



MILES COLLEGE EMERGENCY TASK FORCE

EMERGENCY TASK FORCE

The Emergency Task Force (ETF) is responsible for creating, implementing, updating and maintaining an appropriate plan of action. The ETF is also responsible for responding to the seven emergency response stages presented below. An annual evaluation of the following stages and their implementation is conducted.

The Emergency Task Force's response to all weather conditions, is to implement a seven-step process which includes the following: Step 1- Evaluation of Weather Conditions, Step 2 - Risk Assessment and Decision Making, Step 3- Effective Communications, Step 4- Implementing of a Pre-Established Action Plan, Step 5- Surveillance and Check-In Points, Step 6- Counseling and Spiritual Outreach, and Step 7- Medical and Emergency. Each step has a committee and chair from the College's Emergency Task Force for implementation purposes.

The ETF will convene pre-emergency and post emergency. It will provide a list of faculty, staff, and students who offer to serve as volunteers during emergencies, to the Vice President for Finance and Administration or his/her designee. The list should identify primary and alternate volunteers- the actual number of volunteers needed is to be determined by the number of students relocated to the campus' Safe Spaces, the anticipated duration of the emergency, and areas/sectors also needing volunteers (i.e. Help Desk). Once identified, these individuals constitute what will be referred to as Force-2. They will be notified and subsequently, provided with specific emergency response duties. Force-1 will include but is not limited to the following categories of volunteers: Facility Managers, Safe Space Workers, Food Handlers, Medical Assistants, Drivers, Facility Maintenance Personnel/Custodial Staff, Security Officers, Media Specialist and Administrative Support Personnel.

Senior Vice President for Finance and Administration

The Chair will provide oversight for all operations of the Emergency Task Force; it makes decisions relevant to student relocation to campus safe spaces and/or campus evacuation. Review policy and procedures, publish letters of appointment, coordinate services with Regions' Insurance Carriers as needed and provide the funds necessary to operate before, during and after the emergency and other related duties. The Chair or designee delegates additional duties and directs responses as needed.

Dean of Student Affairs

The Dean of Student Affairs works in tandem with the Senior Vice President for Finance and Administration. He/she oversees all emergency response issues pertinent to both residential and commuting students. The Co-Chair reports directly to the Senior Vice President for Finance and Administration or his/her designee.

Chief Information Officer Representative

Prepare the administrative computer center for damage control, prepare for resumption of computer services and equipment and provide alternative repository for backup databases and other related duties. The CIO reports directly to the Senior Vice President for Finance and Administration or to his/her designee.

Office of Public Relations Representative

Obtain all pertinent emergency response information from outside sources e.g. news media, utility companies, governmental agencies, other educational institutions and community organizations for dissemination to all College constituency groups. Establish liaison with local radio, television, and other news media and prepares briefs for the President, and the ETF; prepares public announcements for release, as directed by the President or his/her designee. This individual reports directly to the Senior Vice President for Finance and Administration or his/her designee.

Human Resource Management Director

Directs the protection of sensitive and important and personnel files with the assistance of the Chief Information Officer. Provides the Emergency Response Team with emergency contact information for the Administration; prepares sign-in and sign-out rosters to be used by Emergency Task Force members, Faculty, Staff and Administrative Volunteers. Assist the Vice President for Finance and Administration with filing of claims and other related duties. This individual reports directly to the Senior Vice President for Finance and Administration or to his/her designee.

Physical Plant Director

Directs the acquisition of emergency equipment, tools, and materials as needed. Ensure that adequate emergency equipment is supplied to each designated safe space, this includes flashlights, batteries, portable radios, bedding, food/water supplies and personnel to provide routine maintenance and housekeeping. Provide personnel and equipment to perform shutdown procedures, hazardous area control, barricades, property damage assessment, debris clearance, power restoration and plumbing, water and waste removal/restoration. Assist campus photographer in identifying, videotaping, and photographing all storm damage (i.e. grounds, buildings, equipment and supplies that have received damage or been lost. Responsible for maintaining generators and, as needed, refueling. This individual reports directly to the Senior Vice President for Finance and Administration or to his/her designee.

Student Housing Director

Directs the protection of sensitive and important medical information. Provide the necessary medical supplies to the designated campus safe space(s) and coordinates medical emergency services with local hospital ER, Family Medical Center and other agencies. This individual works closely with Counseling Services and is expected to maintain a list of crisis and "Special Needs" safe spaces. This individual reports directly to the Senior Vice President for Finance and Administration or to his/her designee.

Residential Life (Male and Female Dorms)

Gather pertinent information including an accurate count of students to be sheltered for the Food Service Personnel, provides up-to-date ICE (In Case of Emergency) information for all students, a list of students who reside off-campus, students who have been placed in other safe space(s) and students who departed the area with or without parental permission. Directs the protection of sensitive student file information, facilitate student movement between campus housing and safe spaces, coordinate and assign resident hall staff to serve as safe space monitors as well as SGA Members, RAs, volunteer Faculty, Staff, and Administrators. These individuals report directly to the Senior Vice President for Finance and Administration or to his/her designee.

Food Service Director

The Campus Manager of Food Services is responsible for obtaining, storing, and disseminating food and food-related supplies to each residence hall and/or approved campus space upon student relocation. (Meals are provided in residence hall ONLY when storms have been classified as Category 1.) Inform students that an emergency result in a departure from regular menus and preparation styles. Supplies include non-perishable food and water proportioned per day, per person for 3 to 5 days. Responds to special dietary foods requested by either the Residential Life Staff or the Student Health Services Staff for "Special Needs" as documented in student files. This individual reports directly to the Senior Vice President for Finance and Administration or to his/her designee.

Transportation Director

The Director compiles vehicle inventory, top-off all gas tanks, schedules drivers, and provides emergency vehicles to the ETF to be used for medical emergencies and campus assessments. This individual reports directly to the Senior Vice President for Finance and Administration or to his/her designee.

Campus Police - Safety/Security Director

Campus Police mobilize and take immediate and appropriate actions to protect life and property. Maintain Safety Readiness at all times, acts as liaison between the Emergency Task Force and appropriate outside governmental agencies (Fire, Medical, Police), and provides control of hazardous areas, properties, control of the campus perimeter through the use of internal security patrols and fire prevention services as needed. This individual reports directly and daily to the Senior Vice President for Finance and Administration or to his/her designee.

Dean of Student Engagement/College Chaplain

The Dean of Chapel provides spiritual counseling during minor emergencies, major emergencies, and disasters to the campus community. Creates religious programming for students relocated to campus safe spaces (i.e. prayer and worship services, testimony sessions, Bible Study, etc.)

Counseling Services Director

The Counseling Director provides 24-hour availability of Counseling Services personnel. The Director provides interpersonal counseling to students, faculty, and administrators; provides counseling to students relocated to campus safe spaces, students traveling following announcement of campus evacuation, and students upon resumption of regular school services and operations. The Director notifies parents/guardians of the situation(s) requiring their input and attention, and makes referrals of students to appropriate external agencies.

Fire Emergencies

All fires are to be reported to the Fairfield Fire Department and to the Campus Police – Safety Office; the order of the call will depend on the severity of the fire.

If fires appear minor and controllable, telephone the Campus Police/Security office. If the fire appears large and uncontrollable, immediately telephone the Fairfield Fire Department (911), close but do not lock all doors to confine the fire on your way out/away from the fire, calmly alert others to walk quickly to the designated area and telephone Campus Police Safety/Security notifying them of the 911 call you placed prior to leaving the area.

Fires are dangerous and destroy life and property; therefore regular fire drills are recommended campus wide. In every building, all exits should be identified and well lighted by emergency generators, warning signs should be posted by each elevator door to use the stairs in case of a fire, fire alarms should be tested regularly, and designated areas should be established (approx 500 feet away from the buildings) in a clear area for accountability. If a person is trapped inside a burning building, stay near the floor where the air is less toxic. If a window is present, use an article of clothing or paper as a marker for the rescue crews. If a window is not present, shout at regular intervals to alert rescue crews.

Heat Waves are high temperatures and high humidity with limited air movement. The elderly, very young, obese, those who work outdoors and substance abusers are most at risk succumbing to heat. The three major heat-related illnesses are: Heat Stress, Heat Exhaustion and Heat Stroke and if left un-treated can result in death. Some other symptoms are headaches, dizziness, lightheadedness, fainting, upset stomach, and vomiting, dry and hot skin with limited to no sweating, mental irritability, confusion or lost of consciousness.

Suggested Safety Tips

Avoid strenuous activity at the hottest point in the day, avoid constant sunlight, drink plenty of water regularly, avoid alcohol and caffeine, wear lightweight-light colored clothing, avoid using salt tablets unless directed to do so by a physician. If an emergency has been identified, telephone 911 and the Campus Police - Safety/Security, move the worker/person to a cool shaded area, loosen or remove heavy clothing, provide cool drinking water, fan and or mist the person with water. When planning outdoor activities

during the summer months (strenuous in nature-football and band) contact the Office of Campus Police-Safety/Security, Physical Plant or consult the local news for weather advisories.

Emergency Command Center

Definition

The Emergency Command Center (ECC) is the officially designated location for the coordination of emergency operations (Pitts Hall Basement).

Point of Operation

When a major emergency occurs, or is imminent, the Vice President for Finance and Administration will confer with the Dean of Student Affairs and Student Engagement, and members of the Emergency Task Force to set up its staffing of the Emergency Command Center. The ECC will be staffed for twenty-four (24) hours per day for the duration of the emergency. The ECC becomes operable at the time of a major emergency.

Location

The Emergency Command Center is located in the basement of Pitts Hall which has an independent electric power supply (generator).

DISSEMINATION OF INFORMATION

Once the President's State of Emergency Proclamation is issued, the Vice President for Finance and Administration and the Emergency Task Force will alert the members of the Emergency Task Force (Force 1) who will, in turn, notify volunteers who constitute Force 2. The Vice President for Finance and Administration will notify the Vice President for Academic Affairs who will notify all faculty members. The Vice President for Finance and Administration will notify the Director of Human Resource Management who will notify all Faculty/Staff and Students. The Chief Information Officer/Human Resource Director will alert the campus communication system (W.A.R.N.)

SUSPENSION OF SERVICES AND SYSTEMS

A proclamation will be issued by the President as to the suspension of classes, office closings and campus evacuation. This decision will be communicated via the W.A.R.N system, mass email, internet service, public news media, security personnel, sector/unit supervisors and residence hall personnel. Employees and students of the college shall follow these directives and govern themselves accordingly. Non-essential personnel and students seeking shelter apart from the college must complete an official Travel/Sign-out form prior to their departure from the dorms. The Emergency Task Force must make every effort possible to account for all students and Miles College's personnel.

RESUMPTION OF SERVICES

The President will issue notifications for both limited and total resumption of normal college operations, utilizing the same vehicles described above. It is important to note that campus personnel are to use extreme care in re-entering the campus/offices or any part thereof after the emergency has ended. However, no one is to return to campus/offices prior to an official notification. There is some danger of accident and/or injury where the facilities may not be totally restored. Also, damaged equipment should not be operated prior to proper restoration by authorized personnel. All Miles College personnel are responsible for assessing information via the College's Home Web-page, the College's W.A.R.N system, email account and public broadcast/ media.

Chemical Spill

Hazardous materials can be found in various places on the campus, (e.g. the Student Health Center, the Residence Halls, Taggart Science Building, and Physical Plant). A toxic spill can occur on the campus, or at the United States Steel Corporation located one and a half miles west of the campus. Spills can also occur on Interstate 20/59 which is located east of the campus. To prepare for such we must:

- Ensure proper labeling of all materials coming to the campus
- Use and properly dispose of all hazardous waste materials
- Supervise all laboratory use of hazardous materials
- Conduct routine environmental inspections to ensure safety
- Purchase and store equipment and devices needed to respond to such (gloves, gowns, mask, chemical wash, etc.)

In the event of a chemical spill on campus, contact the Office of Campus Police-Safety/Security immediately and be specific about the nature, materials and location of the incident. Clear the area to avoid further contamination, but do not leave the general area. Key personnel will shut down ventilation systems and close doors-(do not lock doors)-and/or establish perimeter of at least 500 feet away from the spill until Security and others arrive.

If the spill occurs off campus, follow the directives provided by the President or her/his designee via the local authorities. Remember, do not panic, look, listen, reduce further risk where possible and help others.

Bomb Threat

Bomb threats whether in the form of physical evidence or a telephone call, are to be taken seriously. Contact the Office of Campus Police-Safety/Security immediately. Campus Police -Safety/Security will contact the Director of Physical Plant, Fairfield Police Department and advise the President or her/his designee of the situation. Because bomb threats are often made with the purpose of disrupting business, the decisions on the action to be taken are to be made by the President or her/his designee. If a facility search is deemed necessary, learn to look (search the room/area with your eyes) for anything out of the ordinary, learn to listen (close your eyes and listen for a clockwork mechanism and/or background noise through A/C ducts, plumbing or through the walls and note the level of

noise) and calmly report the facts, only. Do not disturb a suspicious object or device found. If an evacuation is deemed necessary, Campus Police - Safety/Security will alert building occupants and provide evaluation assistance. No one is to return to the area without clearance from Campus Police- Safety/Security. Refrain from using cell phones, hand-held radios, during this time because they can act as detonators.

Crashes near Campus

Flight Path

In the event of a mishap on campus; seek cover immediately (under tables, desks and other objects that will give protection against falling glass or debris). When the effects subside contact the Office of Campus Police - Safety/Security, providing them with your name, exact location and the nature of the incident. If this is not possible due to down power/telephone lines or loss of power, sound the emergency alarm in your building and carefully, yet quickly, prepare to evacuate or await rescue.

An Emergency Command Post may be established in the area by the local authorities. Avoid the media wherever possible.

Utility Emergencies

In the event of a major utility failure, occurring during the regular work hours (8:00am – 5:00pm, Monday-Friday), contact the Physical Plant Division immediately. If the alarm from the backup generator has sounded, quickly leave your area, unplugging as much office equipment as possible (to prevent damage) and go to the designated open area used during drills. Remember to calmly inform others as you go and give aid to the physically disabled. Do Not Use Elevators. If the utility failure occurs in the evening or on the weekends contact the Office of Campus Police - Safety /Security immediately and begin the evacuation process. Remember, when evacuating the Chapel, A. Woods Lecture Hall (Pearson Hall), the Gymnasium and the dormitories under the cover of darkness it requires: calm, order, quick accountability and skills in crowd control.

Mail

Mail-handlers are to be both observant and cautious in their duties. Any suspicious packages, packaging containing written threats, clockwork mechanism sounds, unsealed envelopes with a white powdery substance spilling out, packages with needles, wires, stains, etc should be reported to the Office of Campus Police - Safety/Security immediately, who will in turn notify the proper authorities, including the President and her/his designees. If you should handle contaminated/suspicious mail, wash your hands immediately using plenty of soap and water. **DO NOT FORWARD SUSPICIOUS MAIL/PACKAGES.**

Terrorism

Preparing an Emergency Terrorism Plan for the Institution should be the same or similar for a family or the local community. First we must identify events and their potential for mass destruction in our community. The plan will then include; in the event that a disaster occur:

An out-of-town communications contact (A Trustee Member out of the immediate local, a Sister Institution in another state) whose purpose is to be a voice for and/or helping establishing relief efforts on our behalf.

A predetermined meeting place away from the institution for the President and her/his Cabinet Members should the institution be profoundly effected and totally evacuated, as well as a location for pertinent documents and financial records. Also prepare a disaster supply kit to be housed in the predetermined meeting place or one that will accompany the President and her/his Cabinet members.

Establishing means for Administration, Faculty, Staff and Students to contact family members who may be affected in other areas.

A terrorist incident of any nature will produce significant numbers of casualties, damage to buildings and infrastructure, involve large numbers of law enforcement and other officials, generate extensive media coverage, overwhelm our health and mental health resources and result in massive evacuations. Some acts may include the release of Bio-explosions, if so, leave the area immediately, if trapped, cover your mouth with a piece of cloth and tap on a pipe or wall-do not shout. The best response is not to panic, listen to the local authorities, including our own administration, reduce further risk wherever possible and help others.

Tornado Summary

Miles College has developed an emergency plan in the event of a tornado to ensure the safety of its students, faculty and staff. The College's primary concern is the safety, health and well-being of the Miles College Family. All decisions reflect this ethic.

Evacuation outside the storm area is always recommended during a tornado as the best possible way to ensure personal safety. When official notification is made of the cancellation of classes, all students are to seek safety through evacuation outside of the storm area. Conditions during a tornado emergency are changeable and uncertain at best. However, those students who cannot evacuate on their own will be moved to the designated on-campus safe space. Once relocated to the on-campus safe space, students must abide by established rules to ensure decency and order for all concerned. Roads may become impassable due to storm damages. Depending on storm damage, these conditions can last for several days.

Tornado Emergency Plan Teams

The President of Miles College has designated the Senior Vice President for Finance and Administration as the Plan Coordinator for the College's Tornado Emergency Plan. During a College-recognized state-of-emergency, the Plan Coordinator has supervisory responsibility over all departments and all personnel who make up two officially constituted teams. These two teams are the Tornado Emergency Preparedness Team and Emergency Essential Personnel Team. Assessments and decisions reached by the membership of these teams will be forwarded by the Plan Coordinator as recommendations to the College President. The following individuals constitute the membership of the College's Tornado Emergency Preparedness Team. These individuals are responsible for making assessments and, subsequently, decisions during the four distinct stages of the Tornado Emergency Plan. The four stages of the Tornado Emergency Plan are (1) Pre-season Preparation, (2) Threat assessment, (3) Class Cancellation, (4) and College Closure:

- Senior Vice President for Finance and Administration
- Vice President for Student Affairs
- Vice President for Academic Affairs
- Director of Institutional Advancement
- Director of Technology and data Information systems
- Director, Campus Police Security
- Director, Physical Plant
- Director, Human Resources
- President, Student Government Association

The following individuals constitute the membership of the Essential Emergency Personnel Team. These individuals are responsible for implementing detailed procedures for their specific area of responsibility, including General Tornadoes Response Protocol. Each of the following individuals may require and, as such, identify additional staff within his/her area to assist in the implementation of the Tornado Emergency Plan.

- Senior Vice President for Administration and Finance
- Vice President for Student Affairs
- Chief Information Officer
- Director, Campus Security
- Director, Physical Plant
- Director, Technology
- Director, Public Relations
- Director, Counseling Center
- Director, Residential life
- Director, Dining Services (GSI)
- Director, Transportation
- Dean of Student Engagement

Responsibilities

President:

- A. Pre-approve broad policies relative to Tornado preparedness.
- B. Make the decision for campus evacuation.
- C. Communicate decision to the campus, community, and media.

Vice President for Academic Affairs:

- A. Recommend/communicate, if warranted, cancellation of classes.
- B. Inform Deans/academic departments of decision /timeline for evacuating campus.

Senior Vice President for Finance and Administration:

- A. Communicate with the President and provide advise on the College's state of readiness.
- B. Communicate with Tornado Teams.
- C. Communicate emergency instructions to department heads / directors under the Administration and Finance section.
- D. Communicate with official building contacts.

Dean of Student Affairs:

- A. Remain in contact with the President's Office.
- B. Implement any action necessary to evacuate students from the campus.
- C. Develop identification program for residential students who do not have transportation for evacuation.
- D. Coordinate with Director of Student Life, and other Directors and supervisors within area of responsibility

Director of Public Relations:

- A. Develop and implement communication plan for campus evacuation, return to campus, and media communications during assessment stage and following emergency period.
- B. Periodically check with the Tornado Emergency Preparedness Team regarding announcements to be made during and after Tornado conditions.

Director of Physical Plant:

- A. Oversee overall Tornado disaster preparation.
- B. Communicate with the City of Fairfield, Birmingham and Jefferson County Emergency Management Office.
- C. Procure, store and maintain in an operable condition all supplies and equipment necessary for this plan.
- D. Take necessary steps to implement Tornado defense measures.
- E. Inventory and stock/replenish food, water, and supply stores.

Chief Information Officer:

- A. Test all Emergency Telecommunications equipment.
- B. Begin backups of all data center systems and store off site.
- C. Establish communications for Emergency Command Center.
- D. Begin preparations for shut down of data systems, if necessary.
- E. Work with Director of Public Relations for updates to College Website.
- F. Keep information up-to-date on web and email as it becomes available.
- G. Work with Vice President for Academic Affairs for academic updates.

Director of Campus Police:

- A. Assists Director of Physical Plant in the implementation of plans.
- B. Takes necessary steps to effect tornado preparation measures.
- C. Maintain communications with Emergency Management Center.