

# Hill College

## Critical Incident Response Plan 2010 – 2011

### GLEN ROSE

#### OBJECTIVES

1. To coordinate the College's response to critical incidents while paying special attention to the safety and security needs of members of the college community.
2. To maintain the safety and security of faculty, staff, and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

#### DEFINITION OF A CRITICAL INCIDENT

A critical incident is a situation that involves college student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal college operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

*(Note: This plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation. )*

#### Student Assistance Services

##### Personal Counseling Referrals

The Director of Counseling will act as the referral agent for students seeking assistance for emotional or personal counseling services. (Director of Counseling is responsible for development and update of written supporting referral policy). In the case that groups and/or families are affected by the emergency situation, the Director of Counseling will determine the appropriate steps to take for referral for counseling services.

Counseling services are not provided except on an emergency basis by a licensed professional counselor. Hill College faculty and staff may refer students to the Director of Counseling by completing the Counseling Referral Form located in the secure area at the HC website. See Counseling Referral Form, page 7.

# Emergency Communication Guidelines

**In the event of an emergency that directly affects Hill College, we will notify you via Rebel Alert.**

Rebel Alert is the College's branding of a third-party fully hosted Emergency Mass Notification Communication system operated by Blackboard-Connect formerly Connect-Ed. Rebel Alert, an opt-out solution, features the capability of calling or sending emergency notices to an individual, group(s) or a specific geographical location via landline and cell phones, PDAs, social media, email, TTY and SMS/Text messaging.

<http://www.hillcollege.edu/info/rebelalert/>

## Members of Hill College @ Glen Rose CIRT:

	<u>Work</u>	<u>Cell</u>	<u>Home</u>
Executive Director, John Bailey	(254) 897-411	(254) 396-1733	(254) 898-1100
Sharlin Sifford	(254) 897-4111		(254) 897-4076
Nursing Instructor, Raina Lively	(254) 897-2801	(817) 240-2015	(817) 556-0093
Cosmetology Instructor, Shelley Key	(254) 898-1406		
Cosmetology Instructor, Laurie McPherson	(254) 898-1406	(254) 396-019	(254) 897-7171
Support Staff, Cosmetology	(254) 898-1406		

## Local Community Emergency Services

### Critical Incident Emergencies

**911**

County of Somervell

Sheriff Department (non-emergency)

(254) 897-2242 or (254) 897-4068

County of Somervell

Fire Department

(254) 897-2242

### Hospital

Glen Rose Medical Center

1021 Holden St.

Glen Rose, Texas

(254) 897-2215

Poison Control Center

1-800-222-1222

Suicide Hotline

1-800-784-2433

Comanche Peak Nuclear Power Plant

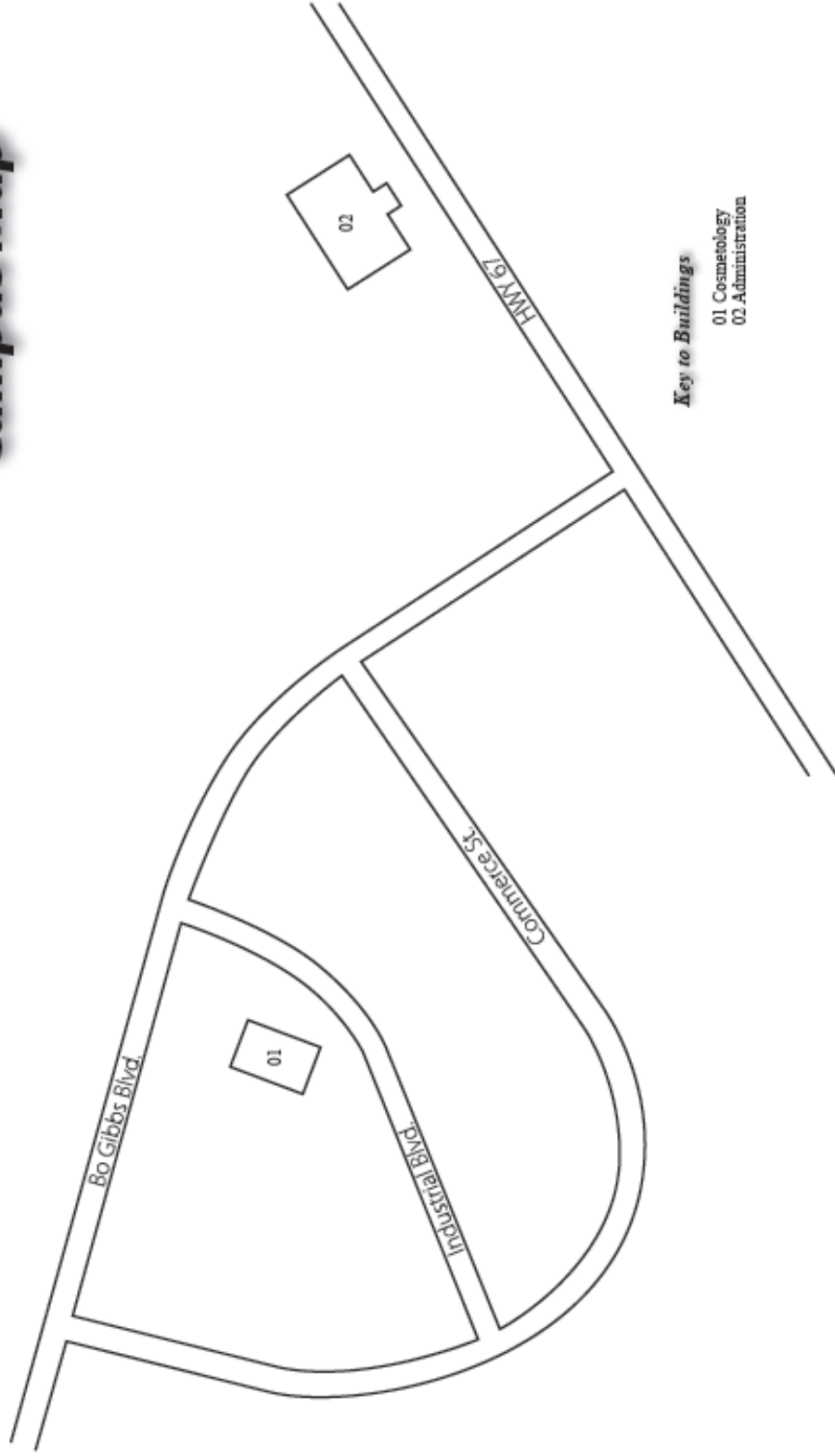
682-498-8010

[www.comanchepeak.com](http://www.comanchepeak.com)

# Hill College

@ Glen Rose  
Glen Rose, Texas

## Campus Map



### Key to Buildings

- 01 Cosmetology
- 02 Administration

# EXAMPLES OF LIFE THREATING/SERIOUS SITUATIONS AND RESPONSES

## FIRES:

- Examples: Buildings, Grounds, Automobiles
  1. Call the appropriate college official at the specific campus.
  2. Clearly identify the location of the incident.
    - \* Building name
    - \* Physical location on campus
    - \* Room or area where fire is located
  3. Evacuate the area.
    - \* Check the evacuation signs posted in hallway.
  4. Fight fires **ONLY IF TRAINED** and NOT a life threatening situation.
  5. Follow instructions on fire extinguisher.

## SEVERE WEATHER: (i.e., tornados)

- Tornado Watch – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- Tornado Warning – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
- When a tornado **WARNING** is received by way of siren, public broadcast, campus police or security or designated representative:
  1. HC faculty and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
  2. If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
  3. Protect yourself by:
    - Lying face down
    - Drawing your knees up under you
    - Covering the back of your head with your hands

EMERGENCY EVACUATION SIGNS ARE LOCATED IN THE HALLS OF EACH OF THE BUILDINGS.

## POWER OUTAGE:

- If an electric power outage occurs, the following procedures need to be taken:
  1. Open doors and window coverings to take advantage of natural lighting.
  2. Help those in need of assistance.
  3. Carry flashlights if available.

## **HAZARDOUS MATERIALS:**

- Report all incidents involving chemical exposure, spills, or disposal to the Dean of Students.
  1. Do not attempt to clean any spill or dispose of any waste until proper authorities have been contacted.
  2. Be aware of the Material Safety Data Sheet (MSDS) locations [See Appendix]

## **CRIMINAL DISTURBANCE:**

- Examples:
  - Robbery
  - Assault (verbal or physical)
  - Theft in progress
  - Hostage situation
  - Gang activity
  - Weapons on campus

  1. Do not resist or attempt to retaliate unless your life depends on self-defense.
  2. Call local law enforcement.
  3. Report any criminal disturbance to the appropriate college official and security officer on duty.

## **BOMB THREATS:**

1. Do not hang up or put the person on hold.
2. Record date and time you were notified of a bomb threat.
3. Obtain as much information as possible.
4. Call the appropriate college official.
5. Do not take any further action, unless you are specifically asked to do so.

## **DISRUPTIVE BEHAVIOR:**

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the appropriate college official and security officer on duty.
- Examples of disruptive behavior:
  - Throwing rocks at windows
  - Blocking chairs and tables in classrooms
  - Writing on walls and defacing college property
  - Verbal abuse of students or employees
  - Disturbing instructors or students
  - Unauthorized protests

**Make written documentation of incident.**

## **DRUG/ALCOHOL INTOXICATION:**

- Immediately call the appropriate college official and security officer on duty.

## **UNUSUAL BEHAVIOR:**

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the appropriate college official and security officer on duty and Director of Counseling
  2. Do not argue with the person, no matter how unusual the conversation may seem.
  3. Make no threatening movements or comments to the person.
  4. Designate one student to contact additional staff.
  5. Remain calm during your conversation with the person.
  6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.
- Additional information regarding the identification of early warning signs can be found at each Hill College Counseling Center.

## **MEDICAL EMERGENCY:**

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
  - Reportable examples include but are not limited to:
    - Medical emergencies
    - Occupational accidents requiring medical treatment other than minor first aid.
    - Accidents caused by property damage or unsafe conditions.
    - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the campus operator should be notified of the location of the emergency.
  2. Report all medical emergencies to the appropriate college official or security officer.
  3. ALWAYS document the incident.

## **MINOR FIRST AID:**

Treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician.

## **EVACUATION PROCEDURES:**

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside, assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe.

Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to interior offices and protect themselves, if possible.

### **LOCKDOWN PROCEDURES:**

The lockdown process will only be initiated with the approval of the Vice President of Instruction or Dean of Students.

Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

Lockdown Basics:

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible. Faculty/Staff will be updated through Rebel Alert.

# APPENDIX

## Material Safety Data Sheet (MSDS) locations

Department	Campus/Center	Contact Person	Location of MSDS
Cosmetology	Hill County	Gina Padgett	Cosmetology Lab Cosmetology Lab
Cosmetology	Johnson County	Kerri Morris	612-613
Cosmetology	Glen Rose	Shellee Key	Cosmetology Lab
Welding	Hill County	Joe Price	Welding Lab
Welding	Johnson County	Brian Bennett	Welding Lab
Automotive	Johnson County	Jerry Hampton	Auto Lab
Science	Hill County	Don Nelson	Science Lab's 214, 215, 218, & 221
Science	Johnson County	Don Nelson	Science Lab's 201, 202, 203, & 205
Custodial	Hill County	Jeanette Lee	Custodial Supply Area Custodial Supply
Custodial	Johnson County	Jeanette Lee	Closet
Maintenance	Hill County	Mark Cox	Mark Cox's Office
Maintenance	Johnson County	Rob Robertson	Maintenance Shed
Nursing	Hill County	Paula Hutchings	Skills Lab 502
Nursing	Johnson County	Kelly Echels	Skills Lab 604
Nursing	Glen Rose	Raina Lively	Skills Lab

MSDS are maintained in Notebooks on a rack in appropriate Labs.