
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</table>
TEAMS – HELENA-W. HELENA CAMPUS

The following Team Leaders comprise the Crisis Team. The Critical Incident Commander is in charge of the Crisis Team. Each Team Leader also is in charge of the operations of the Team under his/her direction. The name in parentheses is the back-up leader in the event that the leader is unable to fulfill the task for any reason. (Names listed in parenthesis should be informed of actions taken).

Crisis Team
Critical Incident Commander/Emergency Team Leader: Scott Post (Keith Pinchback) (Jason Jaco)
Information Officer: Rhonda St. Columbia (Marla Riddell)
Facilities Team Leader: Stan Sullivant (David Dunigan)
Recovery Team Leader: Debby King (Susan Carter)

Emergency Team
Scott Post
Keith Pinchback
Rhonda St. Columbia
Stan Sullivant
Debby King

Information Team
Rhonda St. Columbia
Marla Riddell
Janice Smith
Jason Jaco (Lee Williams)
Kathy Dulaney
(Keith Pinchback)
(Carolyn Turner, Kim Kirby)

Facilities Management Team
David Dunigan (James Donaby)
Daniel Swopes/Sharonda Hart

Incident Recovery Team
Debby King
Susan Carter
Shelby Gentry
Glenda Sykes

Those names in parentheses should be informed about the incident, as should Chancellor’s Cabinet.
Helena-W. Helena Campus

Command Post-Primary post is the Administration Building. This is a sequential list. If the Administration Building is not available, move to the next building listed.

a. Administration Building
   i. Primary
      1. Outside: Upper Floor Front Doors
      2. Inside: Boardroom
   ii. Alternative
      1. Outside: First Floor Doors
      2. Inside: A-120 Classroom

b. T & I Building
   i. Primary
      1. Outside: Cosmetology Doors
      2. Inside: TI 129 CV Room
   ii. Alternative
      1. Outside: Welding Shop Bay
      2. Inside: Area inside main entrance

c. Library
   i. Primary
      1. Outside: Quadrangle
      2. Inside: Area inside main entrance of Library
   ii. Alternative
      1. Outside: First Floor of Bldg
      2. Inside: Computer Training Room

d. Arts & Sciences
   i. Primary
      1. Outside: Flagpole in Quadrangle
      2. Inside: C-302 Student Support Services
   ii. Alternative
      1. Outside: Area of First Floor Adult Ed
      2. Inside: C-100 Adult Ed Room

e. Bonner Center
   i. Primary
      1. Outside: Patio area
      2. Inside: Bonner Room
   ii. Alternative
      1. Outside: South Entrance Patio/Service entrance
      2. Inside: Student Center

f. Nursing Building
   i. Primary
      1. Outside: Front Entrance Area
      2. Inside: Nursing Lounge Area
   ii. Alternative
      1. Outside: Student Parking Lot
      2. Inside: Classroom 101

g. Fine Arts Center
   i. Primary
      1. Outside: Front Entrance
      2. Inside: Hendrix Gallery
   ii. Alternative
      1. Outside: Backside under canopy
      2. Inside: Community Room

h. Alternative/Off Campus-PT House
   i. Primary
      1. Outside: Front Entrance
      2. Inside: Classroom
II. Command Post Equipment

A. Administration Building
i. All barricades are located in Maintenance Area.
ii. Barriers, barrier tape are located in marketing closet
iii. Portable hand-held radios (S. Sullivant, K. Pinchback, S. Post, and Switchboard)
iv. Cellular telephones
v. Campus and local telephone directory at Switchboard
vi. Copy of Emergency Plan at Switchboard

B. Maintenance Building
i. All equipment located in Exterior Storage Building
ii. Barricades, barriers, barrier tape
iii. Portable hand-held radios
iv. Cellular telephones
v. Campus and local telephone directory
vi. Copy of Emergency Plan
PROCEDURES FOR CRISSES

AUTOMOBILE ACCIDENT- Responding employee becomes the temporary emergency leader until the emergency team leader is contacted.

If you are involved in or witness an automobile accident on campus, you should:

1. **Assess the Accident.** Is medical assistance needed? If so, call 911. (PCCUA may not be responsible for medical expenses).
2. **Report accident to the switchboard,** who will ask if 911 has been contacted. The switchboard will then notify Security, Scott Post and Stan Sullivant.
3. **PCCUA employee reporting accident or Scott Post will complete PCCUA accident report form.** (Available on intranet – UA form)
4. If an employee is injured, contact the Personnel Office to complete a First Injury Report with Workman’s Compensation.
5. Scott Post should request a copy of the police report and PCCUA accident report form. The report should include date and time of the accident and names of the parties involved. Forward copies of all reports to Stan Sullivant. If necessary, Scott Post will contact immediate family.

If a security officer is not available, the PCCUA staff person on site should complete an accident report (available on the intranet) and submit it to Scott Post. The report should include date and time of the accident and names of the parties involved.

If driving a PCCUA vehicle... A copy of the PCCUA accident report and UA Accident Form should be in the glove box with insurance and vehicle registration information.

1. **Call 911 and report the accident.** Request medical assistance if necessary. If possible contact the switchboard (0).
2. **Complete the PCCUA accident report form and UA Accident Report and return to Scott Post.**
3. **If injured, contact the Personnel Office to complete a First Injury Report with Workman’s Compensation.**
4. Scott Post will request a copy of the police report and will submit to the Vice Chancellor for Finance & Administration.

BOMB THREAT- Responding employee becomes the temporary emergency leader until the emergency team leader is contacted.

**While the call is in progress:** anyone receiving a telephone call that a bomb or other explosive device has been placed on campus should obtain as much information from the caller as possible. (See form on next page)
Anyone receiving a telephone call that a bomb or other explosive device has been placed on campus should obtain as much information as possible:

1. When is bomb going to explode? _____________________________
2. Where is it right now? _________________________________
3. What does it look like? _________________________________
4. What kind of bomb is it? _________________________________
5. What will cause it to explode? ____________________________
6. Did you place the bomb? ________________________________
7. If so, why? ___________________________________________
8. What is your address? _________________________________
9. What is your name? ____________________________________

Exact wording of the threat: _________________________________

Sex of caller: M or F: Race _________; Age _________;
Length of Call ___________; Time ___________; Date ___________:

Threat Language:
_____ Well Spoken
_____ Incoherent
_____ Taped
_____ Foul
_____ Irrational

Background Sounds:
_____ Street noises
_____ PA System
_____ Animal noises
_____ House noises
_____ Other _________

_____ Calm
_____ Distinct
_____ Angry
_____ Slurred
_____ Excited
_____ Familiar, who did it sound like? ___________
_____ Slow
_____ Rapid
_____ Laughter
_____ Soft
_____ Crying
_____ Loud
_____ Normal

Number at which the call was received ____________________________.

Campus: DeWitt
Helena-W. Helena
Stuttgart

Contact Switchboard Operator Immediately: who will contact PCCUA Security, the local police department (9-111), administrators, and the maintenance department at ext. 1350 to assist with evacuation. Emergency team leader will inform the emergency team of the incident via text message. After the assessment of the situation, a decision will be made whether or not to notify faculty/staff/students. Faculty will remain in control and stay with their class and if possible, take their roll book with them.

Report any suspicious conduct, activities or items found on campus to Scott Post or David Dunigan.

Evacuate the Campus: If the building has been identified, evacuation of that building will be first, and then subsequent buildings will be evacuated. Contacts are listed on page 31. Everyone must leave the building immediately and remain at least 300 feet (football field) away from the building and remain off campus until notified by our message system.
Emergency team leader will:

Evacuate the Building:

A. Call 8-911 and report the threat. Call the switchboard, who will alert the emergency team leader.

B. Evacuate the building: pull the fire alarm and proceed as if a fire exists.
   1. Everyone must leave the building immediately and remain at least 300 feet (length of a football field) away from the building.
   2. Leave lights on.
   3. Leave doors unlocked but closed.
   4. Go out the nearest exit.
   5. Move at least 300 feet from the building.
   6. Do not return to the building until it is declared safe by authorities.
   7. If you think someone may still be inside, report that information to authorities.
   8. DO NOT try to re-enter the building to find someone.

C. Work with authorities to resolve the threat and return the campus to normal function.

ACTIVE SHOOTER PROTOCOL-When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

If you hear shots or see weapons:

10. If you are outside and hear gunshots, immediately seek shelter in another building or escape to a safe area away from the sounds of the gunshots. Call 911 when you are in a safe location. Contact the switchboard.

11. Lock the doors; cover door windows if possible. Set your cell phone on vibrate or silent.

12. If you are present where a shooter is active:

   o Avoid: Leave the area immediately. If necessary, break windows or glass to get out of the area. Run in the opposite direction of the disturbance or shots, cover your head with books or other items for protection. DO NOT stop running until you are in a safe area. If police officers are in the area, listen and comply with all of their commands. Raise your hands or keep them in plain sight so you are not perceived as a threat to the police.

   o Deny: If you choose to stay in your room. Do not leave until instructed to do so by a police officer. LOCK YOUR DOOR! Stay away from and below any window. Position furniture or other items in front of the door. Turn off the lights and call 911.

   o Defend: If the first two options do not work, defend yourself and those around you. Utilize any objects available to you to distract or interrupt the actions of the shooter.

13. Stay low to the ground and away from windows and doors.

14. Remain in a safe location until you receive instructions from police.

15. As soon as possible, call 911

16. Give the police dispatcher as many details as possible about your location, the location of the individual with the weapon, or the location of the gunshots.

17. Include the number of persons involved, description of armed subject(s), weapons displayed, locations of victims, direction of travel, threats made, etc.

18. Remain calm!
WHEN LAW ENFORCEMENT ARRIVES:

- Drop items in your hands (bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming, or yelling

CIVIL DISTURBANCE - Responding employee becomes the temporary emergency leader until the emergency team leader is contacted.

A civil disturbance (hostage situation, unstable person, death on campus, etc.) is any set of circumstances that, in the judgment of the administration, would cause a disruption of normal college activities and would potentially jeopardize the safety of students, faculty or staff. In case of injury, death or other serious accidents, a 911 call will be made by the first responding PCCUA employee with access to a telephone. Faculty will remain in control and stay with their class and if possible, take their roll book with them.

Call the switchboard operator. Dial “0”. Switchboard Operator will call Security and appropriate administrator who will prioritize building evacuations. Do not attempt to handle on your own a situation you feel could be dangerous. Emergency team leader will inform the emergency team of the incident via text message. After the assessment of the situation, a decision will be made whether or not to notify faculty/staff/students. Faculty will remain in control and stay with their class and if possible, take their roll book with them.

Provide security/emergency respondent with the following information:
1. Nature of the incident
2. Location of incident
3. Description of person involved
4. Description of property involved
FIRE
1. **Call 911. Warn others:** Sound the fire alarm immediately. The fire alarm consists of pull alarm boxes, if available.
2. **Call the Campus Switchboard:** Dial the Operator “0” and describe the problem and location. The Operator will immediately notify emergency team. Emergency team leader will inform the emergency team of the incident via text message. After the assessment of the situation, a decision will be made whether or not to notify faculty/staff/students.
3. **Evacuate the Building:** When the alarm sounds, all persons will leave the building. Close doors as you exit.
4. **Stay clear:** Get at least 300 feet (football field) away from the building. Make sure that everyone in your area is out of the building. Notify the fire department of any students/employees missing.
5. **Stay in Safe Area:** No one will be allowed to go back into the building for any reason until the fire department officials declare the area safe.

Faculty and staff should be aware of location of fire alarms and fire extinguishers in their area. Faculty will remain in control and stay with their class and if possible, take their roll book with them.

INCLEMENT WEATHER
When the weather conditions are bad enough to warrant limited activities at PCCUA, students and employees will be advised by radio announcements, text messaging, the PCCUA phone system, e-mail, and website announcements. Only under emergency or threatening conditions will PCCUA be closed during normal operating hours. Emergency team leader will inform the emergency team of the incident via text message. After the assessment of the situation, a decision will be made whether or not to notify faculty/staff/students. Vice Chancellor for Instruction will be notified of the cancellation of classes.

FLOODING
In the event of a flood or potential flood the Physical Plant Director shall initiate the response plan. **NOTE:** If laboratory buildings are affected by a flood, the existence, location, and quantity of any water reactive chemicals needs to be determined. Water reactive chemicals react on contact with water and/or humid air. The chemical reaction could include the release of a gas that is either flammable or presents a toxic health hazard. The chemical reaction could also produce enough heat for the item to spontaneously combust or explode.)
NATURALLY OCCURRING FLOODS

1. The responding employee calls Physical Plant Director at 1170.
2. Physical Plant Director checks drainage around affected buildings to ensure it is functioning properly.
3. If necessary, supplies such as sand bags, flash lights, submersible pumps, hoses, and emergency generators will be used to prevent the flow of water into buildings.
4. Physical Plant Director obtains protective equipment.
5. If flooding occurs and water begins accumulating within the building, the Physical Plant Director will conduct a hazard assessment of flooded areas prior to entry by response personnel. The Director will assess the following hazards: health hazards (e.g., contaminated water either hazardous or bio-hazardous) and physical hazards (e.g., building design, existence of submerged office or lab furniture, energized water, rushing water).
6. If safe to do so, the Physical Plant Director will de-energize any electrical equipment and outlets in the affected areas. If flooding occurs, maintain all safe and reasonable efforts to protect the building.
7. The building manager or designated personnel shall move any equipment or supplies possible and relocate to a higher floor in the building.
8. Security will restrict access to the affected areas by appropriate means.

TORNADOES-If immediate danger is imminent: Switchboard notifies building area contacts (see page 26). If potential danger has been forecasted, the emergency leader will notify switchboard concerning PCCUA operations, who will notify building area contacts listed on page 26. Decisions concerning campus closings will be communicated via text messaging, college phone system, e-mail and website. (See page 58 for designated safe locations).

In a tornado warning, the following steps are to be taken by everyone in the building:

1. Move immediately to a safe location in an interior hallway or room. Avoid glassed areas.
2. DO NOT attempt to leave the building as dangerous conditions may exist.
3. Remain in the safe location until notified that the danger has passed.

Faculty will remain in control of and stay with their classes and, if possible, keep their roll books with them upon leaving the classroom.

INJURY OR ILLNESS

1. Report the injury/illness (8-911) and to Security (ext. 0) immediately, who will notify the involved person’s family.
2. Contact Scott Post immediately at ext. 1235.
3. Remain with the ill or injured person until the authorities take over.
4. Faculty and Staff should follow the universal precautions in handling body fluids as recommended by the Center for Disease Control and Prevention. Personal protective equipment should be used at all times.
PHYSICAL PLANT (BUILDING PROBLEMS) - Emergency team leader will inform the emergency team of the incident via text message. After the assessment of the situation, a decision will be made whether or not to notify faculty/staff/students.

**Electrical/Light Fixture:** Stop using electrical equipment immediately. Call Physical Plant Director at ext. 1170 or ext. 1350 or the switchboard at ext. 0.

**Plumbing Failure/Flooding:** Call Physical Plant at ext. 1170 or ext. 1350 or the switchboard at ext. 0.

**Gas leaks:** Stop all activities. Leave the building. Do not touch light switch or any electrical equipment. This can cause an explosion. Call the Physical Plant at ext. 1170 or ext. 1350 or the switchboard at ext. 0.

**Ventilation Problems:** If smoke or foul odors come from the ventilation system, immediately notify Physical Plant at ext. 1170 or ext. 1350 or the switchboard at ext. 0.

**Weekend/Nights:** Physical Plant emergency services can be reached by calling Security at 870-816-0377 or David Dunigan.

**Floods Due to Building Systems**

Floods due to building systems shall be handled as follows:

1. Physical Plant Director determines the cause of the flood.
2. If water is accumulating within the building, the Physical Plant Director conducts a hazard assessment of flooded areas prior to entry by response personnel. The Physical Plant Director will assess the following hazards: health hazards (e.g., contaminated water either hazardous or biohazardous) and physical hazards (e.g., building design, existence of submerged office or lab furniture, energized water, rushing water).
3. If necessary and safe to do so, the Physical Plant director will de-energize any electrical equipment and outlets in the affected areas.
4. The Physical Plant Director will take measures to stop the flow of water through the building (i.e. Shut off valves controlling the flow of water). The Physical Plant Director and other building personnel shall move any equipment or supplies possible and relocate to an unaffected area of the building.
5. All personnel not involved in flood response may be evacuated by the Security.
6. Security shall restrict access to the affected areas by appropriate means.
Recovery for Floods Due to Natural Occurrences or Building System Failure

Recovery for floods due to natural occurrences or building system failures shall be handled as follows:

1. Physical Plant Director will determine if any building systems (e.g., fire alarm, fire suppression), building equipment (e.g., heating, ventilating and air conditioning equipment), or building materials have been affected and the extent of the damage.

2. If the water is not considered hazardous or bio-hazardous, Physical Plant Director will initiate water removal activities and contact for additional help.

3. Physical Plant Director will immediately contact remediation professionals if damaged building materials need to be removed or dried and disinfected or when the water is hazardous or bio-hazardous.

4. Physical Plant Director will contact outside contractors if any office or lab equipment needs to be tested.

5. Physical Plant Director will contact, coordinate, and manage outside contractors for installation of new building materials.

6. The affected areas shall be evaluated for safety hazards (e.g., open walls, building materials, tools left out in the area) or any health concerns (e.g., mold/fungal growth due to the flood or contaminated materials). Once those concerns have been addressed and resolved, Physical Plant Director will declare areas safe for re-occupancy.

Re-Occupancy

Physical Plant Director will be responsible for assessing areas affected by a flood for re-occupancy. The affected areas shall be declared ready for re-occupancy when the construction work is complete or near complete and no longer poses a hazard to the occupants. The area shall be assessed to ensure that all wall and floor openings are closed up, tools and equipment have been removed from the area, and building systems (e.g., ventilation, fire alarm, fire suppression) have been restored.

Infection Control

When there is a possibility that water from flooding is hazardous or bio-hazardous, a remediation contractor shall complete the entire clean-up. Contact the Vice Chancellor for Finance and Administration.

At-Risk Locations

The following have been identified as most vulnerable to flooding:

A creek coming from Springdale Road through the eastern side of the Helena-W. Helena Campus, could overflow and possibly flood the Community Service Building, the Maintenance Building and through a long shot, the Adult Education Building. Due to geographic locations, no other buildings have the possibility of flooding.
<table>
<thead>
<tr>
<th>Area</th>
<th>Primary Contact</th>
<th>Ext.</th>
<th>Home Number Cell Number</th>
<th>Alternate Contact</th>
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<tbody>
<tr>
<td>Administration</td>
<td>Janice Smith</td>
<td>1234</td>
<td>870-572-4233(H) 870-995-3038(C)</td>
<td>Lisa Tharp</td>
<td>1256</td>
<td>870-572-7725(H) 870-995-1022(C)</td>
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<td>Linda Killion</td>
<td>1368</td>
<td>870-572-2472(H) 870-816-8306(C)</td>
<td>Kathy Dulaney</td>
<td>1338</td>
<td>870-572-4245(H) 870-995-9605(C)</td>
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<tr>
<td>Adult/Dev Education</td>
<td>Cyrus Vance</td>
<td>1304</td>
<td>601-750-9887(H) 662-347-7978(C)</td>
<td>Cece Middleton</td>
<td>1149</td>
<td>870-816-0615(C)</td>
</tr>
<tr>
<td>Arts &amp; Sciences</td>
<td>Robin Bryant</td>
<td>1370</td>
<td>870-572-2850(H) 870-995-1434(C)</td>
<td>Vivian Hoskins</td>
<td>1309</td>
<td>870-338-7049(H) 870-995-0741(C)</td>
</tr>
<tr>
<td>Bonner Center</td>
<td>Barbra Stevenson</td>
<td>1160</td>
<td>870-572-5252(H) 870-338-2880(C)</td>
<td>Vickie Gregory</td>
<td>1134</td>
<td>870-995-1879(C)</td>
</tr>
<tr>
<td>Fine Arts Center</td>
<td>Sydney Oberle</td>
<td>1291</td>
<td>870-572-5721(H) 870-995-2901(C)</td>
<td>Kirk Whiteside</td>
<td>1327</td>
<td>901-568-2166(C)</td>
</tr>
<tr>
<td>Great Rivers</td>
<td>Suzanne Mc Common</td>
<td>870-338-6461</td>
<td>870-572-7641(H) 870-995-2528(C)</td>
<td>Tina Grubbs</td>
<td>870-338-6461</td>
<td>870-572-1188(H) 870-995-2377(C)</td>
</tr>
<tr>
<td>Gym/Fitness Center</td>
<td>Joel Walker</td>
<td>1206</td>
<td>870-572-6039(H) 870-816-5175(C)</td>
<td>Robin Bryant</td>
<td>1370</td>
<td>870-572-2850(H) 870-995-1434(C)</td>
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<tr>
<td>Library</td>
<td>Ruthie Pride</td>
<td>1145</td>
<td>870-816-6017(C)</td>
<td>Front Desk</td>
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</tr>
<tr>
<td>Maintenance</td>
<td>David Dunigan</td>
<td>1350</td>
<td>870-714-1346(C)</td>
<td>James Donaby</td>
<td>1166</td>
<td>870-816-5823(C)</td>
</tr>
<tr>
<td>Nursing</td>
<td>Amy Hudson</td>
<td>1371</td>
<td>662-627-4367(H) 662-302-0891(C)</td>
<td>Amy Hudman</td>
<td>1254</td>
<td>870-995-2504(C)</td>
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<tr>
<td>T &amp; I</td>
<td>Vicki Cobb</td>
<td>1122</td>
<td>870-995-2567(C) 870-995-8901(C)</td>
<td>Michele Sellers</td>
<td>1123</td>
<td>870-572-1594(H) 870-995-5639(C)</td>
</tr>
<tr>
<td>PT House</td>
<td>Donna Ussery</td>
<td>338-8535</td>
<td>870-827-6874(H) 870-338-0114(C)</td>
<td>Rhonda St. Columbia</td>
<td>1130</td>
<td>870-572-1370(H) 870-714-0797(C)</td>
</tr>
</tbody>
</table>
## EMERGENCY CONTACTS – HELENA-W. HELENA CAMPUS

Updated 10/2015

Security Hours: after regular college hours: (870) 816-0377

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Day</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Office</td>
<td>Cell</td>
</tr>
<tr>
<td></td>
<td>1233</td>
<td>501-230-3586</td>
</tr>
<tr>
<td>Chancellor – Keith Pinchback</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1235</td>
<td>870-866-8289</td>
</tr>
<tr>
<td>Security-Scott Post</td>
<td></td>
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</tr>
<tr>
<td>VC-Develop. St. Columbia</td>
<td>1130</td>
<td>870-714-0797</td>
</tr>
<tr>
<td>VC-Admin/Finance S. Sullivan</td>
<td>1274</td>
<td>870-753-2548</td>
</tr>
<tr>
<td>Maintenance–David Dunigan</td>
<td>1350</td>
<td>870-714-1346</td>
</tr>
<tr>
<td>Info Tech – Jason Jaco</td>
<td>1078</td>
<td>870-816-8915</td>
</tr>
<tr>
<td>Ernest Todd-DataTel</td>
<td>1323</td>
<td>870-995-3240</td>
</tr>
<tr>
<td>Lee Williams</td>
<td>1328</td>
<td>870-228-2730</td>
</tr>
<tr>
<td>VC Instruction – D. King</td>
<td>1241</td>
<td>870-995-2467</td>
</tr>
<tr>
<td>Police</td>
<td>Dial 911</td>
<td></td>
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<tr>
<td></td>
<td>338-7481/572-3441</td>
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<tr>
<td>Fire</td>
<td>911</td>
<td></td>
</tr>
<tr>
<td>Sheriff</td>
<td>338-5555</td>
<td></td>
</tr>
<tr>
<td>VC Dewitt – Turner</td>
<td>1605</td>
<td>870-509-0496</td>
</tr>
<tr>
<td>VC Stuttgart-Kirby</td>
<td>1825</td>
<td>501-516-7191</td>
</tr>
<tr>
<td>County Judge-Gentry</td>
<td>870-338-5500</td>
<td>870-338-4620</td>
</tr>
<tr>
<td>Mayor-Hollowell</td>
<td>870-817-7400</td>
<td>870-338-1862</td>
</tr>
<tr>
<td>FBI</td>
<td>501-221-9100</td>
<td></td>
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<tr>
<td>EPA (terrorist threat)</td>
<td>1-800-424-8802</td>
<td></td>
</tr>
<tr>
<td>BOV – Bill Brandon</td>
<td></td>
<td>870-572-4427</td>
</tr>
<tr>
<td>Grief Counseling/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental Health</td>
<td>870-338-3900</td>
<td></td>
</tr>
<tr>
<td>Hospital</td>
<td>870-338-5800</td>
<td></td>
</tr>
<tr>
<td>LEPC (Michael Burchett)</td>
<td>870-338-5530</td>
<td></td>
</tr>
<tr>
<td>Entergy (for outages)</td>
<td>800-968-8243</td>
<td></td>
</tr>
<tr>
<td>Energy</td>
<td>800-992-7552</td>
<td>800-844-7440</td>
</tr>
</tbody>
</table>
TEAMS – STUTTGART CAMPUS

The following Team Leaders comprise the Crisis Team. The Critical Incident Commander is in charge of the Crisis Team. Each Team Leader also is in charge of the operations of the Team under his/her direction. The name in parentheses is the back-up leader in the event that the leader is unable to fulfill the task for any reason. (Names listed in parenthesis should be informed of actions taken).

### Crisis Team
- **Critical Incident Commander/Emergency Team Leader:** Kim Kirby (Renee Robison)
- **Information Officer:** Rosary Jones (Rhonda St. Columbia)
- **Facilities Team Leader:** Ricky Fletcher (Mary Nina Fischer)
- **Recovery Team Leader:** Jerry Baldridge (Lori Bailey)

### Emergency Team
- Kim Kirby
- Renee Robison
- Ricky Fletcher
- Jerry Baldridge
- (Keith Pinchback)
- (Deborah King)

### Information Team
- Rosary Jones (Rhonda St. Columbia)
- Kena Keaton
- Michelle Blasengame
- Jason Jaco (Lee Williams)
- Kim Kirby (Keith Pinchback)
- Jerry Baldridge

### Facilities Management Team
- Ricky Fletcher
- Mary Nina Fischer
- Polly Owens
- Rickey White
- Tim Crosby
- (Stan Sullivant)

### Incident Recovery Team
- Kelly Roberts
- Jerry Baldridge
- Naomi Borchert
- Thomas Moss
- (Gary Torelli)
- Patricia West
- (Deborah King)

Those names in parentheses should be informed about the incident, as should Chancellor’s Cabinet.
I. Command Post: Main Campus
   a. Primary
      1. Outside: D Building (maintenance)
      2. Inside: Administrative Suite
   b. Alternative
      1. Outside: Flag Plaza
      2. Inside: B-Wing Lobby

   Command Post Equipment: Main Campus
   a. All equipment located in D Building storage area.
   b. Barriers, barrier tape-VC Office
   c. Cellular telephones
   d. Campus and local telephone directory
   e. Copy of Emergency Plan

II. Command Post: War Memorial Training Center (WMTC)
   a. Primary
      1. Outside: WMTC Annex
      2. Inside: Administrative Office
   b. Alternative
      3. Outside: Exterior Kitchen
      4. Inside: C&TC Coordinator Office

   Command Post Equipment: WMTC
   a. All equipment located in WMTC Annex storage area.
   b. Barriers, barrier tape
   c. Portable hand-held radios
   d. Cellular telephones
   e. Campus and local telephone directory
   f. Copy of Emergency Plan

III. Command Post: Grand Prairie Center (GPC)
   a. Primary
      1. Outside: PC Marquee Sign
      2. Inside: GPC Business Office
   b. Alternative
      1. Outside: Flag Plaza (same as main building)
      2. Inside: Catering Kitchen

   Command Post Equipment: GPC
   a. All equipment located in D Building storage area.
   b. Barrier tape- located in the GPC Director office
   c. Cellular telephones
   d. Campus and local telephone directory
   e. GPC laptop computer
   f. Copy of Emergency Plan
PROCEDURES FOR CRISIS   STUTTGART CAMPUS

FOR ANY EMERGENCY, THE CONTACT ORDER FOR THE EMERGENCY TEAM IS AS FOLLOWS: (in this order, stopping when you reach someone)

1. Kim Kirby: ext. 1825 or (501) 516-7191
2. ShaRhonda Thomas: ext. 1814 or (870) 659-8638
3. Ricky Fletcher: ext. 1837 or (870) 830-9047
4. Tiffany Rogers: ext. 1801 or (870) 830-3953
5. Evening Contact: (501) 516-7191
6. WMTC Day: 870-672-2129
7. GPC Day: ext. 1896 or (870) 672-2501

AUTOMOBILE ACCIDENT- Responding employee becomes the temporary emergency leader until the emergency team leader is contacted.
If you are involved in or witness an automobile accident on campus, you should:
1. Assess the Accident. Is medical assistance needed? If so, call 8-911. (PCCUA may not be responsible for medical expenses).
2. Call Security. (870) 830-9047, an administrator, instructor, or other PCCUA staff member who will call an ambulance (8-911) and/or the local police department.
3. Complete and Submit the Required Reports:
The PCCUA employee on site should complete a PCCUA Accident Form and a University of Arkansas Motor Vehicle Accident Report (available on the Intranet) and submit both to the Campus Vice Chancellor who will provide copies to the Vice Chancellor for Student Services & Registrar and the Vice Chancellor for Finance & Administration. The reports should include date and time of the accident and names of the parties involved. If an employee is injured, contact the Personnel Office to complete a First Injury Report with Workman’s Compensation.

If driving a PCCUA vehicle... A copy of the PCCUA accident report and UA Accident Form should be in the glove box with insurance and vehicle registration information.
1. Call 911 and report the accident. Request medical assistance if necessary. If possible, contact Switchboard operator (ext. 1800).
2. Complete the PCCUA accident report form and UA accident form and return to Scott Post.
3. If injured, contact the Personnel Office to complete a First Injury report with Workman’s Compensation.
4. Campus Vice Chancellor will request a copy of the police report and submit to Vice Chancellor for Student Services & Registrar and the Vice Chancellor for Finance & Administration.

BOMB THREAT- Responding employee becomes the temporary emergency leader until the emergency team leader is contacted.
While the call is in progress: anyone receiving a telephone call that a bomb or other explosive device has been placed on campus should obtain as much information from the caller as possible. (See form on next page).
Anyone receiving a telephone call that a bomb or other explosive device has been placed on campus should obtain as much information as possible:

1. When is bomb going to explode? ___________________________
2. Where is it right now? _________________________________
3. What does it look like? ________________________________
4. What kind of bomb is it? ________________________________
5. What will cause it to explode? __________________________
6. Did you place the bomb? ________________________________
7. If so, why? _________________________________________
8. What is your address? _________________________________
9. What is your name? _________________________________

Exact wording of the threat: _______________________________________

Sex of caller: M or F: Race ___________; Age ___________; Length of Call ___________; Time ___________; Date ______________:

Threat Language:
_____ Well Spoken
_____ Incoherent
_____ Taped
_____ Foul
_____ Irrational

Background Sounds:
_____ Street noises
_____ Clear
_____ PA System
_____ Motor
_____ Animal noises
_____ Voices
_____ House noises
_____ Other ___________________

Caller’s Voice:
_____ Calm
_____ Distinct
_____ Angry
_____ Slurred
_____ Excited
_____ Familiar, who did it sound like? ___________
_____ Slow
_____ Rapid
_____ Laughter
_____ Soft
_____ Crying
_____ Loud
_____ Normal

Number at which the call was received

__________________________________________.

Campus: DeWitt
Helena-W. Helena
Stuttgart

Contact Reception Desk (1800) or Student Services (1805 or 1808) immediately:

Responding employee becomes the temporary emergency leader until the emergency team leader is contacted. That person will contact the Vice Chancellor at ext. 1825. After the assessment of the situation, a decision will be made whether or not to notify faculty/staff/students. Faculty will remain in control and stay with their class and if possible, take their roll book with them.

Evacuate the Campus: If the building has been identified, evacuation of that building will be first, then subsequent buildings will be evacuated. Contacts are listed on page 38. Everyone must leave the building immediately and remain at least 300 feet (football field) away from the building and remain off campus until notified by our message system.
Emergency team leader will:

Evacuate the Building:

Call 8-911 and report the threat. Call the switchboard, who will alert the emergency team leader.

1. Evacuate the building: pull the fire alarm and proceed as if a fire exists.
   a. Everyone must leave the building immediately and remain at least 300 feet (length of a football field) away from the building.
   b. Leave lights on.
   c. Leave doors unlocked but closed.
   d. Go out the nearest exit.
   e. Move at least 300 feet from the building.
   f. Do not return to the building until it is declared safe by authorities.
   g. If you think someone may still be inside, report that information to authorities.
   h. DO NOT try to re-enter the building to find someone.

2. Work with authorities to resolve the threat and return the campus to normal function.

Report Call Immediately To: campus Vice Chancellor at ext. 1825, who will call the local police department (8-911).

ACTIVE SHOOTER PROTOCOL-When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

If you hear shots or see weapons:

19. If you are outside and hear gunshots, immediately seek shelter in another building or escape to a safe area away from the sounds of the gunshots. Call 911 when you are in a safe location. Contact the switchboard.

20. Lock the doors; cover door windows if possible. Set your cell phone on vibrate or silent.

21. If you are present where a shooter is active:
   - Avoid: Leave the area immediately. If necessary, break windows or glass to get out of the area. Run in the opposite direction of the disturbance or shots, cover your head with books or other items for protection. DO NOT stop running until you are in a safe area. If police officers are in the area, listen and comply with all of their commands. Raise your hands or keep them in plain sight so you are not perceived as a threat to the police.
   - Deny: If you choose to stay in your room. Do not leave until instructed to do so by a police officer. LOCK YOUR DOOR! Stay away from and below any window. Position furniture or other items in front of the door. Turn off the lights and call 911.
   - Defend: If the first two options do not work, defend yourself and those around you. Utilize any objects available to you to distract or interrupt the actions of the shooter.

22. Stay low to the ground and away from windows and doors.

23. Remain in a safe location until you receive instructions from police.

24. As soon as possible, call 911

25. Give the police dispatcher as many details as possible about your location, the location of the individual with the weapon, or the location of the gunshots.
26. Include the number of persons involved, description of armed subject(s), weapons displayed, locations of victims, direction of travel, threats made, etc.

27. Remain calm!

WHEN LAW ENFORCEMENT ARRIVES:

- Drop items in your hands (bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming, or yelling

CIVIL DISTURBANCE - Responding employee becomes the temporary emergency leader until the emergency team leader is contacted.

A civil disturbance is any set of circumstances that, in the judgment of the administration would cause a disruption of normal college activities and would potentially jeopardize the safety of students, faculty or staff. Do not attempt to handle on your own a situation you feel could be dangerous. Emergency team leader will inform the emergency team of the incident via text message. After the assessment of the situation, a decision will be made whether or not to notify faculty/staff/students. **In case of injury, death or other serious accidents, a 911 call will be made by the first responding PCCUA employee with access to a telephone. Faculty will remain in control and stay with their class and if possible, take their roll book with them.**

Call the reception desk by dialing “0” or the Student Services Office (1805 or 1808).

Provide security with the following information:

- Nature of the incident
- Location of incident
- Description of person involved
- Description of property involved

The employee will contact the campus Vice Chancellor (1813) or the plant manager (1837). During evening hours, the evening security person should be contacted.
FIRE- Responding employee becomes the temporary emergency leader until the emergency team leader is contacted.

When a fire is discovered in any building on campus, take the following steps immediately.

1. **Call 911. Warn others:** Sound the fire alarm immediately. The fire alarm consists of pull alarm boxes.
2. **Call the Campus Switchboard:** Call the reception desk “0” and describe the problem and location. The Receptionist will immediately notify the vice chancellor (1813).
3. **Evacuate the Building:** When the alarm sounds, all persons will leave the building. Close doors as you exit.
4. **Stay clear:** Get at least 500 feet away from the building. Make sure that everyone in your area is out of the building. Notify the fire department of any students/employees missing.
5. **Stay in Safe Area:** No one will be allowed to go back into the building for any reason until the fire department officials declare the area safe.

Faculty and staff should be aware of location of fire alarms and fire extinguishers in their area. Faculty will remain in control and stay with their class and if possible, take their roll book with them.

INCLEMENT WEATHER

When the weather conditions are bad enough to warrant limited activities at PCCUA, students and employees will be advised by radio announcements, text messaging, the PCCUA phone system, E-mail, and website announcements. Only under emergency or threatening conditions will PCCUA be closed during normal operating hours. Emergency team leader will inform the emergency team of the incident via text message. After the assessment of the situation, a decision will be made whether or not to notify faculty/staff/students. Vice Chancellor for Instruction will be notified of the cancellation of classes.

FLOODING

In the event of a flood or potential flood the Physical Plant Director shall initiate the response plan. **NOTE:** If laboratory buildings are affected by a flood, the existence, location, and quantity of any water reactive chemicals needs to be determined. Water reactive chemicals react on contact with water and/or humid air. The chemical reaction could include the release of a gas that is either flammable or presents a toxic health hazard. The chemical reaction could also produce enough heat for the item to spontaneously combust or explode.)
NATURALLY OCCURRING FLOODS

1. The responding employee calls Physical Plant Director at 1837.
2. Physical Plant Director checks drainage around affected buildings to ensure it is functioning properly.
3. If necessary, supplies such as sand bags, flash lights, submersible pumps, hoses, and emergency generators will be used to prevent the flow of water into buildings.
4. Physical Plant Director obtains protective equipment.
5. If flooding occurs and water begins accumulating within the building, the Physical Plant Director will conduct a hazard assessment of flooded areas prior to entry by response personnel. The Director will assess the following hazards: health hazards (e.g., contaminated water either hazardous or bio-hazardous) and physical hazards (e.g., building design, existence of submerged office or lab furniture, energized water, rushing water).
6. If safe to do so, the Physical Plant Director will de-energize any electrical equipment and outlets in the affected areas. If flooding occurs, maintain all safe and reasonable efforts to protect the building.
7. If flooding occurs, The building manager or designated personnel shall move any equipment or supplies possible and relocate to a higher floor in the building;
8. Security will restrict access to the affected areas by appropriate means.

TORNADEOES

The campus is equipped with a weather radio and is within range of the city’s tornado warning system, as well as having access to weather services via the Internet. (See page 58 for designated safe locations).

In the event of an emergency, the Emergency Team Leader will notify members of the campus Emergency Team and the DeWitt and Helena-W. Helena campus contacts via text message as soon as it is possible to do so safely.

In a tornado warning, the following steps are to be taken by everyone in the building:

1. Move immediately to a safe location in an interior hallway or room. Avoid glassed areas.
2. Building floor plans are posted in each room indicating the closest safe location.
3. DO NOT attempt to leave the building as dangerous conditions may exist.
4. Remain in the safe location until notified that the danger has passed.

Faculty will remain in control of and stay with their classes and, if possible, keep their roll books with them upon leaving the classroom.
INJURY OR ILLNESS

1. Report the injury/illness (8-911) and to the front desk (ext. 0).
2. Contact the Campus Vice Chancellor immediately at ext. 1825, who will notify the involved person’s family.
3. Remain with the ill or injured person until the authorities take over.
4. Faculty and Staff should follow the universal precautions in handling body fluids as recommended by the Center for Disease Control and Prevention. Personal protective equipment should be used at all times.

PHYSICAL PLANT (BUILDING PROBLEMS)

Electrical/Light Fixture: Stop using electrical equipment immediately. Call Physical Plant Director at ext. 1837 or Reception Desk at ext. 0.

Plumbing Failure/Flooding: Call Physical Plant at ext. 1837 or Reception Desk at ext. 0.

Gas leaks: Stop all activities. Leave the building. Do not touch light switch or any electrical equipment. This can cause an explosion. Call the Physical Plant at ext. 1837 or Reception Desk at ext. 0.

Ventilation Problems: If smoke or foul odors come from the ventilation system, immediately notify Physical Plant at ext. 1837 or Reception Desk at ext. 0.

Weekend/Nights: Physical Plant emergency services can be reached by calling Evening Security at (870) 830-9067, Physical Plant at ext. 1837 or (870) 830-9047 or the Vice Chancellor at ext. 1825 or (870) 830-0896.

Floods Due to Building Systems

Floods due to building systems shall be handled as follows:

1. Physical Plant Director determines the cause of the flood.
2. If water is accumulating within the building, the Physical Plant Director conducts a hazard assessment of flooded areas prior to entry by response personnel. The Physical Plant Director will assess the following hazards: health hazards (e.g., contaminated water either hazardous or bio-hazardous) and physical hazards (e.g., building design, existence of submerged office or lab furniture, energized water, rushing water).
3. If necessary and safe to do so, the Physical Plant director will de-energize any electrical equipment and outlets in the affected areas.
4. The Physical Plant Director will take measures to stop the flow of water through the building (i.e. Shut off valves controlling the flow of water).
5. The Physical Plant Director and other building personnel shall move any equipment or supplies possible and relocate to an unaffected area of the building.
6. All personnel not involved in flood response may be evacuated by the Security.
7. Security shall restrict access to the affected areas by appropriate means.
Recovery for Floods Due to Natural Occurrences or Building System Failure

Recovery for floods due to natural occurrences or building system failures shall be handled as follows:

1. Physical Plant Director will determine if any building systems (e.g., fire alarm, fire suppression), building equipment (e.g., heating, ventilating and air conditioning equipment), or building materials have been affected and the extent of the damage.

2. If the water is not considered hazardous or bio-hazardous, Physical Plant Director will initiate water removal activities and contact for additional help.

3. Physical Plant Director will immediately contact remediation professionals if damaged building materials need to be removed or dried and disinfected or when the water is hazardous or bio-hazardous.

4. Physical Plant Director will contact outside contractors if any office or lab equipment needs to be tested.

5. Physical Plant Director will contact, coordinate, and manage outside contractors for installation of new building materials.

6. The affected areas shall be evaluated for safety hazards (e.g., open walls, building materials, tools left out in the area) or any health concerns (e.g., mold/fungal growth due to the flood or contaminated materials). Once those concerns have been addressed and resolved, Physical Plant Director will declare areas safe for re-occupancy.

Re-Occupancy
Physical Plant Director will be responsible for assessing areas affected by a flood for re-occupancy. The affected areas shall be declared ready for re-occupancy when the construction work is complete or near complete and no longer poses a hazard to the occupants. The area shall be assessed to ensure that all wall and floor openings are closed up, tools and equipment have been removed from the area, and building systems (e.g., ventilation, fire alarm, fire suppression) have been restored.

Infection Control
When there is a possibility that water from flooding is hazardous or bio-hazardous, a remediation contractor shall complete the entire clean-up. Contact Stan Sullivant immediately at extension 1274.

At-Risk Locations
The following have been identified as most vulnerable to flooding: exterior parking lots.
<table>
<thead>
<tr>
<th>Area</th>
<th>Primary Contact</th>
<th>Ext.</th>
<th>Home Number Cell Number</th>
<th>Alternate Contact</th>
<th>Ext.</th>
<th>Home Number Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Suite</td>
<td>Sharonda Thomas</td>
<td>1814</td>
<td>870-659-8638(C)</td>
<td>Michelle Blasengame</td>
<td>1816</td>
<td>870-674-7933(C)</td>
</tr>
<tr>
<td>Maintenance Building</td>
<td>Ricky Fletcher</td>
<td>1837</td>
<td>870-830-9047(C)</td>
<td>Tim Crosby</td>
<td>1837</td>
<td>870-830-3084(C)</td>
</tr>
<tr>
<td>Library</td>
<td>Jerrie Townsend</td>
<td>1819</td>
<td>870-673-4626(H)</td>
<td>Jamie Milliken</td>
<td>1819</td>
<td>870-946-6048(C)</td>
</tr>
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<td></td>
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<td></td>
<td>870-672-2796(C)</td>
<td></td>
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</tr>
<tr>
<td>Student Services</td>
<td>Cindy Aycock</td>
<td>1808</td>
<td>870-255-4640 (H)</td>
<td>Sylvia Boyd</td>
<td>1809</td>
<td>870-830-1752(C)</td>
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<td>870-509-0862 (C)</td>
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<td>Reception</td>
<td>Tiffany Rogers</td>
<td>1801</td>
<td>870-830-3953(C)</td>
<td>Valerie Colvin</td>
<td>1806</td>
<td>870-830-8239(C)</td>
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<td>Learning Center</td>
<td>Sonya Allen</td>
<td>1828</td>
<td>870-456-2005(C)</td>
<td>Rosary Jones</td>
<td>1826</td>
<td>870-673-8192(H)</td>
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<td>870-830-4697(C)</td>
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<td>War Memorial Training Center</td>
<td>Mary Ann Dierks</td>
<td>1852</td>
<td>870-673-6397(H)</td>
<td>Rickey White</td>
<td>1871</td>
<td>870-672-2129(C)</td>
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<td>870-659-1300(C)</td>
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<tr>
<td>Grand Prairie Center</td>
<td>Renee Robison</td>
<td>1896</td>
<td>(501) 680-1227</td>
<td>Mary Nina Fischer</td>
<td>1895</td>
<td>870-673-3379(H)</td>
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<td>870-672-2501(C)</td>
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<td>Assignment</td>
<td>Office</td>
<td>Day</td>
<td>Cell</td>
<td>Home</td>
<td>Office</td>
<td>Day</td>
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<td>VC DeWitt – C. Turner</td>
<td>1605</td>
<td>870</td>
<td>509-0496</td>
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<td>Security &amp; Maintenance – Ricky Fletcher</td>
<td>1837</td>
<td>870</td>
<td>830-9047</td>
<td>870-673-4263</td>
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<td>Patricia West</td>
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<td>Info Tech-Jerry Baldridge</td>
<td>1807</td>
<td>870</td>
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<td>VC Instruction – D. King</td>
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<td>Police-(Chief) Keith Connell</td>
<td>Dial 911 or 870-673-6631</td>
<td>n/a</td>
<td>Chief Connell</td>
<td>870-830-7483</td>
<td>n/a</td>
<td>870-673-1414</td>
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<tr>
<td>Sheriff-Allen Cheek</td>
<td>870-673-2121</td>
<td>870-830-5373</td>
<td>870-673-6909</td>
<td>870-673-2121</td>
<td>870-659-6841</td>
<td>870-673-6909</td>
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<td>Stuttgart City Planning Commission</td>
<td>City Hall</td>
<td>870-673-3535</td>
<td>n/a</td>
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<tr>
<td>Mayor J.W. Green</td>
<td>870-673-4566</td>
<td>870-673-4566</td>
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<td>FBI</td>
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<td>EPA (terror threat)</td>
<td>1-800-424-8802</td>
<td>n/a</td>
<td>n/a</td>
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<td>BOV – Bill Brandon</td>
<td>870-572-4427</td>
<td>870-572-4427</td>
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<tr>
<td>County Judge-Sonny Cox</td>
<td>870-673-3051</td>
<td>870-672-1924</td>
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<td>Grief/Mental Health Counseling</td>
<td>870-673-1633</td>
<td>n/a</td>
<td>n/a</td>
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<td>870-673-3511</td>
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<td>n/a</td>
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<td>Asst. to County Judge</td>
<td>n/a</td>
<td>870-672-1053</td>
<td>n/a</td>
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<td>Office of Emerg. Serv.</td>
<td>n/a</td>
<td>870-672-1121</td>
<td>n/a</td>
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<td>911 Coordinator</td>
<td>n/a</td>
<td>870-672-2317</td>
<td>n/a</td>
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<td>Entergy (for outages)</td>
<td>800-968-8243</td>
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<td>Energy</td>
<td>800-992-7552</td>
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# UA SYSTEM CONTACT INFORMATION

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<tr>
<th>Name</th>
<th>Office</th>
<th>Cell</th>
<th>E-mail</th>
</tr>
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<tbody>
<tr>
<td>Donald Bobbitt</td>
<td>501-686-2505</td>
<td>817-727-7120</td>
<td><a href="mailto:dbobbitt@uasys.edu">dbobbitt@uasys.edu</a></td>
</tr>
<tr>
<td>Ann Kemp</td>
<td>501-686-2921</td>
<td>501-519-2704</td>
<td><a href="mailto:pakemp@uasys.edu">pakemp@uasys.edu</a></td>
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<tr>
<td>Ben Beaumont</td>
<td>501-686-2951</td>
<td>501-454-2779</td>
<td><a href="mailto:bbeaumont@uasys.edu">bbeaumont@uasys.edu</a></td>
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<tr>
<td>Melissa Rust</td>
<td>501-686-2532</td>
<td>501-680-1334</td>
<td><a href="mailto:mrust@uasys.edu">mrust@uasys.edu</a></td>
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<tr>
<td>Michael Moore</td>
<td>501-686-2533</td>
<td>817-475-3510</td>
<td><a href="mailto:mmoore@uasys.edu">mmoore@uasys.edu</a></td>
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APPENDIXES

EQUAL OPPORTUNITY/AFFIRMITIVE ACTION
PCCUA provides equal educational and employment opportunity without regard to age, race, gender, national origin, disability, religion, marital or parental status, veteran status, genetic information or sexual orientation. We prohibit retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful practice.

MISSION STATEMENT
Phillips Community College of the University of Arkansas is a multi-campus, two-year college serving the communities of Eastern Arkansas. The college is committed to helping every student succeed. We provide high-quality, accessible educational opportunities and skills development to promote lifelong learning, and we engage in the lives of our students and our communities.

CORE VALUES
Phillips Community College respects the diversity of its student body and community. The college also recognizes the worth and potential of each student. Therefore, the college affirms the following beliefs and values:

Student Success
We are committed to the success of every student. We believe all students, given the right conditions, can learn. We believe those conditions include high expectations reflected in a rigorous curriculum and personal engagement evidenced by a faculty and staff who invest themselves in the lives of our students and our communities.

The Power of Education
We believe learning begins at birth and should last a lifetime. We believe in the power of education to transform lives and build strong, productive communities.

Diversity
We respect the inherent worth and dignity of every person.
Employee Data

Full-time Employees
DeWitt Campus: 31
Helena-W. Helena Campus: 130
Stuttgart Campus: 42
TOTAL 203 full-time employees

Student Data-
Previous Student Headcount-semesters at a glance:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Helena-W. Helena</th>
<th>Stuttgart</th>
<th>DeWitt</th>
<th>Total</th>
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<tr>
<td>Spring 14</td>
<td>720</td>
<td>416</td>
<td>305</td>
<td>1441</td>
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<td>Fall 15</td>
<td>737</td>
<td>394</td>
<td>531</td>
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</table>
Physical Plant
Building D

A Wing

Administration Building - A Wing
A109 Office
A110 Director of Continuing Ed/Evening Services
A111 Seminar Room
A115 Bookstore
A116 Business Office
Distance Learning Coordinator
Financial Aid
Registrar
Student Success
A138 Compressed Video Classroom
A137 Administration, Vice Chancellor
High School Relations
A140 Conference Room
A149 Library
A153 Compressed Video Classroom
A154 Office
A155 Faculty Office
A156 Faculty Office
A157 Faculty Office

Directions to War Memorial Training Center
- Travel north on Highway 166 South to 22nd Street (first stop light)
- Turn left (west)
- Travel west through two stop lights to the corner of 22nd and Columbus (past the bowling alley between the First Baptist Church and Trinity Assembly of God Church)
- Turn right (north) and try to get the equivalent of three blocks.
- War Memorial Training Center is at the corner of 20th and Columbus.

Classroom Building - B Wing
B100 Classroom
B101 Classroom
B103 Career Pathways
B104 Classroom
B105 The Learning Center
B106 Student Lounge
B107 Faculty Office
B108 Faculty Office
B109 Faculty Office
B110 Classroom
B111 Classroom
B112 I Can Learn Math Lab
B113 Classroom
B114 Faculty Office
B115 Faculty Office
B116 Adjunct Faculty Office
B117 Faculty Office
B123 Faculty Office

Science/Technical Building - C Wing
C101 Physical Science/Chemistry Lab
C104 Faculty Office
C105 Biology Lab
C107 Faculty Office
C110 Business Lab
C113 Faculty Office
C114 Faculty Office
C115 Office
C123 Office
C124 Office
C126 Nursing Lab
C127 Nursing Computer Lab
C128 Nursing Classroom
C129-A Office
C129-B Faculty Office

Stuttgart Campus
Stuttgart Campus-War Memorial Training Center
BOARD OF TRUSTEES
BEN HYNEMAN, CHAIR
STEPHEN BROUGHTON, MD
CHARLES “CLIFF” GIBSON, III
JOHN GOODSON
JIM VON GREMP
MORRIIL HARRIMAN
DAVID PRYOR
JANE ROGERS
REYNIE RUTLEDGE
MARK WALDRIP

UA PRESIDENT
DR. DONALD BOBBITT

ADMINISTRATIVE ASSISTANT
J. SMITH

CHANCELLOR
DR. KEITH PINCHBACK

BOARD OF VISITORS
WILLIAM H. BRANDON, CHAIR
RUTH DENSON
RICK DUFFIELD
JANE FERGUSON
GENA JENNINGS
TIMOTHY JOHNSON
EARNEST LARRY
LAVERNE MCGRUDER
WALTER L. MORRIS
BILL REED
EDDIE SCHIEFFLER
BETSY WRIGHT

VICE CHANCELLOR-FINANCE/ADMINISTRATION
S. SULLIVANT

VICE CHANCELLOR-INSTRUCTION-DR. D. KING

VICE CHANCELLOR-STUDENT SERVICES/REGISTRAR-S. POST

VICE CHANCELLOR-COLLEGE ADVANCEMENT/RESOURCE DEVELOPMENT-R. ST. COLUMBIA

VICE CHANCELLOR-DEWITT-C. TURNER

VICE CHANCELLOR-STUTTGART-K. KIRBY

TITLE III DIRECTOR-S. CARTER
null
The Office of Civil Defense has made a survey of PCCUA and has designated an area of safety for each building.

PHILLIPS COUNTY

Administration Building: Areas from 120B to 117A hall; Classrooms 120B-117A.

Library: Bottom floor of library.

Math & Science (C Building): All classroom areas in Learning Lab.

Gym: Lobby portion (close doors to gymnasium floor).

Adult Education: All inside offices; classroom away from windows.

Nursing: Lower part of Nursing Auditorium; all inside faculty offices and lab; entire hall area away from glass doors.

Technical & Industrial: the entire hall area away from glass doors; all inside offices.

Lily Peter Auditorium/Fine Arts Center: Entrance to auditorium and stairs; center of community room.

Bonner Student Center: Entire hall area away from glass.

ARKANSAS COUNTY

Rooms in the interior areas of each building are designated tornado shelter areas for DeWitt and Stuttgart campuses.
Evaluation
Proper evaluation and follow up is critical. It is important to evaluate how the situation was handled for future implications and future crisis situations.

a. Determine how/if the crisis situation could have been prevented.
b. Determine, if it happened again, what—if anything—would be done differently
c. Evaluate the strengths/weaknesses of plan; make changes if necessary
d. Evaluate the strengths/weaknesses of team members; make changes if necessary
e. Write summary of crisis, how it was handled and the evaluation results.