



# Frank Phillips College

## Emergency Response Manual

**NOTE:**    **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# TABLE OF CONTENTS

	Page
Emergency Phone Numbers	3
One Call	5
Code RED Protocol	6
Accident / Serious Injury / Illness	7
Bomb / Bomb Threat / Explosion	8
Bomb Threat Checklist	9
Mass Chemical Spill	10
Criminal Trespass	12
Death or Homicide	13
Emergency During Large Event	14
Emergency Use of College Due to Community Crisis	15
Fire / Evacuation	16
Suicide Intervention	17
Tornado Procedures	18
Tornado Evacuation and Refuge Areas	19
Unwanted Intruder: Building or Grounds (WEAPONS)	21
Wildfire Evacuation	23
Emergency Response Plan	24
Emergency Response Policy	28
Emergency Response Teams (for Buildings)	33
Emergency Response Key Resources	34
Emergency Response Team Leaders	35

**NOTE:**    **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# EMERGENCY PHONE NUMBERS

## For Frank Phillips College, Borger Campus

### 806-457-4200

Fire, Ambulance, Police, Sheriff's Office	911
Borger Campus Security	806-886-5047
Dr. Glendon Forgey (President)	806-457-4200 Ext. 717 Cell 903-880-8686
Shannon Carroll (Vice President of Academic Affairs)	806-457-4200 Ext. 732 Cell 806-683-8394
Jackie Brand (Vice President of Administrative Services)	806-457-4200 Ext. 715 Cell 806-679-9306
Regina Haney (Head of Security and Physical Plant)	806-457-4200 Ext. 780 Home 806-274-2587
Skyler Lanham (Director of Campus Safety/Emergency Response Coordinator)	806-457-4200 Ext. 780 Cell 806-517-5433
Tori Tripp (Director of Marketing and Communications)	806-457-4200 Ext. 724 Cell 435-313-6887

### Other Emergency Numbers

Golden Plains Community Hospital	806-273-1100
Poison Control Center	1-800-764-7661
Suicide Prevention (Panhandle Mental Health)	24 HR 1-800-692-4039 or 806-274-2297

#### DISCLAIMER

This Emergency Response Manual is a publication of Frank Phillips College and is to be used for informational purposes only. Information contained herein should be adapted and revised to meet individual building needs and the law. Home/cell numbers should **NOT** be given out to the public without prior approval. Numbers may change depending upon campus location and personnel changes. Please check to make sure that your phone list stays up-to-date.

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# EMERGENCY PHONE NUMBERS

## For Frank Phillips College, off-site campuses

### Dalhart, Rahl Campus

Christy Dovel  
(Provost of Dalhart Campus)

806-244-7669 Ext. 514  
Cell 806-268-0391

### Perryton, Allen Campus

Cassi Laxton  
(Provost of Perryton Campus)

806-648-1450 Ext. 169  
Cell (806) 228-0985

#### DISCLAIMER

This Emergency Response Manual is a publication of Frank Phillips College and is to be used for informational purposes only. Information contained herein should be adapted and revised to meet individual building needs and the law. Home/cell numbers should **NOT** be given out to the public without prior approval. Numbers may change depending upon campus location and personnel changes. Please check to make sure that your phone list stays up-to-date.

**NOTE:**    **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# One Call

One Call is a communication system that allows for certain employees of FPC to communicate essential information to employees and students. One Call will be used in the instance of inclement weather, natural disasters, or unwanted intruders that impact one or more campuses.

For those wishing to receive alerts, employees and students must opt in to the One Call system by responding to the initial text message by typing “alert”. This will ensure that all who respond receive the One Call messages sent by FPC employees.

There will be a very limited number of employees who will have access to send One Call messages, as this is a system designed only for the aforementioned instances.

## One Call Protocol

1. If it is an emergency, call 911 – One Call is not a replacement for 911
2. Notify security or campus dean or director
3. Security or campus provost or director informs a One Call contact:
  - **Jackie Brand: 806-457-4200 ext 715**
    - Cell 806-679-9306
  - **Morgan Shedd: 806-457-4200 ext 737**
    - Cell 806-440-6744
  - **Jason Price: 806-457-4287**
    - Cell 806-341-6163
  - **Michele Stevens: 806-457-4200 ext 707**
    - Cell 806-274-1465
  - **Krista Wilson: 806-457-4200 ext 742**
    - Cell 806-231-8513
4. The One Call contact will send an appropriate message to all students and employees
5. Follow appropriate steps listed in the Emergency Response Manual

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President’s Office 806-457-4200 ext. 715.

# CODE RED PROTOCOL

In response to the national crisis affecting every community including both public and private schools and colleges, Frank Phillips College is participating in the Code RED program for Hutchinson County. This communication portal will provide emergency communications for everyone serving and/or attending Frank Phillips College who voluntarily sign up for this emergency telephone calling system. The Code RED system can alert participants of immediate actions needed or concerns relating to the campus. All emergency communications for the college will be dispatched through the president's office in conjunction and coordination with the local Emergency Operations Center.

## **CODE RED PROTOCOL:**

- 1) Call the President's office at 806-457-4200 Ext. 715
- 2) President or his designee will decide nature of emergency
- 3) President or his designee will disseminate information (i.e., call 911, Campus Security, campus provosts or directors, etc.)

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# ACCIDENT / SERIOUS INJURY / ILLNESS

**DEFINITION:** Emergency in which one or more individuals are sick or injured, and the immediate concern is to aid the sick or injured.

## **STEPS OF ACTION:**

1. Call 911 or use a first-responder radio, if necessary.
2. Take universal precautions: use protective clothing such as surgical gloves found in first aid kits to protect yourself when providing aid.
3. Call the Building Director's office or Campus Provost or Director and the Vice President's office.
4. Stay with the sick or injured person.
5. Request appropriate assistance from trained persons.

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# BOMB, BOMB THREATS, & EXPLOSIONS

**DEFINITION:** An incendiary device present in the school building, or on the premises which may or may not have exploded, or the threat of such a device.

## STEPS OF ACTION:

1. If an explosion has occurred, the procedures for fire will be followed.
2. If a phone threat is made, obtain as much detail as possible. (Use check list on next page.)
3. Phone the President's Office 806-457-4200 Ext. 715 and report the bomb threat.
4. Sound fire alarm. (**Do Not** announce "Bomb Threat.")
5. Faculty evacuates building (**Do Not** allow students or FPC employees to take anything from the building, books, bags, etc.). Please bring roll book for that class with you.
6. Take students to an alternate site (follow the safe zone map unless adjacent to building with the threat)
7. Emergency officials will search building for bomb.

## ROLES:

<b>President or Designee</b>	<ul style="list-style-type: none"><li>• Phone 911</li><li>• Supervise Evacuation</li><li>• Assign staff to help emergency officials with search</li><li>• After search, release students and staff to return to building only after the "all clear" is given</li></ul>
<b>Faculty</b>	<ul style="list-style-type: none"><li>• Evacuate students</li><li>• Take roll</li><li>• Report missing students to the President or designee</li></ul>
<b>Other FPC Employees</b>	<ul style="list-style-type: none"><li>• Assist with evacuation</li><li>• Assist with supervision of students</li><li>• Report to command post to support as needed</li></ul>
<b>Dorm Directors</b>	<ul style="list-style-type: none"><li>• Return to your respective dorm, if possible</li><li>• Evacuate students</li></ul>

**NOTE:** **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.



# BOMB THREAT CHECKLIST

Exact Time of Call \_\_\_\_\_ Date \_\_\_\_\_

Exact Words of Caller \_\_\_\_\_

---

---

---

## Questions to ask:

- When is the bomb going to explode? \_\_\_\_\_
- Where is the bomb? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will cause it to explode? \_\_\_\_\_
- Did you place the bomb? \_\_\_\_\_
- Why? \_\_\_\_\_
- Where are you calling from? \_\_\_\_\_
- What is your address? \_\_\_\_\_
- What is your name? \_\_\_\_\_

## Callers Voice: (Circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

Is voice familiar, who did it sound like?

---

Were there any background noises?

---

Person receiving call:

---

Telephone number receiving call:

---

Caller ID Phone Number:

---

**Report the call immediately to the President's Office: 806-457-4200 Ext. 715. If at another campus, also inform the campus Provost or Director**

**NOTE:** **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# MASS CHEMICAL SPILL

**DEFINITION:** Chemical spill or release in or near school building or campus. Toxic fumes are identified as a potential problem. Evacuation procedures may be necessary.

## STEPS OF ACTION:

1. Report spill, if in the school, to the Building Director's office.
2. Office personnel will notify Physical Plant personnel or campus Provost or Director.
3. Note wind direction and other environmental factors such as rain.
4. Take appropriate steps as directed by Physical Plant personnel or campus Provost or Director. This may include evacuation or moving students inside in case of a chemical spill which gives off toxic fumes near the school.
5. Have a plan developed for evacuation of students to an alternate location cross-wind then upwind from spill location.
6. Notify the President's office of move.

## ROLE:

Building Director and/or designee	<ul style="list-style-type: none"><li>• Report emergency</li><li>• Supervise appropriate phone calls</li></ul>
-----------------------------------	--

---

Custodians and Security	<ul style="list-style-type: none"><li>• Assist Building Director's office with personnel</li></ul>
-------------------------	--

---

Faculty	<ul style="list-style-type: none"><li>• Supervise student evacuation when necessary</li><li>• Stay with students until otherwise instructed</li></ul>
---------	---

---

Dorm Directors	<ul style="list-style-type: none"><li>• Supervise student evacuation when necessary</li><li>• Stay with students until otherwise instructed</li></ul>
----------------	---

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# SHELTERING IN-PLACE FOR MASS CHEMICAL SPILL

**DEFINITION:** This is a precaution aimed to keep you safe while remaining indoors. This may include selecting a small, interior room, with no or few windows, and taking refuge there.

## **STEPS OF ACTION:**

1. Bring students inside.
2. Immediately turn radio to Local Emergency Broadcasting Station. **KQTY AM 1490, FM 106.7 or Cable channel 11.**
3. Close and lock all doors and windows to the outside. (Windows often seal better when they are locked.)
4. Turn off all heating and air conditioning systems.
5. Close as many internal doors as possible in your building.
6. Use plastic trash bags to cover and seal all exhaust vents to the outdoors, and bottom of doors.
7. Close the drapes, curtains or shades over windows to protect yourself against possible explosion from the outside. Stay away from external windows to prevent possible injury from flying glass.
8. If the vapors begin to bother you, hold a wet cloth over your nose and mouth.
9. Once the order for shelter-in-place has been issued, DO NOT leave your building until you have official notification that the DANGER has ceased and the “all clear” is given. The notification will come from the President’s office.

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President’s Office 806-457-4200 ext. 715.

# CRIMINAL TRESPASS

**DEFINITION:** Criminal trespass is the habitual presence of any person on school property who has no legitimate business at the school and may or may not have any students who attend FPC. This may apply to strangers who loiter or to known persons who are interfering with the operation of the school.

## STEPS OF ACTION:

1. Notify security or campus Provost or Director if such a person is noticed on school property.
2. Security or campus Provost or Director will advise the person that they must leave the school property.
3. If the person refuses to leave, the police will be called.
4. Any person having been previously advised that they may not be on school property is guilty of criminal trespass and may be charged.

## ROLES:

Security	<ul style="list-style-type: none"><li>• Ask the person to leave immediately.</li><li>• Make phone call to police dept.</li></ul>
----------	--

---

FPC Employee	<ul style="list-style-type: none"><li>• Notify security of person on the grounds.</li></ul>
--------------	---

---

Dorm Directors	<ul style="list-style-type: none"><li>• Notify security of person on the grounds</li></ul>
----------------	--

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# DEATH OR HOMICIDE

**DEFINITION:** Loss of life. Determine situational information:

- Who: FPC Staff, faculty, student, or other individual
- Where: On or off FPC property
- How: Accidental, intentional, or illness

**STEPS OF ACTION:** Answer to the above questions will determine what steps to take.

1. ON FPC property:
  - A. Summon emergency services (first-responder radio or 911).
  - B. Notify the FPC President's office.
  - C. Notify Security or the campus Provost or Director.
  - D. Isolate the area.
  - E. Don't touch anything in the area, if at all possible.
  - F. Move witnesses to a separate area and write down their names.
2. OFF FPC property:
  - A. Follow steps A-F as written above.
  - B. Provide support for those people involved.

## ROLES:

President's Office	<ul style="list-style-type: none"><li>• Get medical and health file.</li><li>• Determine contact for victim's family.</li><li>• Author informational letter to the victim's family including condolences, when appropriate.</li></ul>
Staff	<ul style="list-style-type: none"><li>• Notify appropriate personnel.</li><li>• Calm students and relocate to a safe area, if necessary.</li><li>• Isolate witnesses.</li><li>• Identify students in need of counseling and refer at the appropriate time.</li></ul>
Dorm Directors	<ul style="list-style-type: none"><li>• Notify appropriate personnel</li><li>• Calm students and relocate to a safe area, if necessary</li><li>• Isolate witnesses</li><li>• Identify students in need of counseling and refer at the appropriate time</li></ul>

**NOTE:** **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# EMERGENCY DURING A LARGE EVENT

**DEFINITION:** A meeting or program where large numbers of students and or other personnel are gathered in one place in the building.

Example: Music programs, athletic events, awards ceremonies, etc.

## STEPS OF ACTION:

1. Using the public address system or portable PA system, empty the building using these procedures:
  1. Point out emergency exits to the crowd.
  2. Stress the need to keep the exits open.
  3. Inform as to exit procedures.
2. Call 911, indicating the location; type of emergency; injuries, if any; number of people involved; and which entrances that the emergency workers should use.
3. Mark the access to the building for emergency vehicles.

## ROLES:

Building Representative:	<ul style="list-style-type: none"><li>• Notify emergency services.</li><li>• Supervise emergency procedures.</li><li>• Use Portable PA System or alternative communication system to alert others who might be in the building.</li></ul>
<hr/>	
Security	<ul style="list-style-type: none"><li>• Help with the evacuation of building.</li><li>• Mark the entrance for emergency vehicles.</li></ul>
<hr/>	

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# EMERGENCY USE OF COLLEGE DUE TO COMMUNITY CRISIS

**DEFINITION:** A community crisis occurs when conditions exist which may warrant a need for community evacuation shelters for families/persons in the emergency area. Example: Tornado, flooding, explosions, etc.

## STEPS OF ACTION:

1. Notify President's office.
2. Notify the Director of Physical Plant or campus Provost or Director.
3. Provide space as needed.
4. Notify students and staff of incident and any change in schedules.
5. Provide assistance to incoming people.

## ROLES:

President or Designee	•	Liaison with other school and emergency officials.
-----------------------	---	--

---

Custodians and Security	•	Traffic control.
-------------------------	---	------------------

---

Faculty	•	Continue with the possibility of adjusted schedules.
---------	---	--

---

Dorm Directors	•	Supervise students in the residence halls
----------------	---	---

**NOTE:**    **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# FIRE / EVACUATION

**DEFINITION:** A fire in the building or on the premises requiring evacuation of the building.

**SIGNALS:** Continuous ringing of the fire alarm or blowing of whistles.

**STEPS OF ACTION:**

1. 10 second blast of a whistle for each staff member that possesses one.
2. Use Portable PA System for further instructions to personnel/students if possible.
3. Phone 911 and/or use first-responder radio.
4. Report information to the Building Director's office or campus Provost or Director.
5. Close all windows and doors.
6. Instructors take class roster of students with you.
7. Evacuate building using established evacuation routes.
8. Evacuate to that building assembly point.
9. Move to an alternate building site in case of inclement weather.

**ROLES:**

Building Director and / or Designee	<ul style="list-style-type: none"><li>• Call 911</li><li>• Supervise evacuation.</li><li>• Assign roles as needed. (First Aid, Search, Communications, etc.)</li><li>• Deploy Search and Rescue teams for each missing person.</li><li>• After fire, release students &amp; staff to return to building or home.</li></ul>
--	--

---

Physical Plant	<ul style="list-style-type: none"><li>• Shut off utilities. (Electricity, gas, &amp; water)</li><li>• Check bathrooms and other spaces for other people.</li></ul>
----------------	--

---

Other FPC Employees	<ul style="list-style-type: none"><li>• Assist with evacuation.</li><li>• Assist with supervision of students.</li><li>• Report to Command Post to support as needed.</li></ul>
------------------------	---

---

Dorm Directors	<ul style="list-style-type: none"><li>• Reach respective dorm if possible</li><li>• Assist with evacuation</li><li>• Supervise students</li><li>• Report to Command Post once evacuation is complete</li></ul>
----------------	--

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.



# SUICIDE INTERVENTION

**DEFINITION:** If any employee has reason to believe, either through direct knowledge or through a report from someone, that a person is in danger of harming himself/herself, that employee must report the situation immediately according to the following procedure:

## STEPS OF ACTION:

If the student has threatened or has displayed a cluster of alarming warning signs, appears to have a plan or is in imminent danger and requires interventions, Vice President of Academic Affairs will be contacted immediately. If the student lives on campus, the Director of Housing should be contacted. The following procedures are to be followed:

1. **Do not leave the student alone!**
2. Confidentiality shall be maintained throughout these procedures unless the safety of the student is at stake.

## ROLES:

- Faculty
- **Do not leave the student alone!**
  - Call Vice President of Academic Affairs or campus Provost or Director along with campus counselor
  - Try to keep the student calm until the Vice President of Academic Affairs or campus Provost or Director arrives
  - Try to clear the room of any other students.
- 

- Provost or Director of Campus/Vice-President and/or campus counselor
- **Do not leave the student alone!**
  - Contact parent/guardian.
  - If the severity of the situation necessitates it, contact the local police department and the Texas Mental Health Association.
  - Try to keep the students calm until the police arrive.
- 

- Dorm Directors
- **Do not leave the student alone!**
  - Call Vice President of Academic Affairs or campus Dean or Director along with campus counselor
  - Try to keep the student calm until the Vice President of Academic Affairs or campus Provost or Director arrives
  - Try to clear the room of any other students.

**NOTE:** **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# TORNADO PROCEDURES

## DEFINITIONS:

*TORNADO WATCH* - Conditions are favorable for tornado or severe weather. Monitor and take action as needed.

*TORNADO WARNING* - A tornado has been spotted or indicated by radar. **Take shelter immediately!** Weather reports should be monitored continuously on Cable channel 11.

## SIGNALS:

1. Every effort will be made by the Safety Department and Security or campus Dean or director to notify all offices should a tornado approach via the Portable PA System. Use cell phones if unable to get through on regular lines.
2. Warnings to be sent as follows: the tornado siren on top of the library building. Also use of the Portable PA System will be utilized for further instructions. The sirens are operated by the Hutchinson County EOC.

## STEPS OF ACTION:

1. If a tornado warning is given, move away from the windows to an inside hall.
2. If time permits, move to a designated tornado safety area. Look at the Tornado Evacuation and Refuge Plan for your buildings refuge area.
3. If you cannot get to an inside hall or basement, take cover under the desks or tables. To protect yourself, lay face down, draw your knees up under you and cover the back of your head with your hands.
4. Faculty should try to keep their roll books with them at all time.

## ROLES:

Building Director or Designee	<ul style="list-style-type: none"><li>• Designate command post.</li><li>• Notify FPC President</li><li>• Supervise student body.</li><li>• Maintain contact with faculty and staff.</li><li>• Provide missing person list to the authorities.</li><li>• If needed, establish and deploy search teams.</li></ul>
Faculty	<ul style="list-style-type: none"><li>• Take roll call of students.</li><li>• Report to the President at the Command Post of any missing students.</li><li>• Supervise the student body.</li></ul>
Other FPC the Employees	<ul style="list-style-type: none"><li>• Report to the Command Post and be prepared to help with search for any missing students.</li></ul>
Dorm directors	<ul style="list-style-type: none"><li>• If you can reach the dorms <b>safely</b>, please do so. <b>DO NOT LEAVE YOUR LOCATION AFTER YOU HEAR THE TORNADO WARNING SIREN!</b></li><li>• Regardless of location, take shelter in an internal room with no windows.</li></ul>

**NOTE:** **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

- Take roll call of students if in dorm
- Supervise the student body.

### **ALL – CLEAR**

When an all-clear is issued, or a tornado watch or warning is canceled, an all-clear will be communicated to the college community by the EOC sirens and via Portable PA System.

## **TORNADO EVACUATION AND REFUGE AREAS**

*Procedure for each Building's Shelter*

### **Instructor:**

The Instructor on duty when the procedure plan is initiated will be responsible for following through on all aspects of the plan to ensure that the plan has been executed properly and efficiently.

### **Classroom Learning Complex:**

Persons located in the Classroom Learning Complex building, if sufficient time is available, should evacuate from the building out the back entrance to the downstairs boiler room. If not, then they should seek shelter under heavy furniture or desks in the building.

### **Dorms – Goins Hall and Stephens Hall and Tyler Street:**

Persons located in the dorms will seek shelter in the bathroom and showers located centrally in both buildings.

### **Library Building:**

Persons should seek shelter on the first floor in rooms, L-14, L-16, and L-18.

### **Trio/ARC:**

Persons located in Trio/ARC should seek shelter in Men's restroom.

### **Fine Arts Building:**

Persons located in the Fine Arts Building should seek shelter in the back of the Auditorium.

### **Vocational Agriculture:**

Persons located in the Vocational Agriculture building, if sufficient time is available, should exit the building and seek shelter in the Welding/Safety bathrooms or basement of Library. If not seek shelter in the men's and women's bathrooms.

### **Maintenance Barn:**

Persons in this building should get down behind the retaining wall in front of the men's dorm or proceed to the first floor of the Library building.

**NOTE:**    **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

**Agriculture Arena (Ag Barns):**

Persons located in the Agriculture Arena should seek shelter in the creek located by the barns.

**Plainsmen Gym:**

Seek shelter in rooms on the interior of the building away from all windows.

**Allen Campus (Perryton)**

Persons located in the Allen Campus, if sufficient time is available, should seek shelter in the storage closet and restrooms near the back entrance across from room 122a and 122b in the career and technical wing.

**Non-Borger campuses:**

Seek shelter in designated refuge areas. These areas should be on the interior of the building away from all windows.

**TORNADO EVACUATION AND REFUGE AREAS (cont.)**

*Procedure for each Building's Shelter*

**Borger Community Activity Center (BCAC):**

Persons located in the BCAC will evacuate the top floor of the building and move inside rooms located in the middle of the building.

**Welding/Safety Building**

Persons in this building should go to the inner offices or restrooms.

**Center for Access and Innovation:**

Persons located in the CA&I building should move to the inner offices (IT area), conference room (by the Directors office, not the conference center) or inner restroom area of the building.

**Note: Any time you cannot reach the designated areas seek shelter under heavy furniture or a desk.**

**NOTE:    DO NOT make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.**

# UNWANTED INTRUDER: BUILDING OR GROUNDS (WEAPONS)

**DEFINITION:** Criminal trespass is the habitual presence of any person on FPC property who has no legitimate business at the school and who may or may not attend FPC. This may apply to strangers who loiter, or to known persons who are interfering with the operations of the school.

The goal is to maintain calm and order and not disrupt the classroom any more than necessary. If faculty or staff notices anybody who looks like they do not belong in that area, they should inquire as to his/her business in the building. Contact FPC security or the campus Dean or Director if the individual should give you any problems. Law enforcement officers will be called when any person poses a threat to the safety of students, staff or faculty. If the intruder is in the classroom, a staff member should try to send a student to the office for help. If shots are fired, immediately evacuate the students to the safest position away from the intruder.

## STEPS OF ACTION:

1. Use first-responder radio or Call 911. Advise the Police Dispatcher if there is a weapon. Try to give a description of the person by describing their clothing, gender, race, etc.
2. Take students into protected classrooms, lock doors, if possible.
3. Check and make sure all of your students are with you.
4. Move students away from doors and glass.
5. Any faculty or staff who can see students outside will direct them to go to the nearest building. Students will remain there until an "all clear" signal is given.

## ROLES:

President or Designee	• Designate a command post. If necessary, assist with the evacuation of the students.
-----------------------	---

---

Executive Assistant	• Take "emergency student list" with you to the command post.
---------------------	---

---

Faculty and staff	• Stay with the students, provide first aid, take roll. Lock room and stay there until the administration or law enforcement unlocks the door or gives you the "all clear". • Provide first aid and assist with evacuation, if necessary.
-------------------	--

---

**NOTE:**    **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

Dorm Directors

- Reach respective dorm **only if safely possible to do so**
  - Stay with the students, provide first aid, take roll. Lock room and stay there until the administration or law enforcement unlocks the door or gives you the “all clear”.
  - Provide first aid and assist with evacuation, if necessary.
- 

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President’s Office 806-457-4200 ext. 715.

# WILDFIRE / EVACUATION

**DEFINITION:** A fire outside the building or on the premises requiring evacuation of the building.

**SIGNALS:** Five (5) intermittent whistle blasts.

**STEPS OF ACTION:**

1. 5 intermittent blasts of the whistle(s).
2. Use Portable PA System for further instructions to personnel/students.
3. Use first-responder radio or Phone 911.
4. Report information to the Building Director's office or campus Provost or Director.
5. Instructors take class roster of students with you, **DO NOT** allow students to leave on their own.
6. Evacuate building using exits furthest from fire.
7. Move to an alternate building site furthest from fire as instructed.
8. Employees with appropriate credentials prepare busses for evacuation of students and faculty to offsite location.

**ROLES:**

Building Director or Designee	<ul style="list-style-type: none"><li>• Use first-responder radio or Call 911</li><li>• Supervise evacuation.</li><li>• Assign roles as needed. (First Aid, Search, Communications, etc.)</li><li>• Deploy Search and Rescue teams for each missing person.</li><li>• After fire, release students &amp; staff to return to building or home.</li></ul>
-------------------------------	---

---

Physical Plant	<ul style="list-style-type: none"><li>• Shut off utilities. (Electricity, gas, &amp; water)</li><li>• Check bathrooms and other spaces for other people.</li></ul>
----------------	--

---

Other FPC Employees Including Dorm Directors	<ul style="list-style-type: none"><li>• Assist with evacuation.</li><li>• Assist with supervision of students.</li><li>• Report to Command Post to support as needed.</li><li>• Assist evacuation of students to offsite location</li></ul>
--	---

---

**NOTE:** **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# EMERGENCY RESPONSE PLAN

## STATEMENT OF PURPOSE:

This Emergency Management Plan has been developed at the direction of the President of Frank Phillips College. The plan will guide and assist faculty and staff members of the FPC campuses in responding in an organized and effective manner when crises or emergencies occur.

## DEFINITION OF A CRISIS:

A crisis is an event or series of events that impact the operation of this college and a well-being of this college community, necessitating an organized set of responses to preserve life and health, ensure safety, minimize property damage, and to meet the informational and other human needs of the general community.

An emergency may occur during college class time, and involve the physical plant, or occur off college property and outside of college class time. Events as destructive as a tornado or bomb, as commonplace and tragic as a fatal automobile accident, or as private and frightening as a despondent student contemplating suicide, are all crises, and each calls for a differing level and intensity of response. As a general rule, the degree of response should be limited to the level required to adequately resolve the problem.

**Nothing in this plan should be construed as a substitution for the obligation to dial 911 for assistance when the situation demands it.**

## RESPONSILITIES:

**The President of Frank Phillips College has the overall responsibility for:**

- Establishing and implementing the Crisis Management Program.
- Prescribing the training required for faculty and staff members, and for members of Emergency Intervention Teams.

**The Safety Department Leader is responsible for:**

- Preparing, maintaining and updating the Emergency Response Manual.
- Assisting the president in training and building Emergency Intervention Teams, and faculty and staff members when requested.
- Assisting the president in assessing the extent of crises, determining the nature of response required, and providing skilled professional assistance and direct intervention when requested.
- Coordinating crisis response evaluations with the president following the resolution of crises; evaluation recommendations for amendments to the Emergency Response Manual; making and distributing amendments when necessary.

**NOTE:    DO NOT make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.**



## EMERGENCY RESPONSE PLAN (cont.)

- Maintaining and publishing a list of resources within the community, or state-wide, as necessary, which may be called upon to provide assistance in an emergency; coordinating the mobilization of those resources when required.

### **Building Crisis Intervention Team Leaders are responsible for:**

- Maintaining the building's master copy of the Crisis Management Plan, preparing and distributing supplementary material, and updating the plan when required.
- Training or assisting in training other faculty and staff members in crisis intervention techniques under the direction of the president.
- Assisting the president in assessing the nature of crises and determine the appropriate level of response.
- Assembling the Team members upon activation of the Crisis Intervention Teams.
- Directing the activities of the Crisis Intervention Team in providing the services required to respond to the crisis.
- Calling for assistance from the president for community resources when appropriate.
- Keeping the president informed of the services being provided, activities in progress, and additional needs.
- Advising the president when the crisis has been resolved.
- Coordinating the evaluation of actions taken and results attained following the resolution of the crisis.

### **Faculty and Staff Members of FPC (including Dorm Directors) are responsible for:**

- Familiarizing them with the Crisis Management Plan.
- Knowing the name of, and how to contact, the Building Crisis Team Leader.
- Recognize crisis situations and take immediate actions to:
- Notify the president and the Building Crisis Intervention Team Leader when the potential for a crisis is apparent or a crisis has occurred.
- Dial 911 when the situation demands it.
- Protect lives and property, prevent injury and alleviate pain.

## COMMUNITY RESOURCES

Frank Phillips College has access to many resources within the community and across the state that offer assistance in dealing with crises. These resources range from the emergency teams, police, and fire department and emergency medical services—that respond rapidly to a call to 911, to mental health counseling centers and poison control

**NOTE:**    **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# EMERGENCY RESPONSE PLAN (cont.)

centers. They include chaplains and ministers, the American Red Cross, the County Health Department and the National Guard.

## CRISIS INTERVENTION TEAMS

The Crisis Intervention Teams are the college's main line of defense against the adverse effects of a crisis. Staffed by trained professionals, the teams can take control of the situation, freeing the President or Designee to assess the extent of the crisis and to make vital decisions. The teams relieve teachers and staff members from the responsibility of dealing with problems they may never have faced before or which may be beyond their ability to solve.

**Mission:** The Mission of the Emergency Response Teams is to be prepared to react promptly to threatened or actual emergency by putting highly trained professionals on the scene to assess the extent of the problem, take immediate action to protect lives, health and property and to establish communication with Frank Phillips College administration. Secondary missions include training of faculty, staff members and students in the implementation of the Emergency Response Plan, and providing long term service to assist in countering the ill-effects of an emergency.

Building Emergency Response Teams are appointed by the President. The size and composition of the team will depend upon the size population of the building.

A member of the maintenance staff of each building should be designated as an auxiliary member of the Emergency Response Team, to advise and assist the team when an emergency involves the physical plant.

The President may prescribe additional training subjects and standards for team members, including by not limited to First Aide, CPR, One Call and use of handheld radios.

## FACULTY AND STAFF TRAINING:

Faculty and staff members will receive instruction on the Emergency Response Manual (ERM) and in-service training on crisis procedures. The training will include, at a minimum:

- The purpose and contents of the ERM
- The role of the Emergency Response Team
- Responsibilities of faculty and staff members in crisis management
- The emergency procedures outlined in the basic ERM and in the supplementary material relating to their school or business.
- Testing and use of handheld radios.

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

## EMERGENCY RESPONSE PLAN (cont.)

In addition, will receive training in dealing with students at risk: recognizing the warning signs of depression or substance dependency, and steps to take to secure help for affected students.

All faculty and staff members will be aware of:

- The name and telephone numbers of their Building Emergency Response Team Leader.
- The location of Emergency Response Manual and supplementary material, and the list of community resources.
- The location of first aid stations in their building.
- The location of handheld radios in various offices throughout the campus.

The President may prescribe additional training subjects and standards for faculty and staff.

### **INSTRUCTOR RESPONSE TO CRISES:**

If the Emergency Response Teams are the main line of defense against the adverse effects of a crisis, then the first line of defense must surely be the instructor. It is the instructor who must be able to recognize the signs of an impending emergency in the classroom, and to avert the crisis if at all possible. The instructor must be alert to individual problems- -the depressed student, the disruptive student- - and seek help for those individuals before their behavior can influence the entire classroom and precipitate a crisis.

If a crisis occurs, the instructor must notify the President's office and the Emergency Response Team, but pending their arrival on the scene, it is the instructor who must deal with the situation, administer first-aid if required, maintain control over the students, and protect lives and property.

The instructor's role in the aftermath of an emergency is equally important, and frequently more taxing. The instructor not only faces the practical aspects of dealing in the classroom with the physical effects of the crisis, but also must understand and cope with student reactions. Natural disasters and tragedies such as suicide or accidental death: all generate long-term as well as immediate emotional responses from students. Although state and community resources may be mobilized to deal with the psychological impact of crises, the instructor must address on-going student needs during the regular class day.

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# EMERGENCY RESPONSE POLICY

## PHILOSOPHY OF EMERGENCY RESPONSE

When a crisis occurs, all segments of the college community may be affected: students, staff members, and patrons. Frank Phillips College is concerned about the welfare of people during crisis situations. When these situations occur, the college will initiate necessary actions to assure that needs are responded to with compassion and respect.

Any response to a crisis requires underlying concerns about people and is facilitated by the development of knowledgeable and supportive teams of individuals in the college who can become mobilized in crisis situations. An effective response to a crisis will assist in dealing with loss with minimal disruption to the educational process by providing a planned approach. The crisis response will be guided by effective and efficient leadership of crisis teams, which will become viable resources to the college and community in a variety of situations.

**Pre-crisis Measures:** Being prepared to deal with a crisis at the college requires that numerous measures be implemented well in advance of an emergency. These include the following:

- A. Ensure that the building is safe. The faculty and staff must always be committed to the elimination of unsafe or hazardous conditions on campus property.
- B. Selection and Organization of Building Emergency Response Teams. The Building Director will appoint a building crisis response team for their building. The Building Director will determine the number of members on their team. All team members will be apprised of team member names.
- C. Team Training. Each team must be trained and individuals must be aware of their roles in a crisis event. In addition, the training should include simulation activities, and this training should be updated as needed. Team members will be trained for multiple roles.
- D. Development of Written Procedures. Effective crisis engagement requires written procedures. Any changes in these procedures must be incorporated in writing and distributed to all members  
*\*Disclaimer Statement*—During an emergency it may not be possible to refer to the Emergency Response Manual because our efforts need to focus on the safety of the students and the FPC employees. Every effort will be made to acquaint the FPC employees with the current revision of the Frank Phillips Emergency Response Manual.
- E. Identification of CPR (Cardiac Pulmonary Resuscitation) Trained Employees. In some crisis situations, it will be necessary to provide CPR. Team members should be surveyed to determine those with CPR training. Their name should be made known to all FPC employees.

**NOTE:** **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# EMERGENCY RESPONSE POLICY (cont.)

**Building Crisis Response Team Roles/Responsibilities:** Each building on the campus is required to establish a building Crisis Response Team. The President will determine the number of members who will serve on the team. Recommended positions include a Team Leader (which may also be the Building Director), a Traffic Manager(s), a communications Manager, and a Dismissal Manager. Based on the needs of the building, the president will determine which positions are needed. Suggested roles/responsibilities of the team members are as follows:

## **Building Emergency Response Teams Roles/Responsibilities Continued**

- A. Team Leader or Campus Provost or Director
  1. Designates alternative team members.
  2. Activates Building Emergency Response Team.
  3. Schedules and facilitates Building Emergency Response Team Meetings.
  4. Assigns team member locations and duties.
  5. Assigns personnel to crisis rooms as needed.
  6. Coordinates entire team throughout the crisis.
  7. Reports to the Building Director.
  
- B. Traffic Manager(s)
  1. Secures entrances/exits with assigned personnel.
  2. Monitors traffic flow throughout the building(s)
    - a. Student Traffic
      - i. Assigns Door Monitors
      - ii. Checks IDs of students entering buildings.
      - iii. Monitors number of students attending crisis room sessions and/or reassigns as necessary.
      - iv. Alerts Team Leader if more or less crisis rooms are available personnel are required.
    - b. Adult Traffic
      - i. Has a minimum of two (2) guides posted at main entrance to regulate traffic control to parent's waiting area, media holding area, etc.
      - ii. Assigns and coordinates escorts for parents and outside adults.
  
- C. Communication Manager
  1. Information Officer for faculty, staff and students.
    - a. Responsible for assisting Team Leader in preparing memos regarding crisis situation that are sent to staff.
    - b. Responsible for seeing that all written communications have approval of the president before distribution.

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

## EMERGENCY RESPONSE POLICY (cont.)

2. Serves as Information Officer for Building Emergency Response Team.
  - a. Gathers information concerning funeral arrangements, family requests and concerns.
  - b. Responsible for assisting the Team Leader to assure that the building is empty.
  - c. Helps identify all person involved in a crisis situation including verification of direct involvement, or peripheral involvement.

### D. Dismissal Manager

1. Responsible for assisting the Team Leader in relaying dismissal announcements to every classroom.
2. Responsible for assisting the Team Leader to assure that the building is empty.
3. Responsible for the record keeping related to faculty, staff and/or student dismissal.

### **Campus Emergency Team Roles/Responsibilities**

The Frank Phillips College Borger Campus is required to establish a Campus Emergency Response Team. All Branch Campus Emergency Response Teams will report to the Borger Campus Emergency Response Team. The President will determine the number of administrators to serve on the team. Each team will consist of a Team leader, a Campus Liaison to the Building Communications Manager, and a Campus Liaison to the Building Team Leader. The roles/responsibilities of the team members are as follows:

#### A. Team Leader

1. Mobilizes the Campus Emergency Response Team meetings.
2. Schedules and facilitates Campus Emergency Response Team Meetings.
3. Assigns team members' locations and duties.
4. Coordinates entire campus team throughout the crisis.

#### B. Campus Liaison to the Building Communications Manager

Responsible for working with the Building Communications Manager and assisting them with their duties.

#### C. Campus Liaison to the Building Team Leader

Responsible for working with the Building Team Leader and assisting them with their duties.

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

# EMERGENCY RESPONSE POLICY (cont.)

## General Campus Procedures

### A. Notification

Any person who learns of a crisis that they think may affect the college community should report such knowledge to the Building Director or Designee or campus Dean or Director. The Building Director or designee will notify the President's office and then mobilize the Building Emergency Response Team, who will meet immediately to decide when to begin the plan. During a crisis, the students, faculty and staff should continue their regular routines *as much as possible*.

### B. Working With Emergency Services

If any emergency service is needed (police, fire, ambulance, sheriff, etc.) tell the emergency service dispatcher specifically where to report (that location where the Team Leader can be found). Remain there until help arrives. If it is necessary to send anyone to the hospital by ambulance, send a team member along to serve as a liaison between the hospital and Frank Phillips College.

### C. Media Procedures

Prompt and accurate information must be provided to the media. Isolated quotes from individuals are usually incomplete or misleading and therefore, **MUST BE AVOIDED**. After calling emergency services and following safety procedures for your building, it is imperative that employees **IMMEDIATELY** relay factual information regarding any emergency or disaster to the Building Director or designee or the Building Communication Manager. The Building Communications Manager will communicate the factual information to the Campus Liaison who will, in turn relay the information to the Campus Emergency Response Team Leader. The Campus Emergency Response Team Leader will then handle the release of information to the media.

### D. Support Room

Throughout the day of the crisis, students who are particularly upset or affected will be given the opportunity to receive support from appropriate faculty and volunteers such as, counselor ministers, etc.

### E. Evacuation

Once the evacuation order from the president or his designee has been received by the Building Director, the Building Director will:

1. Relay evacuation instructions to every classroom in their building that is affected, by the most rapid and efficient means.
2. Designated personnel will inspect the entire structure once evacuation is completed to assure the building is empty and precautions dictated by the fire plan or other specific disaster plans are taken.

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

## EMERGENCY RESPONSE POLICY (cont.)

3. The Campus Emergency Response Team Leader may request assistance from Administration, EOC and/or the Sheriff's Dept. to assure that students disperse from the building to minimize hazards and reduce congestion.
4. In the event that there are children on the campus, such as Kids College, a children's day care center, etc., these children will be released to their **PARENTS OR GUARDIANS ONLY!** They are not to just leave by themselves or anyone else. Children may be moved to an alternative building to provide them protection and shelter, until the parents can be notified of our situation and then pick up their child.

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.





# Emergency Management Key Resources

For further information regarding Emergency Management, please go to the following websites for assistance in helping our staff and students.

## Centers for Disease Control and Prevention:

<https://www.cdc.gov/niosh/topics/emres/business.html>

## Federal Emergency Management Agency:

<https://www.fema.gov/>

## Ready (Department of Homeland Security):

<https://www.ready.gov/>

## School Safety:

<http://www.ed.gov/school-safety>

## Tips for Helping Students Recovering From Traumatic Events:

<http://www.ed.gov/parents/academic/help/recovering/index.html>

**NOTE:**     **DO NOT** make comments to the press/media, refer all press/media to the President's Office 806-457-4200 ext. 715.

## **Emergency Response Team Leaders**

### **Crisis/Emergency Committee**

Skyler Lanham	Chair
Jason Emory	Center for A&I
Deby Judd	Tyler Street
Jackie Brand	Library Building
Jen Cobos	TRiO/ARC Building
Todd Devers	Welding Building
Chad Brown	Baseball
Cesar Romero	Softball
Regina Haney	Maintenance
	Building/Plainsmen Gym
Mary Minchew	Agricultural Sciences Building and Genetics Facility
	Allen Campus (Perryton)
Cassi Laxton	BCAC
Deby Judd	Library Building/IT manager
Morgan Shedd	Goins Residence Hall
Deana Moon	Rodeo
Kaylee Gregg	Fine Arts Building/Cafeteria
Jerry Odle	Stephens Residence Hall
Brandon Rielly	Nursing/CLC building
Laura Sargent	CLC Building
Michele Stevens	Rahll Campus (Dalhart)
Christy Dovel	Library/Student Central
Krista Wilson	

**NOTE:**    **DO NOT** make comments to the press/media, refer all press/media to the  
President's Office 806-457-4200 ext. 715.