



SPRING HILL COLLEGE

Emergency Management Plan
(EMP)
Updated 2025

4000 Dauphin Street
Mobile, Alabama 36608
251-380-4000
www.shc.edu

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Purpose

The Emergency Management Plan establishes the policies, procedures and organizational structure for responding to emergencies that significantly disrupt all or parts of the College's operations. The Plan outlines the roles and responsibilities of College departments, units, and personnel during emergency situations. The basic emergency procedures are designed to protect life and property through the effective use of College and community resources. Because emergencies may occur suddenly and without warning, these procedures are written to be flexible and scalable, allowing the College to adapt to a wide range of incident types and magnitudes. This Plan addresses several specific emergency scenarios on an individual basis, providing guidance for stabilizing, responding to, and recovering from each incident type. It includes concise emergency instructions and references for individuals designated to manage College resources during critical events.

Scope

This plan outlines the preparation, response, and recovery of College personnel and resources during emergency situations. It provides a comprehensive administrative framework to protect life, safety, and property on this campus. The plan is aligned with doctrines and methods of the National Incident Management System (NIMS), including the Incident Command System (ICS), the National Response Framework (NRF), and the most recent edition of FEMA's Comprehensive Preparedness Guide 101 (CPG 101 v3.1). The Plan incorporates NIMS components of Command and Coordination, Resource Management, and Communications and Information Management. The College cooperates fully with federal, state, regional, and local emergency management agencies, support organizations, and community partners in the development and execution of emergency response operations. Nothing in this Plan is intended to limit the use of sound judgment or common sense in circumstances not explicitly addressed herein.

Plan Applicability

The policies and procedures in this plan apply to all administrator, faculty and staff whose position or duties are explicitly or implicitly referenced in this Plan. Campus emergency operations will be conducted within the framework of the policies and procedures of the federal National Incident Management System (NIMS), the federal National Response Framework (NRF), and all applicable local, state, county, and federal laws, ordinances, and regulations.

Plan Implementation

When an emergency reaches a level that cannot be managed through routine operational procedures, the College President or their designee may declare a Campus State of Emergency and direct action of this Plan by a designated Incident Manager (IM) or in the absence of an IM, the pre-designated acting IM will manage incident operations. If a formal declaration of a Campus State of Emergency is not deemed necessary, the IM may activate portions of the Emergency Management Plan as needed to control or contain the incident. This may or may not include activation of the Emergency Management Plan.

Plan Procedural Flexibility

Emergencies can develop rapidly and with little or no warning; therefore, this Plan must remain flexible so the College can adapt to changing conditions. While most campus incidents can be managed through routine procedures and existing College resources, certain situations may require coordination with multiple campus departments, outside agencies, and community partners. Effective collaboration across these groups is essential for ensuring a timely and well organized response.

As a significant incident unfolds, the Incident Commander should carefully assess whether College resources and capabilities are sufficient to manage the situation. If it appears that the incident may exceed the College's capacity, the Incident Commander will inform the College President so that requests for additional support from local, county, or state authorities can be made promptly and appropriately.

Exceptions to Plan Policies and Procedures

Exceptions to plan policies and procedures may only be implemented after the specific written approval from the College President, or their designee, is obtained.

Plan Changes and Recommendations

Requests for procedural changes or recommendations related to this Emergency Operations Plan (EMP) must be submitted in writing to the Director of Public Safety for review and preliminary approval. The Director will evaluate all proposed changes for consistency with applicable federal, state, and local emergency management standards, including NIMS requirements and Clery Act compliance.

Following review, recommended changes will be forwarded to the College Presidential Cabinet for consideration and final approval. Once approved, the Director of Public Safety will ensure that all revisions are documented, dated, and distributed to all plan holders and relevant campus departments.

Primary Authority of Emergency Management Plan

The Emergency Management Plan (EMP) serves as the primary guiding document for College administrators, faculty, staff, and students during any emergency or disaster occurring on or near campus.

The College recognizes that certain functional or geographic areas may maintain additional procedures, such as the Standard Operating Procedures (SOPs), checklists, Field Operations Guides, and similar operational guidelines that provide initial response direction. These supplementary materials remain valid and in effect provided they do not conflict with the provisions of this EMP. When conflict arises, the EMP takes precedence.

Plan Conflicts

This EMP supersedes all previously developed administrative policies and procedures that address campus emergency operations. Conflicts with existing plans, including College Standard Operating Procedures and similar directives, shall be reconciled with this Plan or shall be immediately brought first to the attention of the Incident Commander or designee as soon as possible for resolution.

Plan Mission

The College will respond to emergency situations in a safe, effective, and timely manner. College personnel and equipment will be utilized to accomplish the following priorities:

1. Protection of Human Life
2. Support of Health, Safety, and Basic Care Services
3. Protection of College Assets
4. Maintenance of Essential College Services
5. Assessment of Damages
6. Restoration of General Campus Operations

Plan Assumptions

General Assumptions

The College EMP can provide a realistic approach to the problems likely to be encountered on campus during a critical incident, crisis, or disaster. Therefore, the following general assumptions can be made:

Unpredictable Nature of Emergencies

A critical incident, crisis, or disaster may occur at any time of the day or night, on weekends or holidays, and with little or no warning. All emergencies are unique occurrences.

Impact on Campus Community

Emergencies can result in injuries, loss of life, and temporary displacement of members of the College community. Students living on campus may continue to require essential services such as food, water, shelter, medical support, guidance, and security. Individuals with specific needs including children, persons with disabilities, and those with limited English proficiency may require additional assistance during an emergency.

Flexible Incident Planning

Because incidents can unfold in unpredictable ways, this Emergency Management Plan (EMP) is intended to serve as a guiding framework rather than a rigid script. Procedures may need to be adjusted in real time to address evolving conditions, reduce harm, protect property, and support effective recovery.

Delays in External Assistance

A major emergency or disaster may impact not only the College but also the surrounding community. As a result, city, county, state, and federal emergency services may be delayed or temporarily unavailable. Critical lifeline utilities including water, electricity, natural gas, telephone service, radio systems, cellular networks, and information systems may experience disruption. Transportation routes such as major roads, bridges, overpasses, and local streets may also be damaged. Travel off campus may be unsafe or impossible, and individuals may become stranded at the College. Normal suppliers may be unable to deliver essential materials or services. Under these conditions, delays in receiving off-campus emergency assistance should be expected for 48 to 72 hours.

Media Coordination Requirements

Any incident likely to attract media attention must be reported immediately to the President and the Communications Department. During non-business hours, such incidents must be reported to the SHC Department of Public Safety (DPS). DPS personnel will make all additional notifications in accordance with established procedures. Timely and accurate assessment and communication of information are essential to prevent the spread of rumors, misinformation, panic, or confusion.

Sustainable Operational Requirements

During any incident which is perceived to require operations for longer than twenty-four hours, at the discretion of the College President, impacted personnel shall be assigned to 12 hour shifts with cancellation of vacations, holidays, or regular time off from work shift assignments, as appropriate.

Incident Documentation

Each department, section, building, or functional manager or supervisor is responsible for documenting all activities and expenditures related to their emergency response activities. All response entities must retain records using formats aligned with federal ICS documentation standards. These records support the following objectives:

- Assess the incident and evaluate the effectiveness of the response
- Identify strengths and areas for improvement in campus preparedness
- Verify emergency-related costs and support expense recovery
- Assist post-incident recovery, including potential litigation

All documents including status sheets, daily logs, financial records, and photographs must be maintained throughout the incident. The Finance and Operations Administrator will request all necessary documentation, including post-incident reports.

Types of Emergencies

Hurricane Preparedness
Pandemic/Infectious Disease Outbreak
Severe Thunderstorm / Tornado
Fire/Explosions
Hazardous Materials (Chemical, Biological, Radiological) Incidents
Bomb Threat/Suspicious Package
Medical Emergencies
Violent or Criminal Behavior

Hostage/Barricaded Subject
Peaceful Demonstrations
Non-Violent but Disruptive Demonstrations
Violent/ Dangerous Demonstrations or Riots
Active Shooter/Armed Aggressor
Psychological or Behavioral Health Crisis
Utility Failure
Elevator Malfunction
Extreme Cold/Freezing Weather

Response Protocol

The College follows the National Incident Management System (NIMS), a standardized, all-hazards approach to incident management. NIMS provides a modular organizational structure, common terminology, and standardized procedures for facilities, equipment, personnel,

and communications. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. Using NIMS enables the College to coordinate effectively with local, state, and federal partners during incidents.

Typical incidents managed under NIMS include: fires/HAZMAT/multi-casualty incidents; multi-jurisdiction disasters (natural or manmade); search and rescue; major transportation accidents, and large planned events.

Initial Incident Response

The first individual on scene, whether Campus Public Safety, trained campus staff or external first responders must take immediate action to protect life and safety. Initial response actions include assessing hazards, securing the area, and notifying Campus Public Safety. Depending on conditions, lifesaving measures such as triage, evacuation, or shelter-in-place procedures should begin as soon as it's safe to do so. Campus Public Safety will assume initial incident management responsibilities until relieved by the appropriate jurisdictional response agency. Coordination between campus responders and incoming emergency services is essential to ensure safe, organized, and effective response.

Access Control

During a declared Campus State of Emergency, only registered students, faculty, staff, and their affiliates are authorized to enter or remain on campus. Individuals must present College ID or other valid proof of affiliation. Unauthorized persons will be directed to leave and may be detained or arrested if applicable by law.

Incident-Site Access

Only personnel assigned to incident management duties or those issued a College Emergency Identification Pass by DPS will be allowed to enter the immediate incident site. Nonessential personnel must be kept clear to preserve safety and operational integrity.

Crime-Scene Management

Since any terrorist incident is considered to be a criminal act, that incident site is to be managed as a crime scene that requires the collection and preservation of evidence and other procedural requirements that are critical to the performance of a criminal investigation and prosecution.

Media and Public Information

All media inquiries must be routed to the Public Information Officer (PIO), typically the Vice President for Enrollment and Marketing. The PIO coordinates external communications to ensure consistent, accurate messages. When multiple jurisdictions are involved, communications will be coordinated through a Joint Information Center (JIC).

Notifications and Alerts

The PIO and Incident Manager will determine and authorize timely warnings, emergency alerts, and public releases. Notifications should reach key officials, emergency partners, community leaders, emergency management response agencies, volunteer organizations, and any other persons and entities essential to mounting a coordinated response to the incident.

It is critical that adjoining jurisdictions be notified whenever an incident has actual or potential impact on residents, buildings, traffic, or otherwise has an impact on civic health or wellbeing.

Sufficient factual information should first be gathered and evaluated for accuracy to minimize the effects of spreading false rumors and misinformation prior to disseminating any release of information.

Roles and Responsibilities

College President (Executive Authority)

This plan is promulgated under the authority of the President of the College. All decisions concerning the discontinuation of College functions, cancellation of classes, or cessation of operations, rest with the President or their designee. After consulting with the appropriate members of the Executive Management Team, the President or their designee shall be responsible for declaring any major institutional emergency.

Emergency Management Team (EMT)

The Emergency Management Team is composed of the President, the Cabinet, and the Director of Public Safety. The EMT's role is that of policy and major decisions.

Typically, this would be centered on planning and preparation prior to and the recovery from the incident, the long-term effects of the incident, and the needs to restore the College to normal operations (continuity of operations planning and recovery management). The Emergency Management Team would be directly involved in incident stabilization only if major expenditures or policy decisions were needed to complete the stabilization. Many incidents require a multi-agency and/or multi-jurisdictional response. Accordingly, the responsibilities of this body include:

1. Responsible for final plan approval and for final major policy decisions.
2. Allocate and direct distribution of resources required to reduce identified vulnerabilities.
3. Allocate and direct distribution of resources required to accomplish the purposes of this Emergency Management Plan.
4. Request needed resources from outside resources that are unavailable internally.
5. Delegate necessary authorities for incident stabilization and protection of life and property.
6. Identify critical business functions that must quickly be restored and maintained.
7. Review needs and allocate resources required in the 24-96 hour range to complete stabilization and commence the recovery process for a 30-day period.
8. Determine long-term (greater than 30 days) effects the incident may have on the College and how these can be managed.

9. Monitor the recovery process to ensure the recovery is proceeding according to plan and to provide guidance/assistance as needed.
10. Ensure the Director of Public Safety is functioning in a responsible manner. This process should be undertaken through joint briefings between the Emergency Management Team and the Director.

Emergency Management Team Members

Division	Position	Contact
Office of the President	President	Mary Van Brunt
Office of the Provost	Provost	Rebecca Cantor
Student Life & Campus Culture	VP	Vannee Cao-Nguyen
Business & Finance	VP	Julia Vigneault
Enrollment & Marketing	VP	Arlene Cash
Public Safety & Security	Dir of Public Safety	Eddie Gonzalez

Vice President of Student Life and Campus Culture (Incident Manager)

The Vice President of Student Life and Campus Culture is in charge of the Emergency Response Team (ERT). He/She is also a member of the ERT, and is the individual responsible for the command and control of all aspects of the emergency response. The VPSL must be able to quickly assess an emergency situation, determine the level of impact, assess the effect, contain the incident, and assign the proper resources. The VPSL is responsible for keeping the EMT informed and up-to-date on all important matters pertaining to the incident.

The VPSL, or designee in his/her absence, has authorization to fully implement the operational aspects of this Emergency Management Plan.

Emergency Response Team (ERT)

The Emergency Response Team is headed by the VPSL and is responsible for the Emergency Management Plan execution during an emergency situation. The Emergency Response Team is composed of senior management personnel representing functional areas of the College that have critical Emergency Management Plan execution responsibilities. The team includes both primary and alternate members.

All primary and alternate members must be knowledgeable of overall Emergency Management Plan operations. Members must also be available during a crisis situation.

It should be noted that, for any given incident, it might not be necessary for all members of the Emergency Response Team to be part of the incident stabilization and recovery effort. The VPSL will be responsible for notifying members of the Emergency Response Team when their services are needed.

The team members are responsible for evaluation of information from various sources during an actual event and providing advice to the VPSL and the President (via the VP) on appropriate actions requiring their decision.

Team members are responsible for the review, discussion, advisement and recommendation for approval of the Emergency Management Plan.

Areas of Critical Responsibility / Emergency Response Team Members

President	Mary Van Brunt
Provost	Rebecca Cantor
VP, Business & Finance	Julia Vigneault
VP, Enrollment & marketing	Arlene Cash
VP, Student Life & Campus Culture	Vannee Cao-Nguyen
Director of Public Safety	Eddie Gonzalez
Athletic Director	Joe Niland
Marketing	Chris Armstrong
Dean of Students	Desirée Melton
Director of Information Technology	Chris Hughes
Director of Human Resources	Tim Hicks
Director of Building Maintenance	Jim Elzey
Director of Housekeeping	Ashley Darrington
Director of Dining Services (Aramark)	James Boland
Director of Counseling & Wellness	Leslie Weaver
Director of Residence Life	TBD
Associate Provost	Mike Ferry

Faculty and Staff

Faculty members are seen as leaders by students and should be prepared to direct them to assembly areas in the event of an emergency. Every member of the faculty and staff should be familiar with applicable emergency plans and familiarize themselves with emergency procedures

and evacuation routes. Faculty and staff must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action.

All faculty and staff are responsible for emergency preparedness planning for their own work areas and securing their work areas in the event of an emergency. Work areas need to be secured in advance of certain weather systems (hurricanes, floods, etc.). Ongoing training will be provided by the Emergency Management Team and their designee's.

Executive Authority, College President

The President is solely responsible for setting the policy for the College during a disaster or major emergency. The President may elect to remain at the Emergency Operations Center to observe, but may also be available by telephone, text, or email. The Incident Manager (VPSL or designee) is the person lower in the reporting line and the Board of Trustees is the next level higher. If the President is not available, the VPSL serves as the Executive and appoints an Incident Manager.

Start-up Actions:

- Communicate with or respond to the designated Emergency Operations Center, and assess the type and scope of the emergency.
- Determine the threat to human life and safety; then issue a policy to take immediate action to protect life, if necessary.
- Determine the threat to facilities and issue a policy as to the priority and resource allocations.
- Communicate with the VPSL (Incident Manager) to issue a policy that will guide the development of an Incident Action Plan (Plan).
- Participate in the Unified Command Staff if the emergency incident commander is outside of the College. A citywide disaster that also includes the College.
- Update the Board Chair regularly.

Operational Duties:

- Continue to monitor and assess overall situation
- View site map periodically for incident progress and information.
- Check with staff for periodic updates and issue additional policies as needed.
- Determine staff effectiveness; reassign personnel as needed, especially when long hours have affected their efficiency.
- Maintain communications with internal and external sources as necessary.
- Proclaim termination of the emergency and proceed with recovery operations, if necessary.
- Determine if and when the College should close.
- Authorize release of information and coordinate with the Public Information Officer (VP of Enrollment & Marketing).

Incident Manager, VP of Student Life and Campus Culture

The VPSL is solely responsible for emergency/disaster operations and shall remain at the Emergency Operations Center to observe and direct all operations. In the event that the VPSL must leave the Center, the VPSL should appoint a deputy to fill the role of Incident Manager.

The Executive is the next level higher in the reporting line and the following positions are the next lower level; VP Finance and Business, Public Information Officer (VP of Enrollment & Marketing), and Director of Public Safety.

Start-up Actions:

- Respond to the designated Emergency Operations Center.
- Assess type and scope of emergency.
- Communicate with the President to determine the policy that will guide the development of an Incident Action Plan (Plan).
- Develop the Plan, or have Planning develop the Plan.
- Review the Plan, revise, as necessary, and adopt. Communicate Plan objectives to the Center staff and responders.
- Activate Emergency Staff functions as needed. Assign positions as necessary.
- Identify deputy or alternate Incident Manager, if needed.
- Ensure that the appropriate staff is on hand to appoint the following positions: Director Pub Safe, Public Information Officer (VPEM), CFO, Business & Finance.
- Assign objectives to the functional positions as deemed appropriate.
- Monitor operations and determine if actions will accomplish objectives in the Plan.
- Monitor the span of control for each functional area.
- Update the President on a regular basis.

Operational Duties:

- Continue to monitor and assess the overall situation.
- View site map periodically for incident progress and information.
- Check with staff for periodic updates.
- Determine staff effectiveness; reassign personnel as needed, especially when long hours have affected their efficiency.
- Develop & communicate revised Incident Action Plans, as needed.
- Determine if and when the College should close.
- Authorize release of information.
- Utilize your backup; plan and take regular breaks, 5-10 minutes/hour, relocate away from the Emergency Operations Center during breaks.
- Plan regular breaks for all of your staff.
- Ensure that logs of emergency actions are being kept.

Incident Command System Deactivation:

- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure the return of all equipment and reusable supplies to CFO.
- Close out all logs.

Director of Public Safety

Director of Public Safety ensures that all Incident Action Plan activities are conducted in as safe a manner as possible under the circumstances. The Director also advises the VPSL (or Incident Manager) regarding any other safety issues involving the incident. The VPSL is your next higher reporting level and the functional units are cohorts unless a safety issue requires immediate cessation of action.

Start-Up Actions:

- Determine threat to human life and safety, and then take immediate action to protect life, if necessary.
- Assess type and scope of emergency.
- Make initial contact with any outside agencies that might be involved with the emergency. Maintain contact for updates, as needed.
- Check in with the VPSL (or Incident Manager) for situation briefings, and receive and provide updates.
- Determine possible coordination issues with other agencies and entities. Identify the agency representatives and contact information/communications links.
- Open and maintain a log of your actions and all communications.
- Keep all documentation to support the history of the event.
- Document the following:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled

Operational Duties:

- As information is received from operations staff, pass it on to the VPSL.
- Ensure staff are following standard procedures, using safety gear, and documenting activities.
- Coordinate information and actions with other agencies and entities as deemed appropriate.
- Maintain a list of assisting and coordinating interagency contacts.
- Assign staff to monitor and report on safety issues in the field. Maintain logs of all incident-related injuries.
- Identify and mitigate safety hazards and situations. Stop or modify all unsafe operations.
- Conduct safety briefings as deemed appropriate.
- Investigate any accidents/injuries caused by the response to the emergency.

Incident Command System Deactivation:

- At the VPSL's direction, release any staff no longer needed.
- Return equipment and reusable supplies to Facilities.
- Close out all logs.
- Provide logs and other relevant documents to the VPSL.
- Provide all injury reports to VPSL and HR.

Operations Lead, VP of Business and Finance/CFO

The CFO manages the direct response to the disaster. CFO is responsible for assigning tasks to functional units and emergency support function units. The Finance Team is responsible for financial tracking and cost analysis related to the disaster or emergency. Maintain financial records, track and record staff hours. Determine financial impact on the College. The Operations team is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident. The VPSL is your next higher reporting level and the other functional units are cohorts.

Start-Up Actions:

- Check in with the VPSL (or Incident Manager) for a situation briefing.
- Determine if supplies or equipment are necessary.
- Using the Incident Command System chart, fill functional areas with the previously assigned staff and/or fill gaps with people that are available.
- Determine the threat to facilities.

Operational Duties:

- Assume the duties of all Finance/Administration positions until staff are available and assigned.
- As information is received from operations staff, pass it on to VPSL
- Notify Essential Personnel of the situation.
- Inform VPSL of tasks and priorities that require specific planning.
- Assess the impact of the event on the work environment for staff and adjust accordingly.
- If staff are assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Coordinate tracking of any procurement or expenditures related to the event with Accounting and Finance staff.
- Track personnel that are responding to the emergency.
- Evaluate the situation and determine if any financial impacts should be brought to the attention of the President.
- Coordinate supplies, equipment, and personnel needs with the Provost.
- Maintain security of supplies and equipment.

Deactivating Incident Command System:

- At the VPSL's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Finance/Administration positions have been accomplished.
- Secure all documents and records.
- Secure all equipment and supplies.
- Provide logs and other documents to the VPSL.

Public Information Officer (PIO), VP of Enrollment & Marketing

The PIO is responsible for gathering, verifying, and releasing accurate information to the public and the media during an incident. They coordinate messaging across agencies to ensure communication is consistent, timely, and clear, helping prevent misinformation. The PIO also monitors public response and media coverage to guide ongoing communication efforts.

Start-Up Actions:

- Check in with the VPSL (or Incident Manager) for situation briefing, receive and provide updates.
- Determine a possible Media Center site as a media reception area (located away from the Emergency Operations Center).
- Assess the situation and obtain a statement from the President.
- Advise arriving media that you are preparing a press briefing and approximate time of its issue.
- Open and maintain a log of your actions and all communications. If possible, record media briefings. Keep all documentation to support the history of the event.

Ongoing Duties:

- Keep up to date on the situation.
- Manage media and public inquiries.
- Conduct regular media and public briefings.
- Establish a Media Center if necessary.
- Statements should be approved by the President.
- Maintain communications with internal and external sources as necessary, direct public information to disseminate information on a regular basis.
- Maintain activity log.
- Monitor news broadcasts about the incident. Correct any misinformation.
- Remind faculty and staff to refer *all* questions from the media to you.
- Update information periodically with the VPSL and President.
- Ensure announcements & other information is accessible to all audiences including those with disabilities, special needs, or languages requirements.

Incident Command System Deactivation:

- At the VPSL's direction, release staff no longer needed.
- Return equipment and reusable supplies to CFO.
- Close out all logs. Provide logs and other relevant documents to the VPSL.

Declaration of Emergency

The primary responsibility for monitoring emergency threats and events resides with the Director of Public Safety. The Public Safety Office operates on a continuous 24/7/365 basis and is always available to receive emergency communications from a variety of official and public sources. In any type of emergency, the Officer(s) on call should follow standard operating procedures.

In the event of an emergency, officers shall immediately communicate with the Director of Public Safety. If the Director is unavailable, an Acting Director of Public Safety may be designated by the Director of Public Safety, the Vice President for Student Life and Campus Culture, or the President of the College. In the absence of such designation, officers shall follow the established chain of command and order of succession procedures to ensure continuity of command and operational authority.

Based on information obtained from appropriate entities, the Director of Public Safety will initially consult with the VPSL regarding the level of the emergency to determine whether to activate portions of the Emergency Management Plan to the extent necessary to control the situation. The following definitions of an emergency are provided as a guide to assist the VPSL and the responding departments in determining the appropriate level of notification required:

Normal Campus Conditions (No Emergency)

When normal campus conditions exist, no unusual response or planning activities are necessary.

Critical Incident (Minor Emergency)

A critical incident or minor emergency is any event whose initial impact is limited to a specific segment or subgroup of the College. A critical incident causes significant disruption to the subgroups they affect, but do not disrupt overall institutional operations. During a critical

incident an Emergency Operations Center may be established as determined necessary by the Director of Public Safety or their designee.

Crisis (Major Emergency)

A crisis or major emergency is any event which disrupts the orderly operations of the College or its institutional missions. A crisis affects all facets of the institution and often raises questions or concerns over closing or shutting down the institution for any period of time. Outside emergency resources will probably be required, as well as a major effort from available campus resources. A crisis on campus will require establishment of an incident command post (ICP) and may require an Emergency Operations Center (EOC). Major policy considerations and decisions will usually be considered by the College administration EMT during a crisis.

Disaster (Severe Emergency)

A disaster is an event whose nature and impact extends beyond the College and disrupts not only operations and functions of the institution, but also those of surrounding communities. During a disaster, resources that the College might typically rely on may be delayed or unavailable because they are being employed within the broader community. In some instances, mass casualties or severe property damage may have been sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation, and outside emergency services and resources will be essential. In all cases of a disaster, an ICP and an EOC will be activated, and appropriate support and operational plans will be executed.

Full plan activation begins at the discretion of the President upon the receipt of information of an emergency event or threat of an emergency. In case of any type of campus or declared local, state or federal emergency, the President will make a decision on a plan of action.

Upon activation, in the event of a Crisis or Disaster, the Emergency Management Team will be notified and report as needed and as available. The Emergency Management Team will review the circumstances of the emergency and determine the appropriate response, including activating members of the Emergency Response Team. The Director of Public Safety will maintain a list of the Emergency Management Team members (see Exhibit VII-1) and telephone contact information.

Should it be deemed necessary to warn the College community of an impending threat or emergency situation, the Public Information Officer (VPEM) is designated to maintain the Communications Center with authority to activate alert warning resources through a recorded phone line, an update website, or the College's emergency notification system (RAVE). Use of the RAVE alert would be accompanied by activation of the campus's emergency siren. The Director of Public Safety is also authorized to activate the RAVE system and the emergency siren.

Emergency Operations Center (EOC)

The Director of Public Safety is responsible for continuously maintaining the Emergency Operations Center in a state of readiness for conversion and activation.

The EOC serves as the centralized, well-supported location in which the Emergency Management Team and Emergency Response Team may gather and assume their roles. Response activities and work assignments will be planned, coordinated and delegated from the EOC.

The primary EOC is located in classroom 017 and in the Department of Public Safety suite (lower level LAC). If the primary EOC is unsuitable or unusable, the backup EOC on campus will be determined by the Incident Manager.

EOC Equipment List

The following types and quantities of equipment suitable for an EOC should be considered for staging, as required:

Communications

Internet Capabilities

- Telephone Equipment
- Scanner / Fax capabilities
- Cellular telephones with chargers that allow charge-while-talk operations.
- Radios (walkie-talkie), as required.
- Television, AM/FM Radio, Police/Fire Department Radio Scanner, Weather Radio
- Sanitary facilities

Office Equipment

- An emergency power source (gas generator & fuel sufficient for an initial 72 hour period)
- Tables, desks and chairs sufficient to accommodate Incident Command (IC) staff and all support staff, refrigerator, and coffee maker.
- PCs w/ network capabilities
- Printers / Copiers
- Paper Shredder
- Weather Station Monitor

Office Supplies

- Message Pads, Lined Pads, Pencils/Pens
- Markers and Erasers for White boards
- Flash Drives
- Masking Tape
- Flashlights and Spare Batteries
- Printer/Copier Paper
- Envelopes
- Binders
- A-Frame Easels with White Paper Pads (to augment white boards), File Folders, Paper Clips, Rubber Bands, Rulers, Scissors, Staplers, etc.

Documents

- Incident Command System Forms
- Business Continuity Plans
- Other Recovery Standard Operating Procedures
- Payroll and Benefits Standard Operating Procedures
- Building Blueprints (All Buildings)
- Electrical Schematics (All Buildings)
- Area Map Showing All Alternate Facilities
- Local Street Guide/Map, Local Telephone Directories

Staging Areas

One or more staging areas for arriving off-campus responders, equipment, and other resources shall be established by the Director of Public Safety in collaboration with Facilities.

Media

If a campus incident is expected to last for more than eight hours, a site for a media center will be established in Byrne Hall or at another site at the direction of the President. Parking adjacent to these facilities will be reserved for media and staff vehicles. The media center will include space for the media reporters, a podium, a multimedia box, backdrop, and appropriate signage.

Campus Communication Team

At the direction of the Vice President for Enrollment and Marketing (VP EM), a Campus Communication Team will be established with a designated location. This location will be used to answer inquiries from students, employees, and relatives regarding the nature and consequences of the emergency.

Off Campus Operations

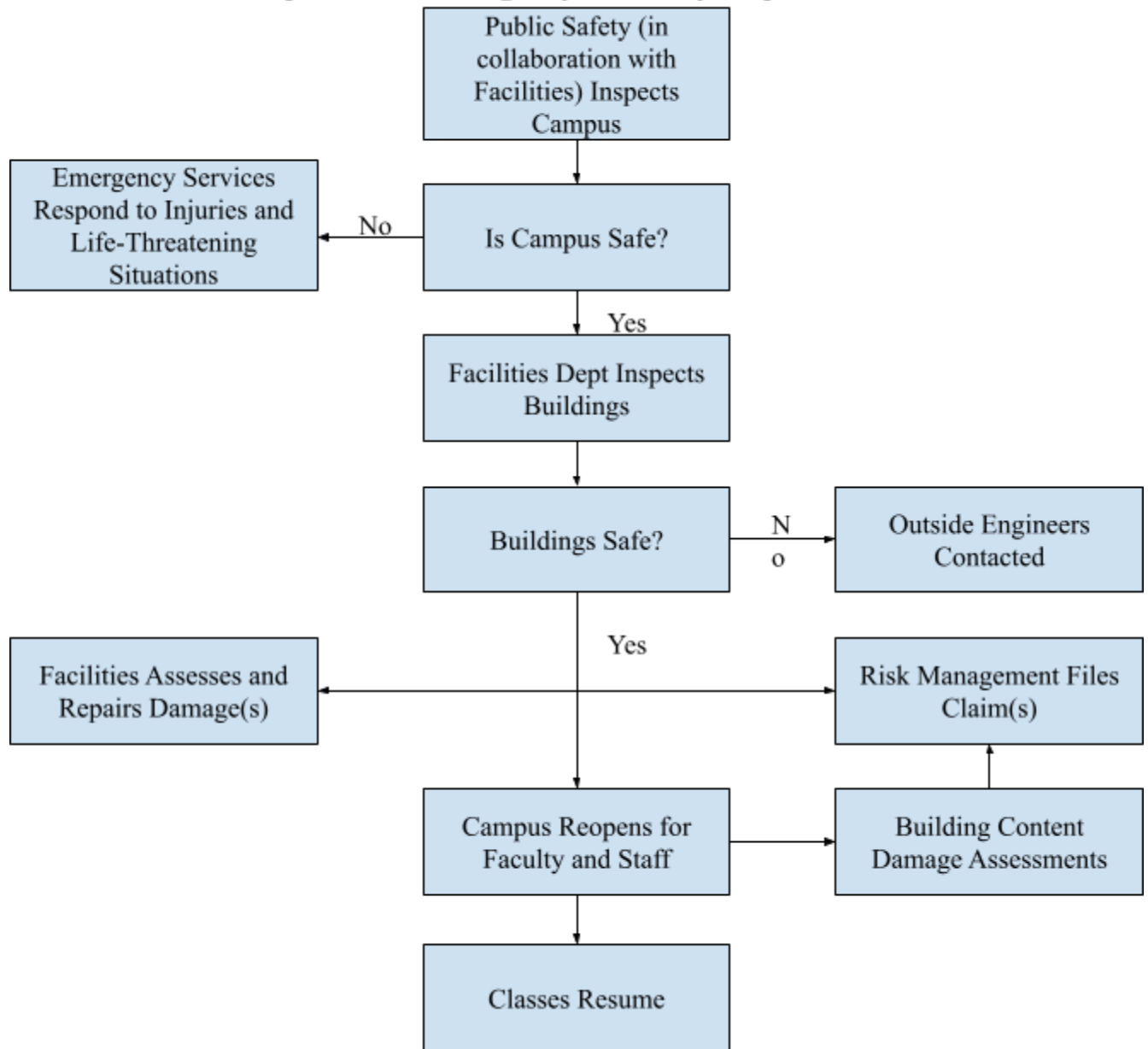
If the campus is deemed inaccessible due to an emergency, it may be necessary to operate from a remote location.

Campus Recovery

Following any disaster that results in the suspension of college operations, the campus environment may present significant hazards. The initial phase of recovery is to secure the campus perimeter and ensure that all college facilities are safe for entry. Once safety has been confirmed, restoration efforts can begin, leading to a phased and orderly resumption of normal college operations. Throughout the recovery process, timely and accurate information will be provided to the Communication Team for distribution to the campus community and external stakeholders.

Campus-Wide Emergency Recovery Steps

Campus-Wide Emergency Recovery Steps



Communications Emergency Management Plan

Communication During a Major Emergency

The Director of Public Safety will coordinate all activity with local police or law enforcement on the scene of any emergency. The Director will provide briefings to their supervisor and Emergency Management Team which includes the President.

The Vice President for Enrollment and Marketing (VPEM) will brief the news media and will issue a statement on behalf of the college, if necessary.

Only staff approved by the VPEM and the President will respond to media inquiries or respond to questions from the public.

Role of the Marketing and Communications Office

VPEM will establish a Campus Communication Team consisting of members from their Marketing and Communication Office. This team will determine which individuals and agencies should be contacted based upon the level of emergency.

The VPEM or designee (Director of Communication) will lead coordination of all media, field all media inquiries, and prepare and approve all written material to be released. The President and the VPEM will determine whom the spokesperson will be depending upon the situation. During a major emergency, the President is usually the best choice for spokesperson. For continuity, the same spokesperson should be used throughout the emergency.

A decision will be made to determine if a news conference or a news release is the best way of conveying information to the news media and the public.

1. Advantages of a news release and/or individual interviews include the following:
 - a. It ensures that the reporter is clear about the facts.
 - b. The individual attention builds rapport.
 - c. It helps prevent reporters from becoming more aggressive and competitive with other reporters.
2. Features of a news conference include the following:
 - a. For a disaster or fast-changing situation, it might be the most efficient way to disseminate information.
 - b. It should not be called unnecessarily as the media will be angered if there's no information payoff
 - c. News conferences tend to "feed" the story and can make it even "bigger."

The VPEM will advise the President whether or not to employ a news conference format. If that format is chosen:

1. The VPEM, with the President's approval, will determine who will be the spokesperson.
2. Decide logistics: When, where and how the media will be contacted.
3. Make sure everything is set up, chairs in place, lights working, etc.

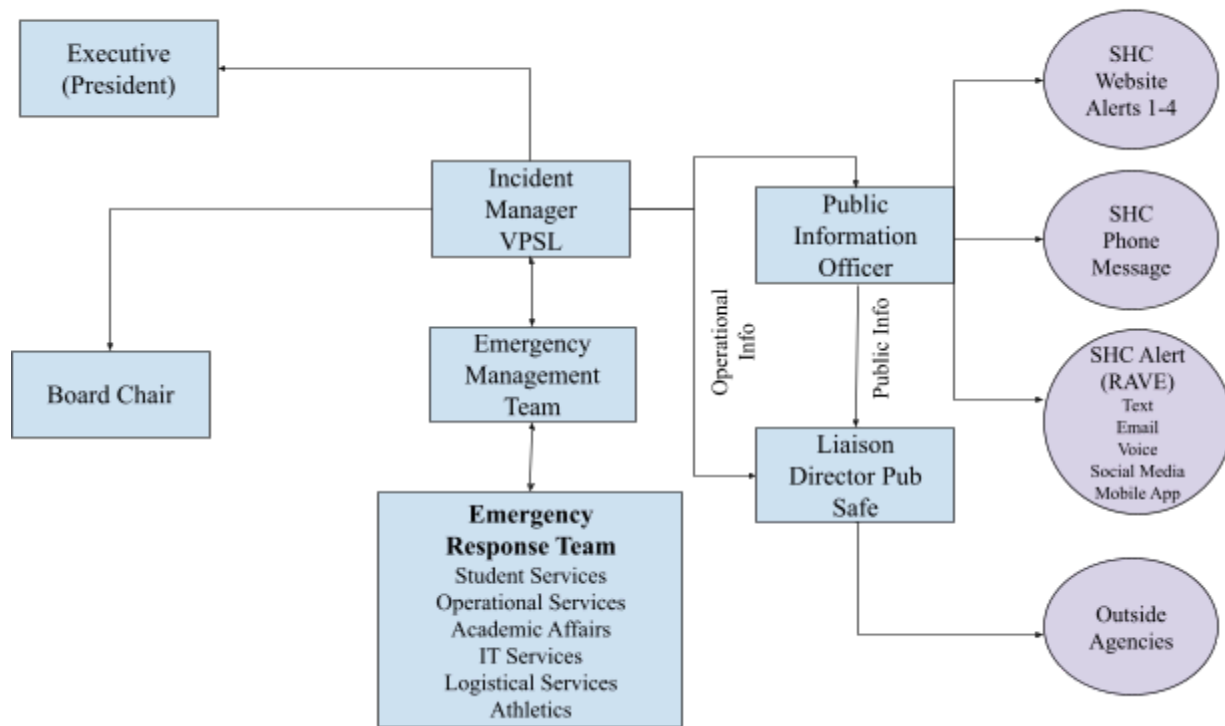
4. Decide the format in advance, including who will introduce the speaker and who will coordinate the question/answer period.
5. Be flexible about time—answer as many questions as possible.
6. Decide if handouts are necessary.
7. Assign room monitor/arbitrator as reporters/photographers set up.
8. Decide who else needs to know you're holding a press conference, i.e., city police, etc.

Other considerations include:

1. How close will the media be allowed to a crisis scene?
2. Who will accompany the media?
3. What alternative or additional means of conveying information, including letters to parents, letters to editors, use of phone bank, e-mail, etc. might be used?
4. Any incoming calls pertaining to the emergency should be routed to the Communications office.
5. Call broadcast information and clipping services, if available, putting a rush order on all clippings. Distribute daily.
6. Does a videographer or photographer need to be assigned? This can help document the event and help in litigation.

Respect for privacy and ongoing concern for public safety and good media relations will guide the planning process and the procedure for reactive measures on each situation.

Emergency Information Flowchart



Hurricane Preparedness Plan

Preparing For Hurricane

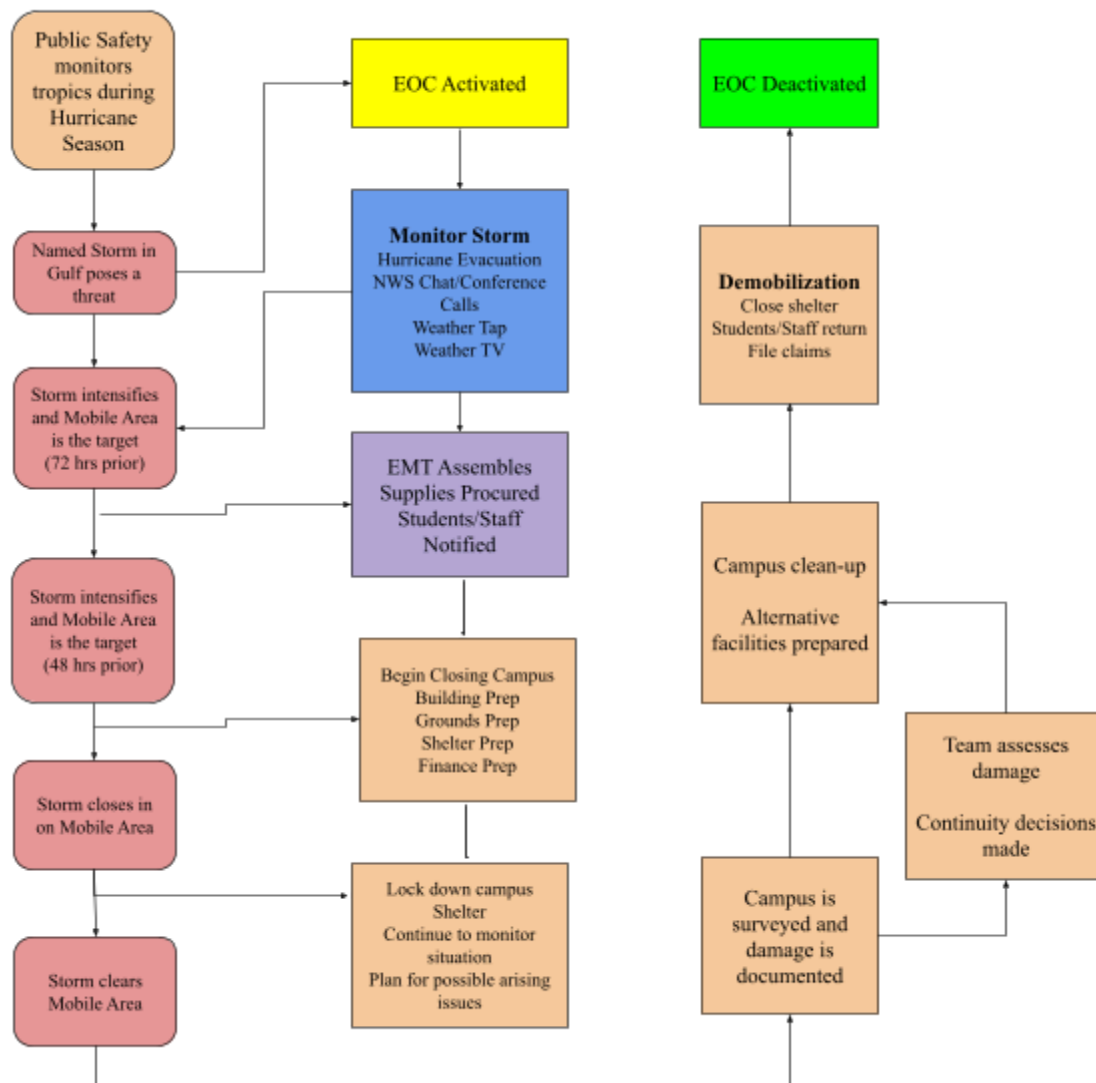
The Director of Public Safety monitors the tropical weather during the hurricane season (June 1 to November 1). Once a named storm enters the Gulf of Mexico and poses a potential threat, the EOC will be activated and all preparation should begin according to the hurricane plan.

Notification regarding cancellation of classes and return to classes will be the decision of the Emergency Management Team. This will be available on the SHC Website (to be frequently updated), and checking all media outlets. The President will also instruct the Incident Manager to activate the college's SHC RAVE Alert and HillSafe App Alert Status system with a message concerning the cancellation of classes.

In the event of an impending storm, if the hurricane plan is implemented, the President will place all employees on administrative leave until the danger is passed. Notice of this administrative leave will be broadcast by a SHC Alert message. Employees will be notified by a SHC Alert message once the danger has passed advising them when to report to work.

The Director of Public Safety will activate the Emergency Operations Center and assemble the Emergency Response Team together.

Hurricane Activation Flow Chart



Measures taken prior to the storm

Student Life

- Request Supplies: As soon as projected landfall has been made, Student Life will request hurricane supplies (flashlights, batteries, auxiliary lighting) from the EOC.
- Student Evacuation Plans: All students should have a personal evacuation plan. Student Life will document the destination and contact information for students who choose to leave campus.
- Pre-Storm Preparation: Student Life will prepare students and staff through briefings on hurricane procedures, including guidance on what students may bring to shelter locations.
- Student Notifications: Residential Life will alert all resident students to begin hurricane preparations. Students who live locally will be encouraged to evacuate home. Students leaving campus must sign out with their Resident Advisor and provide their destination.

- Shelter Activation: Resident students remaining on campus will relocate to their assigned shelter when winds reach 40 mph or when directed by the Director of Public Safety or Incident Manager.
- Student Information Center: A Student Information Center will be established in the Office of the Vice President of Student Life and may be relocated to the designated residence hall if directed by the Incident Manager.
- Commuter Students: Commuters may not remain on campus.
- Residence Life Oversight: Residence Life staff will monitor residence halls and apartments and maintain regular contact with students.
- Curfew: A curfew may be implemented at the discretion of the Vice President of Student Life.
- First Aid Station: A First Aid Station will be established in Viscardi Hall prior to shelter activation.
- Vehicles: Students and staff will move vehicles to designated safe parking areas when instructed.
- Food Service: Dining Services will supply basic food items in coordination with the Student Life team.
- Student Rosters: Up-to-date student rosters will be generated prior to shelter activation.
- Shelter Check-In: Students will check in upon arriving at their assigned shelter. Staff will verify student information, review allowed items, and direct students to designated meeting areas and building assignments.

Faculty and Staff

- All faculty and staff members should report to their respective Vice President to where they will be staying during the storm. They should also provide telephone numbers where they can be reached during and after the storm.
- Note: Due to the essential nature of their duties, if the President, the Provost, the CFO, VPPEM, VPSL, or Dean of Students feels that they need to evacuate their home, people from their home should shelter on campus.

Information Technology Services

1. Obtain sufficient supply of plastic garbage bags and/or plastic sheeting to cover all computers.
2. ITS is responsible for distributing plastic sheetings for all departments.
3. CIO will appoint a person from their department to distribute the bags and/or plastic sheeting to all departments.
4. Ensure the auxiliary generator supports computers.

Facilities Department (Contracted Vendor)

The College's contracted facilities services provider is responsible for ensuring the campus is physically prepared for a hurricane and capable of supporting shelter operations and post-storm recovery. At the direction of the Emergency Operations Center (EOC), Facilities Services will:

- Maintain Readiness of Equipment and Supplies: Ensure appropriate tools, supplies, materials (plywood, framing lumber), heavy equipment (chainsaws), protective equipment, and emergency supplies are available and ready for use. This includes securing sufficient fuel, lighting, maintenance materials, and storm-response equipment.

- Protect Campus Buildings and Infrastructure: Conduct pre-storm preparations such as securing facilities, protecting utilities, safeguarding mechanical systems, and staging materials needed for potential repairs.
- Support Emergency Power and Utilities: Ensure generators and critical systems are functional, fueled, operational, and placed in appropriate locations as directed by the EOC.
- Prepare and Protect College Assets: Secure facilities vehicles, heavy equipment, and essential tools; position equipment strategically for storm response.
- Assist With Shelter Operations: Support shelter-readiness tasks such as preparing designated buildings, assisting with setup, and ensuring safe environmental conditions (lighting, water access, sanitation support, etc.).
- Coordinate With EOC: Maintain continuous communication with the EOC to prioritize tasks, respond to hazards, and allocate resources efficiently.
- Post-Storm Assessment and Recovery: Conduct rapid damage assessments, perform emergency repairs, clear debris, and restore essential services to support reopening and recovery operations.

Security

- Before landfall, all exits and entrances should be closed with gates except the Old Shell Gate House entrance.
- No building shall be occupied once sustained winds have reached 40 mph, without the permission of the Incident Manager, except the designated shelters, essential offices, and Jesuit Residences.

Building Preparation

The Facilities Department shall remove all loose articles on campus (patio furniture, trash cans (including storage of waste containers that are not secured to the ground), etc.), and secure any items that could become airborne.

Facilities personnel shall store an adequate supply of gasoline to enable them to be able to supply essential college personnel after the hurricane, should the local community supply not be available.

The following precautions should be taken for each of the following buildings:

1. Administration Building: Secure the building only. Check the emergency generator. Check the battery and all necessary engine fluid levels. Board around the Registrar's office window.
2. Altmayer Place: Secure the building.
3. Burke Library: Secure the building and sandbag the north receiving door. Remove the patio furniture. *(Sandbags required)*
4. Byrne Hall: Move interior items away from windows and cover with polyethylene. A generator is needed for the sump pump.
5. Student Center: Secure the building.
6. Moore Hall: Secure the building; sandbag if necessary. *(Sandbags required)*
7. Construction Sites: General Contractor will secure the sites.
8. Deignan (Chemistry): Secure the buildings only. *(Sandbags required)*

9. Energy Plant: Very little can be done.
10. Fairway Apartments: Secure and remove all debris. *(Sandbags required)* / Rubin Hall
11. Fine Arts: Secure the building.
12. Golf Course: Remove all debris.
13. Jesuit Residences: Remove debris. Suggest obtaining hurricane shutters.
14. Mitchell Theatre: Secure the building and sandbag. *(Sandbags required)*
15. Mobile Hall: Secure the building.
16. Viscardi Hall: Move in patio furniture; sandbag all basement entrances to the building.
The following items will need to be powered by electrical outlets: a refrigerator, a computer, a television, cell phone chargers, portable radio chargers for Public Safety and walkie-talkies. *(Sandbags required)*
17. O'Leary Hall: Lock all doors (Vacant).
18. Outlaw Recreation Center: Sandbag east and west doors. *(Sandbags required)*
19. Facilities Department: Secure all roll up doors at Receiving.
20. Public Safety Gatehouse: Windows shall be covered with plywood.
21. Quinlan Hall: Sandbag the doors. *(Sandbags required)*
22. St. Joseph Chapel: Board up windows based on the strength of the storm.
23. Skip's Place: No specific preparation needed.
24. Sodality Chapel: Secure the building only. Suggest obtaining hurricane shutters.
25. Sonneborn Field House (Softball): Secure the building.
26. Stewartfield: Secure the building only. Suggest obtaining hurricane shutters. *(Sandbags required)* Basement Door
27. Stonisch Field House: Secure the building. Lower the backstop net.
28. Tennis Courts: Remove all debris and tennis nets.
29. Toolen Hall: Lock and secure east and west end doors. Check the roof for debris and ensure scuppers and drains are clear. Have sump pumps available to pump out the basement in the event of flooding.
30. Viragh Hall: Sandbag basement level storage and apartments. *(Sandbags required)*
31. Shelby HSIC: TBD upon completion.
32. Yancey (Biology): North door to Yancey 108 should be sandbagged. *(Sandbags required)*
33. Yenni Hall (Business): Secure the building. Check the emergency generator. Check the battery and all necessary engine fluid levels. *(Sandbags required)*

Dining Services Responsibilities (Contracted Vendor)

The College's contracted food services vendor is responsible for ensuring continuity of dining operations before, during, and after a hurricane. To meet this obligation, the vendor will:

- Maintain Readiness: Ensure appropriate staffing, food supplies, water, equipment, and resources are available to support all students, employees, and essential personnel sheltering on campus.
- Shelter-In-Place Staffing: When conditions indicate that personnel may not be able to return to campus after landfall, the vendor must assign a sufficient number of staff to shelter on campus to maintain uninterrupted food service.
- Meal and Water Provision: Provide basic meals and potable water for all individuals sheltering on campus, coordinated through the Dean of Students Office. Meal service may be simplified as needed based on available resources and facility conditions.

- Coordination With College Leadership: Work directly with the Dean of Students Office and Incident Manager to determine food distribution locations, operational adjustments, and service schedules based on conditions and facility availability.
- Continuity if Primary Dining Facility is Damaged: If the primary dining facility becomes inoperable, the vendor will provide alternative meal service using available generators, satellite serving locations, or pre-prepared meal options until normal operations can resume.
- Compliance With Safety and Health Standards: Ensure food handling, water storage, sanitation, and equipment use meet all applicable safety regulations and College requirements throughout the emergency period.

During Hurricane

- All remaining students, as well as all faculty/staff remaining on campus, will remain in their assigned shelter.
- No residents are to leave for any reason. This also means during the eye of the hurricane.
- Residence Life staff will make hourly rounds. Food and water will be provided as needed.

Aftermath

- Remain in Shelter: No one may leave their assigned shelter until Facilities Services and Public Safety complete a campus-wide safety assessment and issue the official “All Clear.”
- Campus Access: Campus gates will remain closed after the storm. Only authorized personnel are permitted to enter. Public Safety will staff the Old Shell Road and Dauphin Street entrances; College Lane will remain locked. Trespass warnings will be issued to individuals attempting unauthorized entry.
- Staffing: Once roads are safe, employees who sheltered off campus should return as soon as possible to relieve on-campus staff.
- Student Check-Out: The Dean of Students (or designee) will implement a shelter sign-out system for students who choose to leave campus.
- Student Housing: Students who remain on campus must sleep in their assigned shelter until residence halls are deemed safe and power is restored.
- Dining Services Support: Meal times will be established, and staff or volunteers may be assigned to assist Dining Services with post-storm operations.
- Campus Security: Public Safety will maintain increased patrols until normal operations resume.
- Damage Documentation: Facilities Services will immediately begin documenting all damage, including photographs and written records.
- Class Status Notifications: The President or designee will determine class cancellations and resumptions. Updates will be communicated via the College website, SHC Alert messages, media outlets, and Public Safety.
- Facilities Recovery Tasks:
 - Clear drains and address flooding hazards.
 - Inspect all buildings and grounds for structural or safety concerns.
- Residence Life will enter (“key”) student rooms to assess damages and identify hazards.
- Post-Storm Meeting: Key personnel will convene the day after the hurricane to review conditions, establish priorities, and coordinate recovery operations.

Safety Warning

During the aftermath of a storm be aware of:

- Infestation of snakes, specifically Cotton Mouth Water Moccasins. Rising water from storms forces snakes to seek high ground.
- Swarming of stinging insects, e.g. bees, wasps, etc.
- Downed power lines.

Emergency Generator Management and Locations

The Facilities Department will monitor, maintain, and assess all campus generators to ensure they remain in working condition throughout hurricane season and during any emergency activation. Upon activation of the Emergency Operations Center, Facilities Services will:

- Confirm operational status of all generators, including fuel levels and load capacity.
- Ensure generators are staged appropriately based on operational needs and safety requirements.
- Provide the Incident Manager with an updated list of generator locations, capacities, and operational status upon request.
- Coordinate repairs or replacement of any generator that is not functioning properly.

Locations:

- Southside of Yenni Hall (to power Yenni Hall)
- Southside of Administration Building (for telephone system only)
- Southside of Administration Building (also serves Nan Altmayer; to power emergency lighting)
- Burke Library (to power lighting, receptacles and servers)
- Viscardi Hall (to power lighting and receptacles)
- Viragh Hall (to power emergency lighting)
- Student Center (to power emergency lighting and freezer/coolers)
- Portier Place
- Baldore Portable 175k

Severe Thunderstorm and Tornado Plan

Preparedness

The college maintains a state of readiness for severe thunderstorms and tornadoes by establishing clear procedures and resources that support early awareness and protective actions. This section outlines how the institution identifies risk areas, responds to watches and warnings, and conducts continuous monitoring and emergency public information efforts to ensure the safety of the campus community.

Risk Area

Severe thunderstorms and tornadoes can occur anywhere in the United States, but they happen especially often across the Southeast including southern Alabama and the Mobile, Alabama region. Each year, the U.S. averages 800-1,000 tornadoes, underscoring the importance of tornado awareness and preparedness in our area.

Watches and Warnings

Watches and warnings provide advance notice of potentially dangerous weather, helping the campus take timely protective actions before severe thunderstorms or tornadoes develop.

Severe Thunderstorm Watch

Conditions favor severe thunderstorms by definition is a thunderstorm that produces 3/4 inch hail or larger in diameter and/or winds that equal or exceed 58 miles an hour. The size of the watch can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They are normally issued well in advance of the actual occurrence of severe weather. During the watch, people should review severe thunderstorm safety rules and be prepared to move to a place of safety.

Severe Thunderstorm Warning

This is issued when either a severe thunderstorm is indicated by the WSR-88D radar or a spotter reports a thunderstorm producing hail 3/4 inch or larger in diameter and/or winds equal or exceed 58 miles an hour; therefore, people in the affected area should seek safe shelter immediately. Severe thunderstorms can produce tornadoes with little or no advance warning

Tornado Watch

Tornadoes are likely. Be ready to take shelter. Stay tuned to radio and television stations for additional information. A Tornado Watch is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They normally are issued well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move to a place of safety if threatening weather approaches.

Tornado Warning

A tornado has been sighted in the area or is indicated by radar. Take shelter immediately. A Tornado Warning is issued when a tornado is indicated by the WSR-88D radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately. They can be issued without a Tornado Watch being already in effect. They are usually issued for a duration of around 30 minutes.

Monitoring and Emergency Public Information

The Department of Public Safety serves as the 24-hour Storm Ready Warning Point and monitors NOAA Weather Radio, National Weather Service updates, local media, and patrol observations. The Director of Public Safety or designee will activate the Emergency Operations Center (EOC) to monitor conditions and communicate updates to students, staff, and faculty.

Response

The response phase outlines the immediate actions, command structure, and operational procedures the college follows to protect life and property when severe weather threatens or impacts the campus.

Immediate Actions

- Indoor Safety: Move to interior hallways or rooms on the lowest floor. Stay away from windows and exterior doors. Use desks or tables for protection.
- Outdoor Safety: Seek a sturdy building or lie flat in low ground, protecting your head. Avoid trees, vehicles, and flood-prone areas.
- In Vehicles: Vehicles are unsafe. Exit safely and move to a building or lie flat in low ground. Avoid bridges.

Direction and Control

- Building contacts should implement shelter plans immediately upon a Tornado Warning. Audiences, cafeterias, and gymnasiums with flat, wide-span roofs are not safe. Protect yourself, crouch down, and cover your head while in shelter.

Campus Operations

- The EOC coordinates updates, monitors conditions, and directs campus personnel. Public Safety ensures security and assists with search and rescue if needed.

Recovery

The recovery phase focuses on restoring campus safety and operations after severe weather, including assessing damage, securing affected areas, coordinating facilities operations, and maintaining clear communication throughout the process.

Damage Assessment

- After the storm, Facilities and Public Safety staff will survey the campus for damage and injuries. Areas will only be reopened after the “all-clear” is issued. Gates remain closed; only authorized personnel are allowed. Trespass warnings will be issued as necessary.

Security & Safety

- Public Safety will staff key campus access points.
- Residence Life staff will check student rooms and shelters for safety and damages.
- Students remain in assigned shelters until power and services are restored.

Facilities Operations

- Facilities will remove debris, assess buildings and grounds, and restore essential services.
- Generators and emergency equipment will be monitored, assessed for operability, and a status report will be provided upon request.

Communication

- Notification of class cancellations or resumptions will be issued by the President or designee via website, SHC Alert messages, and local media.
- Essential operations, such as meals and water distribution, will resume according to established shelter and emergency plans.

Post-Storm Coordination

A follow-up meeting with key personnel will be held the day after the storm to review damage, operations, and necessary follow-up actions.

Fire Procedures/Explosions

Policy

The college's fire procedures establish clear policies for evacuation, fire watches, safety instructions, communication, and other essential actions to protect life and property during any fire-related emergency.

A fire emergency exists whenever:

- A building fire evacuation alarm is sounding;
- An uncontrolled fire or imminent fire hazard occurs in any building or area of the campus;
- There is the presence of smoke, or the odor of burning;
- There is spontaneous or abnormal heating of any material, an uncontrolled release of combustible or toxic gas or other material, or a flammable liquid spill.

Procedures

1. Campus buildings shall be immediately and totally evacuated whenever the building evacuation alarm is sounding.
2. If you discover a fire, immediately contact 911 and the Department of Campus Safety at 251-380-4444.
3. Close all doors to confine the fire and reduce oxygen available to it. Do not lock doors.
4. When the building evacuation alarm is sounded, assume an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
5. Proceed quickly to the predetermined emergency assembly point.
6. Once outside, move to a clear area at least 500 feet away from the affected building to the designated assembly area. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
7. If requested, assist emergency crews as necessary.
8. A temporary command post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
9. Do not return to an evacuated building unless told to do so by a College official.

Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window, as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

Evacuation Procedures

The evacuation procedures shall be as follows:

- It shall be the responsibility of every person to immediately leave campus buildings whenever the fire alarm is activated or a fire emergency exists.
- All students, faculty, and staff are required to leave the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation.

Fire Watches

To provide fire watch requirements for an owner or responsible party when adequate egress is not available, when demolition of a building when hazardous conditions exist, or when a fire alarm or sprinkler system are in disrepair or nonfunctional.

Requirements

Conduct periodic patrols of the entire facility. Patrol the facility every 15 minutes if the facility has people sleeping, is an institutional facility, or an occupied assembly facility. Facilities not meeting the previous conditions shall be patrolled every 30 minutes.

Duties

- Fire watch personnel shall have access to one approved means of communication;
- Know the exact address of the property, and how to report a fire or other emergency condition by calling 9-1-1 or via dispatch.
- Fire watch personnel shall be familiar with the buildings and property and have an accepted written plan for patrolling the property.
- Fire watch personnel shall be trained in the use of fire extinguishers, shall have access to all facility fire extinguishers and know their location.
- Fire watch personnel shall have knowledge of and be trained in the facility's evacuation plan in the event of a fire. They shall be able to communicate with non-English speaking residents well enough to give an evacuation order.
- Fire watch personnel shall not be permitted, while on duty, to perform any other duties.
- Fire watch personnel shall not be impaired and shall remain awake and alert at all times.
- Fire watch personnel shall keep a log of fire watch related activities. The log shall include; address of the facility, time of each patrol, name of the fire watch person, notes for other related activities performed.

Interruption of Fire Alarm

- No person may shut off any fire protection or alarm system during a fire emergency incident without the permission of the fire department officer in charge.
- No person may shut off any fire protection or alarm system during a bomb threat emergency without the permission of the public safety officer in charge.
- It shall be the responsibility of Public Safety personnel to reset or cause to be repaired, any fire protection or alarm system after an emergency incident when notified by the fire or police department in charge. Public Safety personnel shall inspect each system immediately after every emergency incident and place the system in serviceable condition.
- The Public Safety Department may reset an alarm system only if there is no damage to the system and when it is within their technical capabilities to do so.
- Any person desiring to interrupt service to any fire protection or alarm system must obtain permission from Public Safety and Physical Plant personnel.

Information Release to Media and Public

All information regarding fires will be released through the President in cooperation with the VP/EM/Public Information Officer. No other agency or employee may release official statements regarding the cause, origin, or nature of campus fires.

Required Fire Safety Instruction Components

Employees

- All employees are required to follow the Emergency Action Plan (EAP) in order to provide the safest possible response to emergencies.
- Faculty members are required to instruct each class on the appropriate evacuation routes assigned to the room in which their class is being held.
- Staff are required to respond to emergencies based upon their assigned duties and training.
- No one will be asked or required to place themselves in harm's way.
- If it's dangerous to you, leave!
- Provisions must be made to assist challenged individuals.

Students

- In the event of an emergency, students are expected to comply with all directions given by college personnel in order to effect a safe and orderly evacuation.
- Students will be given instruction as to what is expected of them in each class should an emergency occur.

Visitors

- In the event of an emergency, visitors are expected to comply with the direction given by the college in order to effect a safe and orderly evacuation. Your cooperation and understanding is appreciated in this matter.

Contractors and Vendors

- Contractors are required to adhere to all current codes, standards and safety rules that are in effect at the time of the work being performed. These include (but are not limited to) building codes, plumbing codes, electrical codes, safety codes and college personnel/property protection codes.

Administrative Offices

- Evacuation plans are to be posted.
- Evacuation plans are to be communicated to all personnel in the area.
- Aisles are to be maintained free and clear.
- Exit signs are to be visible from all areas of the room.
- Doors are to be kept unlocked when the room is occupied.
- Sprinkler heads are to be kept unobstructed – no storage of anything within 18”.
- Fire alarm pull boxes should be kept free and clear for instant access.
- Fire extinguishers should be kept free and clear for instant access.
- Covers on electrical switches and receptacles are not broken or discolored.
- Electrical plug in stripes are plugged into wall receptacles and not into each other or extension cords.
- Extension cords are to be used for temporary power – not to exceed 90 days.

- All employee provided appliances (fans, coffee makers, lights, etc.) must comply with campus standards.
- Storage of material must not present an overhead hazard.
- When leaving for the day (or in an emergency) the area supervisor shall turn off all appliances and lights and close/lock the door.

Academic Classrooms

- Evacuation plans are to be posted.
- Evacuation plans are to be communicated to all personnel in the area.
- Isle ways are to be maintained free and clear.
- Exit signs are to be visible from all areas of the room.
- Doors are to be kept unlocked when the room is occupied.
- Sprinkler heads are to be kept unobstructed – no storage of anything within 18”.
- Fire alarm pull boxes should be accessible.
- Fire extinguishers should be accessible.
- Covers on electrical switches and receptacles are not broken or discolored.
- Electrical plug in stripes are plugged into wall receptacles and not into each other or extension cords.
- Extension cords are to be used for temporary power – not to exceed 90 days.
- All employee provided appliances (fans, coffee makers, lights, etc.) must comply with campus standards.
- Storage of material must not present an overhead hazard.
- When leaving for the day (or in an emergency) the faculty member shall turn off all appliances and lights and close/lock the door.

Laboratory Classrooms

- Evacuation plans are to be posted.
- Evacuation plans are to be communicated to all personnel in the area.
- Isle ways are to be maintained free and clear.
- Exit signs are to be visible from all areas of the room.
- Doors are to be kept unlocked when the room is occupied.
- Sprinkler heads are to be kept unobstructed – no storage of anything within 18”.
- Fire alarm pull boxes should be accessible for instant access.
- Fire extinguishers should be accessible for instant access.
- Covers on electrical switches and receptacles are not broken or discolored.
- Electrical plug in stripes are plugged into wall receptacles and not into each other or extension cords.
- Extension cords are to be used for temporary power – not to exceed 90 days.
- All employee provided appliances (fans, coffee makers, lights, etc.) must comply with campus standards.
- Storage of material must not present an overhead hazard.
- Ensure that all chemical containers are labeled as to content and hazards.
- DO NOT STORE CHEMICALS ALPHABETICALLY, except within a hazard class.
Hazard classes that shall be stored separately include:
 - Caustics (bases)
 - Inorganic acids
 - Organic acids

- o Oxidizing acids
- o Flammable/combustible material
- o Oxidizing materials
- o Pyrophoric materials
- o Radioactive materials
- o Water reactive materials
- o Poisons (Generally laboratory reagents separated into organic and inorganic groups)
- Provide physical separation between hazard classes.
- Store flammable liquids in approved flammable liquid storage containers.
- Store oxidizers well away from flammables.
- Compressed flammable gasses shall be stored 20' from oxidizing gasses or by a physical barrier having a 1.5-hour fire rating.

Sports and Recreational Facilities

- Prior to the event, general instruction to attendees on emergency evacuation will be provided.
- Prior to use as an instructional area staff will instruct students in the appropriate Emergency Action Plan.

Residential Life Office

- Smoking policy
- Barbecue fire safety policy
- Candle usage policy
- Cooking policy
- Emergency Action Plan (EAP) – post/train/practice

Vehicles/Motorized Equipment

- Only authorized campus employees shall be allowed to operate campus vehicles/equipment.
- No Smoking when fueling vehicles/equipment.
- Employees must follow all fueling directions in order to prevent fires.
- Employees must follow proper battery disconnecting/connecting procedures in order to prevent fires.
- Only approved portable safety containers will be used for transporting flammable liquids.
- Approved safety containers will be placed on the ground when filling.

Maintenance

- Maintenance employees by the nature of their jobs have a wide range of responsibilities that affect fire safety on school campuses. They will be involved in all levels of the fire safety program including hazard identification, hazard elimination, and emergency response.
- Maintenance employees will be trained in fire safety issues for the entire campus.
- Maintenance employees will provide information assistance to the local fire department in the event of an emergency.

Explosions

This policy outlines the procedures and safety measures the college follows to protect the campus community and respond effectively in the event of an explosion.

In the event of an explosion on campus, the following action should be taken:

1. Immediately take cover under tables, desks or other objects that will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the Department of Public Safety at extension 4000. Give your name and describe the location and nature of the explosion(s).
3. When told to leave by College Officials, walk quickly to the nearest marked exit and ask others to do the same.
4. Others must assist persons with disabilities in exiting the building. Do not use elevators in case of fire. Use the stairways.
5. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.

If requested, assist emergency crews as necessary. A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business. Do not return to an evacuated building unless told to do so by a campus official.

Medical Emergencies

Nature of the Hazard

Medical Emergencies are very common on college campuses and Spring Hill College is no exception. A medical emergency can be defined as an injury or illness that is acute and poses an immediate risk to a person's life or long term health. Situations that constitute medical emergencies are:

- Injury causing trauma (head/neck, bleeding, skeleton injury, etc.)
- Cardiac Arrest / Stroke
- Respiratory distress
- Diabetic emergencies
- Heat related emergencies
- Seizures
- Severe abdominal pain
- Poisoning / bites / stings
- Alcohol and Drug overdose
- Suicide attempts

Direction and Control

In the event of a medical emergency on the Spring Hill College campus, the Department of Public Safety should be notified immediately at 251-380-4444.

- Public Safety Communications will notify Mobile Fire and Rescue, if needed, and if during business hours the college nurse should also be notified and respond.
- A Public Safety patrol officer will respond to the scene to assist in stabilizing and administering first aid to the victim.

- If the victim is a student, someone from the Student Life division must be notified.

Note: In the event of an accident, be aware of possible neck or cervical spinal injury. Symptoms include impaired level of consciousness, motor or sensory deficit, and neck or back pain. Avoid moving these victims, and stabilize the victim's head immediately by holding the head to prevent any movement of the head or neck. Defer all other action to emergency medical personnel.

Psychological Crisis

A psychological crisis exists when an individual is threatening harm to him/her, to others, or is out of touch with reality. Typically the disconnection with reality is due to drugs, medical reactions, or a psychotic break. Such individuals may exhibit uncontrollable behavior, display emotional distress, and/or be unable to care for themselves. If psychological crisis occurs:

1. Contact the Department of Public Safety at extension 4000. Public Safety will contact other appropriate personnel.
2. Try to keep the person calm or within your vision until assistance arrives. Maintain your own personal safety if you feel the situation is dangerous.

Criminal or Violent Behavior

Criminal or Suspicious Behavior

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

Promptly notify Department of Public Safety at 251-380-4444 to report the incident, including the following:

1. Nature of the incident.
2. Location of the incident.
3. Description of person(s) involved.
4. Description of property involved.

Observing Crime or Suspicious Person

1. Immediately notify the Department of Public Safety at 251-380-4444.
2. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
3. If there is gunfire or an explosion, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

Hostage Situations

The initial 45 minutes period is the most dangerous. Follow instructions, be alert-and stay alive. The captor is likely to be emotionally imbalanced.

1. Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile.
2. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.

3. Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory.
4. Be prepared to answer the police on the phone. Be patient, wait. If the opportunity presents itself, attempt to establish rapport with the captor. If medications, first aid, or rest room privileges are needed by anyone, say so. In all probability, the captors do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

Active Shooters or Hostile Intruders

When dealing with an active shooter or other situation where imminent death or serious physical injury is possible, Spring Hill College will adhere to the philosophy and training of the US Department of Homeland Security which is to RUN – HIDE – FIGHT.

Run

If there is an accessible escape path, attempt to evacuate the premises.

- Be sure to have an escape route and plan in mind.
- Evacuate the area regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering the area where the suspect may be
- Keep your hands visible
- Follow the instructions of any police officer
- Do not attempt to move wounded people
- Contact Campus Safety at 251-380-4444 if possible or dial 911 on a cell phone
- When Running
 - Run away from the suspect if you can, as fast as you can.
 - Do not run in a straight line.
 - Keep vehicles, bushes, trees, and anything that could possibly block your view from the hostile person(s) while you are running.

Hide

If evacuation is not possible, find a place to hide where the suspect is less likely to find you.

Be out of the suspects view. Know the difference between cover and concealment.

- Cover consists of a physical barrier that can stop or deflect bullets or projectiles.
- Concealment consists of an object or area that hides you from view but does not stop bullets.
- Provide protection if shots are fired in your direction
- To prevent the suspect from entering your hiding place
 - Lock the door
 - Blockade the door with heavy furniture
- If the suspect is nearby
 - Lock the door
 - Silence your cell phone
 - Turn off any source of noise (radio, television, etc.)
 - Hide behind large items (cabinets, desk)
 - Remain quiet

- Stay at your location until the police or a known college official gives the “all clear.”

Fight

As a last resort, and only when your life is in imminent danger attempt to disrupt and /or incapacitate the suspect.

- Act as aggressively as possible against him/her
- Throw items and improvised weapons
- Yell
- Commit to your actions. Once the decision to fight is made, go all out and do not back off

Law Enforcement Arrival

It is the policy of SHC Department of Public Safety to protect life by any legal means possible. Officers responding to an active shooter incident shall accomplish this goal by immediately using any legal means at their disposal to make contact with the active shooter and stop him/her. This may include arrest, containment, or use of deadly force.

The philosophy driving this policy recognizes that the active shooter must be stopped before he can destroy any more innocent lives. This shall be the duty and responsibility of the initial responding officers, and they shall use all legal means to accomplish it. The prioritization of activities, in their order of importance is:

1. Stop the active shooter
2. Rescue the victims
3. Provide medical assistance
4. Preserve the crime scene.

While it is important to provide medical treatment to the wounded, it is more important to first protect all innocent life by stopping the actions of the active shooter.

Officers will proceed directly to the area in which the last shots were heard or where the suspect was last seen.

- Officers usually arrive in teams of four, but that is not absolute
- Officers may wear regular patrol uniforms or external bulletproof vest, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas, or smoke to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives

- Remain calm, and follow the officer’s instructions
- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide law enforcement or 911 Operator

- Location of the suspect
- Number of suspects
- Physical description of suspect
- Number and type of weapons
- Number of potential victims at the location

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams composed of additional officers and emergency personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Civil Disturbances and Demonstrations

Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call the SHC Department of Public Safety.

If a disturbance seems to threaten the occupants of the building, report it immediately and take the following actions:

- Alert all persons in the area of the situation
- Lock all doors and windows
- Close blinds to prevent flying glass

If necessary, your department may decide to cease work operations and evacuate, follow directions from Public Safety Officers.

If evacuation occurs, meet at the location designated as your building Emergency Assembly Area (EAA) and wait for additional instructions and information (see General Evacuation Procedures).

Peaceful, Non-Obstructive Demonstrations

1. Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked. Efforts should be made to conduct college business as normally as possible.
2. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 - a. Arrangements will be made by the Director of Public Safety to monitor the situation during non-business hours, or
 - b. Treat the situation as a violation of regular closing hours and, thus a disruptive demonstration. (See section on non-violent, disruptive demonstrations below)

Non-Violent, Disruptive Demonstrations

In the event that a demonstration blocks access to college facilities or interferes with the operation of the college:

1. (Demonstrators will be asked by the Director of Public Safety or their designee to terminate the disruptive activity.
2. The Director of Public Safety or their designee will consider having a photographer and/or videographer available.
3. Key College personnel and student leaders may be asked by the Director of Public Safety or their designee to go to the area and persuade the demonstrators to discontinue their activities.
4. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension and/or expulsion or possible intervention by civil authorities. The College President or their designee will be consulted before civil authorities are brought onto campus.
5. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs or videos if deemed advisable.
6. The College President, in consultation with Legal Counsel, and the Director of Public Safety, will determine the possible need for a court injunction.

Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the College President or their designee and the Director of Public Safety will be notified.

During Business Hours

1. The Department of Public Safety will contact the Mobile Police Department or Mobile County Sheriff's Office if support is needed.
2. The Department of Public Safety will then call a photographer/videographer to report to an advantageous location for photographing the demonstrators.
3. The Public Safety Department will provide an officer with a radio for communication between the college and assisting agencies as needed.

After Business Hours

1. The Department of Public Safety should be immediately notified of the disturbance.
2. The Public Safety Department will investigate the disruption and report and notify the Director of Public Safety.
3. The Director of Public Safety will report the circumstances to the College President or their designee.
4. The Director of Public Safety will notify key administrators and if appropriate, the administrator responsible for the building area. If necessary, the Director of Public Safety will call for additional police assistance (MPD/MCSO).

Directive to Immediately Terminate Demonstration

Sample Announcement:

"This is [Name], [Title] of Spring Hill College. I acknowledge your right to peacefully assemble

and express your views. However, your current actions are disrupting normal College operations and are in violation of College policy and Alabama law.

You are directed to immediately disperse and vacate this area. You have fifteen (15) minutes to comply with this lawful order. Failure to comply may result in disciplinary action under College regulations and arrest under applicable law.

The College remains willing to meet and discuss your concerns through the established administrative process once order is restored.”

Directive to Immediately Terminate Demonstration (With Law Enforcement Assistance)

You have previously been directed to terminate this unlawful demonstration and have been advised of the potential consequences for failing to do so. You are now in direct violation of College policy and applicable law, and your continued presence constitutes a disruption to College operations and a threat to campus safety.

Effective immediately, each participant remaining in this assembly is placed on *interim suspension* pending further review under the College Code of Conduct. Law enforcement officers will assist the College in restoring order.

Those who fail to leave the area immediately will be subject to arrest under applicable statutes, including but not limited to Criminal Trespass, Disorderly Conduct, and Destruction of Property. This is your final warning.

Bomb Threat

1. If you discover a suspicious object or potential explosive device, DO NOT TOUCH OR MOVE THE OBJECT. Immediately clear the area and call the Department of Public Safety at 251-380-4444 and 911.
2. If you receive a bomb-threat phone call, remain calm and attempt to obtain as much information as possible. Ask the caller the following questions:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
3. Keep the caller on the line as long as possible and document the following details:
 - a. Time of call
 - b. Estimated age and sex of caller
 - c. Speech characteristics (accent, tone, mannerisms, cadence)
 - d. Emotional state of caller
 - e. Background noises (traffic, voices, music, machinery, etc.)
4. Do not open drawers, cabinets, or touch any switches or electrical devices. Leave the area exactly as it is.

5. The Department of Public Safety, in coordination with local emergency services, will conduct the appropriate response and building search. Community members should not attempt to search for suspicious items.
6. Upon notification to evacuate, leave the building immediately using the nearest marked exit and instruct others to do the same.
 - a. Assist persons with disabilities in accordance with ADA-aligned evacuation procedures.
 - b. Do not use elevators. Use stairwells only.
7. Once outside, move to a safe area at least 500 feet away from the affected building. Keep fire lanes, walkways, hydrants, and access roads clear for emergency responders.
8. If requested, assist emergency personnel. Otherwise, stay in designated assembly areas until further instructions are provided.
9. Do not re-enter any evacuated building unless authorized by Public Safety or emergency officials.

Chemical Spill or Radiological Incident

1. Immediately report any spill or release of hazardous chemical or radioactive material to the Department of Public Safety at 251-380-4444.
Provide specific information about the substance, the exact location, and any visible hazards.
2. Do not attempt to clean up the spill yourself.
Public Safety will notify the appropriate emergency responders, environmental specialists, and medical personnel.
3. Evacuate the affected area immediately and keep others away. Await instructions from Public Safety or emergency officials.
4. If you believe you have been contaminated, avoid physical contact with others.
Move to a safe area nearby, remain in place, and provide your name and information to Public Safety personnel for appropriate decontamination procedures.
5. Upon notification to evacuate a building, leave promptly using the nearest marked exit and alert others.
 - o Assist persons with disabilities following established evacuation procedures.
Do not use elevators. Use stairs only.
6. Once outside, move to a clear area at least 500 feet from the affected building.
Keep fire lanes, hydrants, walkways, and access routes clear for emergency responders.
7. A Campus Emergency Command Post may be established near the site.
Keep clear of the area unless you have official business or are directed there.
8. Do not return to any evacuated building unless authorized by Public Safety or emergency personnel.

Do not return to an evacuated building unless told to do so by a campus official!

Utility Failure

In the event of a major utility failure occurring during regular working hours (8:00 a.m. to 4:30 p.m., Monday through Friday), immediately notify Facilities at Ext. 4675.

If the utility failure occurs after hours, weekends, or holidays, notify the Department of Public Safety at 251-380-4444.

1. When instructed to evacuate the building, walk quickly to the nearest marked exit and alert others to do the same.
2. Others must assist persons with disabilities in exiting the building. Do not use elevators in case of fire. Use stairways.
3. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
4. If requested, assist emergency crews as necessary.
5. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

Electrical or Light Failure

Depending upon the severity of the emergency, emergency building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. The majority of emergency lighting on campus is battery powered and has a limited life span after a power outage. It is, therefore, advisable to have a flashlight available for emergencies. Exit should be made as soon as possible.

Plumbing Failure/Flooding - Cease all operations. Do not switch on lights or any electrical equipment. This could cause an explosion and/or electrocution.

Steam Line Failure - Vacate the area immediately.

Ventilation Problem - If smoke is present, cease all operations and vacate the area.

Elevator Malfunction

If an elevator stops functioning or someone is trapped inside, immediately notify the Department of Public Safety at 251-380-4444.

Public Safety will contact the Mobile Fire Department (MFD) and the College's Facilities department who will then notify the contracted elevator repair company.

Public Safety personnel, Facilities staff, MFD members, and elevator technicians will respond to the scene. Only trained and certified Fire Department personnel or licensed elevator technicians are authorized to perform elevator extractions.

If Facilities receives the initial notification, they will immediately notify:

1. Mobile Fire Department
2. Department of Public Safety
Elevator repair company

Do not attempt to force elevator doors open or remove occupants yourself.

Infectious Disease and Pandemic Response

Overview

Pandemic and infectious disease threats remain a significant public health concern. While influenza viruses continue to pose risk, the COVID-19 pandemic demonstrated that emerging respiratory pathogens including novel coronaviruses and other airborne viruses can spread rapidly and disrupt all aspects of society, including higher education operations.

Spring Hill College strives to be prepared to respond to a broad range of infectious disease scenarios, including:

- Seasonal influenza and other respiratory viruses
- Novel or variant influenza strains
- COVID-19 and future SARS-CoV-2 variants
- Emerging infectious diseases (e.g., Mpox/Monkeypox, RSV surges, measles outbreaks, MERS-CoV, Ebola exposure scenarios)
- Localized outbreaks that require immediate containment

The College's preparedness, response, and recovery strategies remain flexible and guided by real-time data, public health directives, and evolving medical knowledge.

Infectious Disease and Pandemic Response Plan

Plan

This plan establishes procedures for preventing, detecting, responding to, and recovering from infectious disease outbreaks and pandemics that may affect campus operations, community health, and continuity of instruction.

Scope

This applies to all students, faculty, staff, contractors, visitors on campus. Covers naturally occurring infectious diseases, emerging public health threats, seasonal outbreaks, and declared pandemics.

Roles and Responsibilities

College President

- Holds ultimate authority for operational decisions, including campus closure or modified operations.
- Approves activation of the Infectious Disease Response Team (IDRT) and major policy changes.
- Serves as final decision maker on continuity of instruction and essential services.

Incident Commander

- Leads the IDRT when the plan is activated.
- Ensures ICS structure is followed.
- Coordinates with public health officials and local emergency management.
- Oversees implementation of mitigation, response, and recovery actions.

Campus Wellness Services/Director

- Works closely with the Director of health clinic to monitor infectious disease activity and identifies potential cases.
- Coordinates screening, testing, isolation, and medical monitoring procedures.
- Advises leadership on disease severity, protective measures, and risk levels.

- Maintains medical supplies (PPE, Testing Kits, disinfectants.)

Public Safety Department

- Supports enforcement of isolation/quarantine protocols as needed.
- Assists with wellness checks, access control, and emergency transport coordination.
- Ensures safety in isolation housing areas.

Student Life/Residence Life

- Provides isolation and quarantine housing, meal delivery, and basic needs support.
- Conducts wellness outreach to isolated students.
- Works with Academic Affairs to support continuity of coursework.

Academic Affairs

- Implements remote or hybrid instruction when required.
- Provides accommodations for absent students and faculty.
- Ensures accessibility for students with disabilities and international students.

Marketing and Communications

- Issue timely, accurate campus wide messaging.
- Maintains rumor control, FAQs, and status alerts on the website.
- Coordinates official updates with public health messaging.

Infectious Disease Response Team

Standing members include: Emergency Management Team, Health and Wellness Services, Public Safety Dept., Student Life, Academic Affairs, Human Resources, Communications, Facilities, ITS

Responsibilities:

- Monitor local and global disease trends.
- Recommend changes to campus risk level.
- Provide coordinated guidance during outbreaks.
- Conduct post pandemic assessment.

Preparedness Measures

Surveillance and Monitoring:

- Track CDC, WHO, and state/local health alerts.
- Utilize campus health center data to detect unusual illness clusters.
- Maintain situational awareness dashboards (if feasible.)

Vaccination and Prevention

- Provide on-campus seasonal flue clinics and targeted immunization campaigns.
- Align vaccination requirements with state law and public health guidance.
- Promote hand hygiene, respiratory etiquette, and self isolation when ill.

Supplies and Logistics

- Maintain minimum 60 day reserves of PPE (masks, gloves), sanitizers, disinfectants, thermometers, and cleaning supplies.
- Identify vendors for rapid restocking during a surge.

Training & Exercises

- Annual tabletop exercise simulating outbreak escalation.
- Orientation training for residential life staff on infectious disease protocols.

Isolation and Quarantine Spaces

- Designate a residence hall block for isolation capacity.
- Prepare rooms with hygiene kits, linens, wi-fi and daily support procedures.

Response Levels and Triggers

Level 1 - Routine operations

- No known threat
- Standard infection prevention (hand hygiene, vaccinations, routine cleaning)

Level 1 - Elevated Monitoring

Trigger: Local or regional cases reported.

Actions:

- IDRT meets weekly.
- Increase campus health messaging.
- Encourage voluntary self-isolation when sick.

Level 2 - Campus Precautions

Trigger: Confirm cases on campus or sustained community transmission.

Actions:

- Implement symptomatic screening at a health center.
- Recommend masks in high density spaces.
- Restrict large gatherings.
- Isolation housing activated.

Level 3 - Enhanced Mitigation

Trigger: Multiple campus cases or high local transmission.

Actions:

- Mandatory masking in designated areas.
- Temporary hybrid/remote instruction options.
- Limit non-essential personnel only.
- Maintain isolation/quarantine procedures.
- Provide remote student support services.

Response Procedures

Identification and Reporting

- Individuals with symptoms should contact SHC Health Clinic immediately.
- Faculty/staff report suspected clusters to the Emergency Management Team.
- Anonymous reporting available for concerns.

Screening and Testing

- Health Clinic conducts testing based on public health guidance.
- Positive cases receive written instructions for isolation.
- Close contacts notified per privacy and HIPAA/FERPA guidelines.

Isolation and Quarantine

- Isolation for confirmed or suspected cases.
- Quarantine for exposed but asymptomatic individuals (as required)

- Support includes meal delivery, health check ins, academic accommodations and mental health support.

Cleaning and Disinfection

- Facilities conducts enhanced cleaning in affected areas within 24 hours.
- Isolation and medical waste handled separately from routine waste streams.

Continuity of Academic Operations

- Academic Affairs transitions courses as needed to remote or hybrid.
- Faculty provide asynchronous materials for isolated students.
- Labs, clinical placements, and performance activities follow modified safety protocols.

Travel Restrictions

- College may limit non essential domestic or international travel.
- Returning travelers follow CDC/state guidelines for testing or self-monitoring.

Communications and Public Information

The VPEN/CIO will handle all communication in collaboration with the President.

Key Principles for communication

- Transparent, accurate, timely messaging
- Use multiple channels including email, text alerts, website updates, social media.
- Provide clear instructions for prevention, testing, and isolation.
- Address misinformation quickly.

Types of Message

- Outbreak awareness notification
- Confirmed case notification (no identifying information)
- Changes to operations or risk levels.
- Return to campus announcements.

Recovery and Return to Normal Operations

Recovery Priorities

- Restore full academic and residential operations safely.
- Reopen facilities in phases based on cleaning and ventilation checks.
- Support students who experienced disruption or trauma.
- Reinstate campus events gradually.

Post Pandemic Assessment

- IDRT leads evaluation of response effectiveness.
- Identify strengths, lessons learned, and improvement areas.
- Update policies, supplies, and training plans accordingly.

Plan Maintenance

- Will be reviewed annually by the Emergency Management Team, Health and Wellness Services, and the IDRT.

- Will be updated as public health guidance evolves.
- Version control maintained with revision dates and approval signatures.

APPENDIX 1: CONTACT INFORMATION

EMERGENCY PHONE NUMBERS			
Name	Department	Office	Cell
Eddie Gonzalez	Public Safety & Security	251-380-3004	251-622-1140
Chris Armstrong	Marketing	251-380-3869	228-238-9344
Rodney Bee	IT	251-380-2248	251-377-2071
Rebecca Cantor	Academic Affairs	251-380-2265	714-397-1282
Vannee Cao-Nguyen	Student Life & Campus Culture	251-380-3026	850-261-8392
Julia Vigneault	Business/Finance	251-380-2255	
Arlene Cash	Enrollment and Marketing	251-380-	334-306-1918
Dallas Marlow	Finance	251-380-1	
Tim Hicks	HR	251-380-4185	
Chris Hughes	IT	251-380-2292	251-404-3970
Desiree Melton	Student Life and Conduct	251-380-3028	
Brittany Ramsey	Development	251-380-3214	850-529-3331
David Taylor	IT	251-380-2275	251-216-7901
James Boland	Aramark Dining	251-380-3892	251-648-2212
Mary Van Brunt	President's Office	251-380-3866	
Leslie Weaver	Wellness Center	251-380-4098	
Sharon Williams	Facilities	251-380-3884	251-490-4161
Monique Ravellette	Facilities/Housekeeping	251-380-4682	251-591-9639
Jim Elzy	Maintenance	251-380-4679	

Agency Contact Phone Numbers

Patrick Ryan, FBI	Office: 251-438-3674	Cell: 251-295-4211
Billie Rowland, Capt. MPD 4 th	Office: 251-208-1300	
Zeke Aull, USA PD	Office: 251-460-6609	Cell: 251-423-3532
Mobile County Sheriff Office	Office: 251-574-2423	
Mobile County DA	Office: 251-574-8400	
Mobile Fire	Office: 251-208-7351	
Mobile EMA	Office: 251-460-8000	