
**SOUTHEAST TECHNICAL COLLEGE
EMERGENCY OPERATIONS PLAN (EOP)
Appendix I**

STC Emergency Response Guide

DRAFT DOCUMENT

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GENERAL BUILDING RESPONSE GUIDELINE

This guideline is general in nature and may be modified depending on the situation but provides overall guidance on steps and actions to be taken during an emergency situation.

Campus Incident Commander (President or Designee) Response:

- Call 911 and report the incident if necessary. Provide detailed information on your emergency.
- Notify the President or designee if necessary.
- Notify the Security Officer if necessary.
- Activate your Building Emergency Management Team (BERT) if necessary.
- Communicate the nature of the emergency to other employees as necessary. Use Crisis Go app and/or Emergency Alert System if available.
- Establish a Command Post and remain at that location.
- Coordinate and cooperate with public safety officials as they arrive or contact you.
- Coordinate and cooperate with the Emergency Management Team as needed and warranted.
- Secure all doors to the building if appropriate (BERT Members).
- Secure all records and valuables in a safe place.
- After the incident, conduct a debriefing for all employees and responders.
- Enact EAP if necessary.
- Develop and maintain written documentation of the incident.

Employee Response:

- Notify Security and the President or designee.
- Follow the appropriate response guideline as necessary.
- Follow instructions provided by Security and the President or designee.
- Cooperate with STC employees and/or public safety officials.

DEFINITIONS

Definitions explaining the functions of Shelter in Place, Lockdown, and Evacuation as it applies to actions taken during times of emergency and disaster.

Shelter in Place

Shelter in Place may be utilized as a precaution to ensure the safety and security of students and employees when there is an incident in the college neighborhood that causes a potential safety concern or other times when deemed necessary. Shelter in Place includes moving all students and employees inside the building, making sure all exterior doors and windows are closed and locked, and posting a person at the front entrance to the facility to help control access. In most situations, the school day inside the building can continue as normal, however, there are situations where additional steps should be taken. Please refer to the Shelter in Place function for more information. An example of when Shelter in Place may be utilized would be a law enforcement incident in the neighborhood, but not involving STC itself or incident in another STC building.

Lockdown

A Lockdown is a response to an emergency situation. Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior and main interior doors, employees can make it more difficult for dangerous person(s) in the vicinity of the facility to gain access to employees and students. Lockdown further requires that all employees and students seek as much physical safety as possible by using barriers to sight as well as physical barriers. Please refer to the Lockdown Function for more information. An example of a Lockdown situation would be a dangerous intruder within a building on campus.

Evacuation

Evacuation is the coordinated and safe movement of all students, employees, and visitors from the building or facility to a remote area of safety due to some type of hazard. This includes evacuation for fire, evacuation due to other non-fire situations, and remote evacuation to a different facility or building. Please refer to the Evacuation Function for more information. Fire is an example of when evacuation would be utilized.

ANTHRAX THREAT / SUSPICIOUS PACKAGES

Hazard Guideline

Employee Response:

If you have been exposed to the suspected substance:

- Attempt to remain calm. Remember that anthrax exposure is treatable and public safety and medical officials have plenty of time to react to suspected anthrax exposure cases.
- Do not continue to handle any item(s) that may contain anthrax spores or evidence or is suspicious in nature.
- If possible, try and cover any spilled contents or the suspicious item in question. Do not try and clean up any spilled material.
- Leave the room where the exposure occurred and isolate yourself from other people. Walk calmly and think of an isolated area that you can move to. If possible, close and lock the doors to the room of exposure.
- Wash your hands with soap and **COLD** water to prevent spreading powder to your face or elsewhere.
- Notify Security and the President or designee, or another employee and request assistance.
- With your report of the situation, provide accurate information on the number of people exposed and location of the substance.
- Follow directions of responding emergency response personnel.
- If you have not been exposed to the suspected substance, await instructions from Security and the President or designee, or responding public safety officials.

ASSAULT

Hazard Guideline

Employee Response:

- Scene Safety is Priority. If scene is not safe, secure yourself or leave scene to area of safety.
- Notify Security and the President or designee.
- Provide medical aid to the victim as necessary, possible, and within your level of training.
- Attempt to provide the victim with privacy.
- Follow instructions given by Security and the President or designee.
- Do not release any involved identities to anyone other than law enforcement and College officials. This includes victim(s), witness(es), or suspect(s).
- Keep all others away from the area where the incident occurred and don't let people walk through this area if possible.
- Keep the suspect at the incident site if this can be done safely.
- Do not attempt to conduct an investigation, question victims, witnesses or suspects and do not disturb any potential physical evidence.
- Assist public safety officials as requested.

ASSAULT, SEXUAL

Hazard Guideline

Employee Response:

- Scene Safety is Priority.
- Notify Security and the President or designee.
- Attempt to dissuade the victim from washing, cleaning up or use of the restroom if possible.
- Attempt to provide the victim with privacy.
- Secure the crime scene if the event happens on campus grounds.
- Do not release any involved person's identity to anyone other than Security and the President or designee or law enforcement officials.
- Keep victims, witnesses, and suspects separated and do not disturb any potential physical evidence.
- Do not question victims, witnesses, or suspects.
- Assist public safety officials as requested.
- Refer to Campus Sexual Assault Victims Bill of Rights (Public Law 102-325 sec 486)

BOMB THREAT / SUSPICIOUS PACKAGES

Hazard Guideline

Employee Response:

- If threat is in email form save a copy and forward to Security and President immediately; then call security to confirm receiving of email.
- If you are the employee who receives a threatening phone call or bomb threat, you should make every attempt to:
 - Prolong the conversation as much as possible
 - Identify background noises
 - Note distinguishing voice characteristics
 - Determine the caller's knowledge of the facility
 - Try to get a description of the bomb, where it is, and when it is due to explode
- If you are receiving the call, utilize the "Threat Call Report" to record as much information as possible. Located at the end of this Appendix.
- During the call, attempt to signal another person to get Security and the President immediately.

If you are notified to conduct a preliminary search of your area:

- Employees should scan their area of responsibility for any packages or items that could contain an explosive device (objects that they do not recognize as normally being present).
- If you are an administrator or BERT Member, go to your designated area and conduct an initial sweep of the evacuation routes and areas of the grounds in anticipation of an evacuation if safe to do so.
- If no such items are identified, employee should notify Security and the President or designee that they have swept their area and no suspicious items were found via email (not cell phones).
- Take a roll to account for all persons in your area of responsibility in case evacuation is ordered at a later time.

-
- If any suspicious items are identified, **DO NOT** disturb them. Direct all people in the area to follow you out of the area and inform Security and the President or designee of your findings. Not by cell phone.
 - Follow Security and the President or designee's instructions.

If you are notified to evacuate:

- Follow the Evacuation Guidelines
- Do not use cell phones, radios, or other electronic devices within a block of the building during the bomb alert. These devices could activate the bomb.
- Follow Security and the President or designee's instructions.

CHEMICAL / HAZMAT RELEASE

Hazard Guideline

Employee Response

- If you discover the spill or release, leave the area immediately and notify Security and the President or designee.
- If instructed to do so, evacuate according to the Evacuation Guideline.
- If instructed to do so, shelter in place according to the Shelter in Place guideline.
- Follow Security and the President or designee's instructions.
- Cooperate with public safety officials responding to the incident.
- Be prepared to render first aid, if necessary, and assist with any necessary decontamination process required if safe to do so.

CIVIL UNREST

Hazard Guideline

Employee Response:

- If you become aware of a civil unrest situation, notify Security and the President or designee.
- If you are in an outdoor or indoor area that is affected, attempt to gather people and move them to a secure area.
- Implement a Lockdown if instructed or needed to do so. Follow the Lockdown Guidelines.
- Speak in calm and clear tones and work to keep people calm.
- Do not engage any participants verbally or physically unless you are forced to do so to protect yourself or others.
- Be prepared to evacuate and reunify if it becomes necessary.
- If you are able to observe the participants, **and it is safe to do so**, visually scan them for any signs that they may have a weapon as well as their actions and relay to Security and the President or designee as you are able.

DEATH (STUDENT/EMPLOYEE)

Hazard Guideline

Employee Response

- Scene Safety is priority.
- Notify Security and the President or designee.
- Provide CPR and/or First Aid to the victim to your level of training.
- Follow Shelter in Place, Lockdown, or Evacuation Guidelines if activated by Security and the President or designee.
- Keep the incident scene secure. Do not allow anyone to disturb possible evidence. Identify witnesses, keep them separated and ask them not to discuss the incident until law enforcement officers arrive.

These instructions are valid for accidents, apparent suicides and homicides. All deaths will be treated by law enforcement as a homicide until a formal investigation is completed.

- Conduct a classroom meeting as instructed by Security and the President or designee:
 - Allow students to discuss concerns
 - Acknowledge student feelings
 - Dispel rumors
 - Let students know where counseling is available
 - Counselors will be made available

DISRUPTIVE/UNRULY PERSON

Hazard Guideline

Employee Response:

- Notify Security and the President or designee of your situation by the best and safest available means.
- Instruct students to move away from the unruly individual(s)/area.
- Speak in a calm and firm voice.
- If possible, seek a position of safety by positioning a physical barrier between yourself and the individual(s).

For example, take a position behind the counter or desk. Consider potential escape routes for yourself and employee in the event the individual(s) become combative.

- Bystander:
 - Watch and listen. Do not interrupt if conversation is ongoing
 - Contact Security and the President or designee of the situation
 - Call 911 if needed.
- Visually scan the individual(s) for any signs that they may have a weapon as well as their actions and relay to law enforcement as you are able.
- Do not physically confront the individual(s) unless you are attacked or an attack appears imminent. If you decide that it is appropriate to use physical force, comply with college guidelines and use only the minimal amount of force that is necessary to subdue or incapacitate the individual.
- Follow Shelter in Place, Lockdown, or Evacuation Guidelines if activated by Security and the President or designee.
- Cooperate with law enforcement when they arrive.

EXPLOSION

Hazard Guideline

Employee Response

- Notify Security and the President or designee.
- Notify main office of injury or illness and the exact location of the injured or ill individual(s) or persons affected.
 - Do not use names of injured or ill individuals except to Campus Security, President or designee, and Law Enforcement.
 - Do not move injured or ill unless the scene is unsafe.
- Provide first aid, if needed, and only to your level of training if it is safe to do so.
- Follow Shelter in Place, Lockdown, or Evacuation Guidelines if activated by Security and the President or designee.
- Secure the scene if possible. Do not disturb any evidence.

FIRE

Hazard Guideline

Employee Response

- Activate fire alarm.
- If a fire is detected, report the exact location of the fire to Security and the President or designee.
- Evacuate according to the Evacuation Guidelines. Follow the accountability procedure identified in the Evacuation Guideline.
- Close all windows and doors in the room and turn off the lights upon exiting.
- BERT Members will check hallways, classrooms, and storage areas to make sure everyone is out of the building if it can be done safely.
- Assist any individuals with special needs in your area needing assistance in evacuating.
- Report any missing persons to Security and the President or designee.
- Ask all students and employees in the area to stay so names can be taken and collected to assist.
- Return to your classroom when instructed to do so.

In any building, fire control is “enhanced” when room doors are closed. It is expected that:

- *When classes are in session, doors may be open or closed, as the instructor may desire. However, if doors are closed, the inside of the classroom must be visible. View of the classroom may not be blocked by materials.*
- *When classes are not in session and the room is not occupied, doors should always be closed and locked.*
- *If an instructor and the class leave the room when school is in session, the classroom door should be closed and locked.*

FLOODING

Hazard Guideline

Employee Response

- Notify Security and the President or designee.
- Unplug all appliances if you can do safely. Do not touch electrical equipment.
- Avoid downed electrical lines.
- If there has been flooding in the community, do not drink tap water due to possible contamination until advised by the City of Sioux Falls.
- Do not stack sandbags against the facility as this may lead to structural damage.
- Follow guidance issued by Security and the President or designee.

HOSTAGE SITUATION

Hazard Guideline

Employee Response:

If you are not among those taken hostage:

- Implement Lockdown as appropriate and instructed.
- If you have a safe means to do so, notify Security and the President or designee and/or call 911.
- Provide as much information as possible.
- Try to keep students calm and quiet.
- Follow directions given by Security and responding public safety officials.
- If you are instructed to follow lockdown procedures, be prepared to evacuate when instructed to do so by public safety officials.

If you are among those taken hostage:

- Do not attempt to negotiate or make suggestions with a hostage-taker.
- If the intruder tells someone to leave the room or area, the person needs to leave to avoid angering the intruder or escalating the situation.
- Try to remain calm and keep the students under your care as calm and quiet as possible.
- Ask permission from the hostage-taker(s) prior to taking any action.
- Try not to make any unexpected or sudden movements.
- NEVER exchange yourself or anyone else for a hostage.
- Follow instructions given by responding public safety officials.
- Do not point out law enforcement officers if you become aware of their presence.
- If a law enforcement rescue attempt is made, listen to what officers instruct you to do and do it immediately.
- If you are contacted by the officials while the intruder is in the room, respond with the phrase “we are locked down”.
- In the event the intruder begins shooting or assaulting people, exit the room, leave the building through the nearest exit, and run towards public safety officials.

INJURY OR ILLNESS / MEDICAL EMERGENCY

Hazard Guideline

Employee Response

- Consider scene safety.
- Call 911 if applicable and send someone else to meet the ambulance and police.
- Notify Security and the President or designee of injury or illness and the exact location of the injured or ill individual(s) or persons affected.
- Do not move injured or ill unless the scene is unsafe.
- Provide first aid, if needed, and only to your level of training.
- Take precautions against contact with bodily fluids.
- Comfort and reassure injured or ill person.
- Secure the scene if a crime may have been committed. Do not disturb evidence.

INTRUDER/SUSPICIOUS PERSON

Hazard Guideline

Employee Response:

- Notify Security and the President or designee if you observe an intruder or suspicious person in or around the campus grounds.
- Follow Lockdown or Shelter in Place instructions as necessary.
- Communicate with Security and the President or designee if you have pertinent information (use e-mail or telephone as available).
- Attempt to calm students under your care.
- Approach the suspicious person only if you feel safe to do so.

MISSING STUDENT/KIDNAPPING

Hazard Guideline

Employee Response:

- If you become aware of a missing person or possible abduction, notify Security and the President or designee immediately.
- If a Lockdown or Shelter in Place is announced, follow those instructions.
- If a search is initiated, each employee should carefully search his or her area of responsibility for the missing person(s), child or children.

Any potential hiding place should be searched, including crawl spaces, rest rooms, storage closets, cabinets and storage containers. Missing people have frequently been found hiding in these types of areas.

- Employees should advise Security and the President or designee of the results of the search as soon as the search is completed.

PUBLIC HEALTH EMERGENCY / CONTAGIOUS DISEASE

Hazard Guideline

Employee Response

- Follow instructions provided by Security and the President or designee.
- Decontaminate as appropriate (specific procedures provided by public health).
- Assist in epidemiological investigation conducted by the public health agency, as necessary.
- Assist medical officials in treating employees and students as required.

RADIOLOGICAL RELEASE

Hazard Guideline

Employee Response

- If you become aware of the release, notify Security and the President or designee.
- If instructed to do so, evacuate according to the Evacuation Guideline.
- If instructed to do so, shelter in place according to the Shelter in Place Guideline.
- Follow Security and the President or designee's instructions.
- Cooperate with public safety officials responding to the incident.
- Be prepared to render first aid to your level of training, if necessary, and assist with any necessary decontamination process required.

TORNADO / SEVERE WEATHER

Hazard Guideline

Employee Response:

- If a “Tornado or Severe Thunderstorm Watch” is announced, review guidelines for “Tornado or Severe Thunderstorm Warning” and take steps to be able to implement “Warning” actions if needed. BERT Members will unlock “Severe Weather Shelter Area” rooms for Tornado Warning and Watch and Severe Thunderstorm Warning.
- If a “Tornado Warning” is announced:
 - Move all individuals and activities indoors.
 - Move into Severe Weather Shelter Areas. These rooms are marked with signs.
 - Assist any individuals with special needs.
 - Everyone should cover head and neck area
 - Take additional cover under furniture and blankets.
- After the All-Clear announcement is made; take roll to determine if anyone is missing.
- If evacuation is announced, follow the Evacuation Guideline and ensure accountability of all students and employees is conducted after evacuation.
- Provide medical aid to victims as necessary, possible, and within your level of training.

TRANSPORTATION ACCIDENT

Hazard Guideline

Employee Response if ON or near campus property:

- Notify Security and the President or designee of the accident, injuries, and the exact location of the injured individual(s) or persons affected. Do not use names of injured individuals except to Security or President and his designee.
- Do not move injured or ill unless the scene is unsafe.
- Provide first aid, if needed, and only to your level of training
- Take precautions against contact with bodily fluids.
- Comfort and reassure injured or ill person.
- Keep all students that were involved together and advise them not to leave.
- Secure the scene if a crime may have been committed. Do not disturb any evidence.

Employee Response if OFF campus property:

- Call 911 if needed.
- Notify Security and the President or designee of accident, injuries, and pertinent information concerning the accident.
- Do not move injured or ill unless the scene is unsafe.
- Provide first aid, if needed, and only to your level of training
- Take precautions against contact with bodily fluids.
- Comfort and reassure injured or ill person.
- Keep all students that were involved together and advise them not to leave until cleared by Law Enforcement.
- Cooperate and coordinate with local public safety officials.

UTILITY FAILURE

Hazard Guideline

Employee Response:

- Notify Security and the President or designee of the utility failure.
- Consult with Security and the President or designee as to the safety of continuing normal activities as appropriate.
- Follow the instructions provided by Security and the President or designee.

WEAPON, REPORT OF Hazard Guideline

Employee Response:

- Immediately report by phone to Security and the President or designee any situation in which a person is believed to be in possession of a weapon on school property. Notification should be made in a discreet manner if possible.
- Do not attempt to confront a person who is believed to be armed and do not attempt to search people for weapons.
- If a weapon is inadvertently located on the premises, move all students and employees away from the weapon and do not attempt to pick up or handle the weapon. Call Security immediately.
- Cooperate with law enforcement officials when they arrive.
- Be ready to evacuate or shelter in place as advised by Security and/or President and designee.

WEAPONS USE

Hazard Guideline

Employee Response:

- If you witness a weapon use incident, follow the most suitable procedure (Lockdown or Evacuation from the area) and notify Security and the President or designee as rapidly as is safely possible. Call 911.
- Follow Lockdown or Evacuation Functions as directed by Security and the President or designee.
- If it is safe to do so, attempt to obtain the names and locations of any violators, witnesses, and victims from those around you and forward this information to Security and the President or designee.
- If possible, secure any victims to protect them from further harm.
- If the weapon(s) have been dropped or discarded, secure the area where it is located, but do not attempt to handle it yourself. Notify Security and the President or designee.
- Give first aid to anyone that needs it to the level of your training and if you can do it safely.

WINTER STORM

Hazard Guideline

Employee Response:

- Follow instructions provided by STC Administration.

SHELTER IN PLACE

Employee Response

- All employees that are outdoors should quickly gather all students and individuals in the area and instruct them to go inside the facility immediately. Once inside, instruct everyone to move to an interior area without windows or to their normal rooms or areas.
- Close all windows and doors.
- Conduct business as usual unless the situation warrants differently or instructed to do so by Security and the President or designee.
- All exterior doors will be locked by custodians. Do not allow anyone (other than law enforcement or campus authorities) into the building.
- Advise all students and employees to not leave the building until the all clear has been given by President or designee or Incident Commander. Should this include by Security, President or designee or Incident Commander. ??? Probably not security as I would most likely be with the issue and would run the all clear through the President, their designee or the incident commander for the campus
- Review Evacuation.

(NOTE: A shelter-in-place response to an emergency is necessary when there is a potential for a life-threatening emergency to threaten the occupants of a building. Different from Lock-Down procedures in that students/employees continue to operate as normal within the building, as directed by the President or Incident Commander) Do we need designee here too?

EVACUATE-HIDE-TAKE ACTION

Intruder/Weapon/Hostage/Active Shooter/Hostile Individual/Criminal Activity

Employee Response

- Call 911 when it is safe to do so.
- Evacuate-Have an escape route and plan in mind. Leave your belongings behind. Keep your hands visible. Move to a designated “offsite” location.
- Hide out/Lockdown-Hide in an area out of the shooter’s view. Block entry to your hiding place, lock the doors and turn off the lights. Silence your cell phone and other electronic devices. Remain quiet, no talking. Account for people in the room and respond to Incident Command when called upon.
 - Use red and green cards to communicate with emergency responders. Place the appropriate colored card under the door into the hallway.
 - A green card indicates the room is safe
 - A red card indicates that emergency assistance is needed as soon as possible.
 - No card will indicate to law enforcement the need to enter the room, as the intruder may be present.
 - Do not open the door for people claiming to be public safety/law enforcement. They will have keys to enter if needed.
 - Remain in place if the fire alarm system rings unless you see smoke or flames. Fire evacuation will be signaled by “CrisisGo” App.
- Take Action-As a last resort and only when your life or another is in imminent danger. Attempt to incapacitate the assailant. Act with physical aggression and throw items at the aggressor. If there is more than one person with you make a plan.
- When Law Enforcement arrives - Remain calm and follow instructions. Put down any items in your hands. Raise hands and spread your fingers. Keep hands visible at all times. Avoid quick movements toward officers such as holding on to them for safety. Avoid pointing, screaming or yelling. Officers will direct you on what to do.

LOCKDOWN

*Intruder/Weapon/Hostage/Active Shooter/Hostile Individual/
Criminal Activity/Dangerous Animal

Employee Response

- Seek a secure hide location immediately. If you are located in an area with a lockable door, gather all students in the vicinity into the room and lock the door.
- If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door if this can be done safely.
- If possible, report your status to Security and the President or designee by telephone or email.
- If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.
- Remain quiet, no talking.
- Account for people in the room and report to Security and the President or designee when called upon.
- If everyone in your room is uninjured, post GREEN status card under the door of your room. If you have a medical emergency, or have noted something suspicious, post RED status card under the door of your room
- Do not open the door for anyone. Law Enforcement will have been given keys to make entry into your room.
- Remain in place if the fire alarm system rings. Fire evacuation should only be done if you see smoke or flame or signaled by CrisisGo App.
- Phones (including cell phones) are not to be used unless communicating critical information to front office. Audible ring tones should be turned off.
- If confronted by a suspicious person, be courteous and confident. Keep a distance between yourself and the individual and avoid confrontation. Provide law enforcement with as much detail as possible about incident. Quickly and specifically, follow law enforcement instructions.

(Note: If students are outside the building, supervising employee should move them to the nearest secure area (may not be in the building) and follow the instructions above. If students cannot be moved safely into a secure area, they should be evacuated to an alternate site or a safe distance off campus and the police and/or President notified of their whereabouts as soon as possible.)

EVACUATION

FIRE

Employee Response

- Gather all students and visitors in your area of responsibility to evacuate according to the fire evacuation plan.
- Ensure that special needs persons in the immediate area are provided assistance by designees.
- Close all windows and doors in the room and turn off the lights upon exiting.
- If you encounter fire, any other significant hazard or find the designated pathway blocked, quickly evaluate the situation and seek an alternate route.
- During the evacuation, remain alert to any potential hazards in the area. Hazards may exist due to vehicular traffic, dangerous individuals or other situations.
- Once evacuees have reached the evacuation site, develop a written list of all evacuees and provide the list to Security and the President or designee.
- Remain alert to potential dangers in the area and advise Security or Public Safety of any dangers

NON-FIRE

Employee Response

BERT members who are designated to sweep evacuation routes and sites complete their sweep of the evacuation route and site for secondary hazards. They should immediately report their findings to Security and the President or designee. Team members must remember to not put themselves into danger during the sweep of the property and only complete the sweep if it can be done safely.

Note: Security and the President or designee will typically direct that this step be completed before making the general announcement for evacuation of the building.

Other employees:

- Conduct a brief but complete scan of your classroom or work area looking for any suspicious items.
- Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by Security and the President or designee.
- Ensure that all special needs persons are aided by their designees or team member.
- Close all windows and doors in the room and turn off the lights upon exiting.
- Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation; adjust your evacuation route and attempt to notify Security and the President or designee.
- Once you reach the designated evacuation site, develop a written list of all evacuees and provide the list to Security and the President or designee. Also indicate the presence or lack of any suspicious objects in your room/work area.
- Remain alert to potential dangers in the area and advise students of any updates.
- Do not attempt to reenter the facility unless Security and the President or designee directs you to do so.
- Do not use portable phones unless a significant emergency situation exists (such as a person with a serious injury or some dangerous condition that must be reported immediately).

REUNIFICATION

Employee Response

- Follow non-fire evacuation procedures and guide students to the designated evacuation site.
- Ensure that any special needs persons in your area of responsibility are assisted during the evacuation.
- Follow the instructions of Reunification employee(s) when you arrive at the Reunification site. You may be asked to assist in staffing the site.
- Reunification site for Southeast Technical College will be either the HUB Building or the Mickelson Building. Employees and students should go to the closest site in an evacuation. Keep in mind that either building may also be unusable during an emergency occurrence.
- Students should attempt to contact their instructor and employees should attempt to contact their supervisor so a list of people can be created and the location of the employee and student is known.

STUDENTS/PARENT/GUARDIAN ROLE

This section is included only for reference purposes.

During an emergency, or threat of emergency, school officials and law enforcement take specific, planned steps to keep students and employees safe. Emergency plans are confidential in order to ensure that they are not compromised. Parents and others in the community can expect the following:

1. STC officials will work closely with emergency first responders.
2. STC will go into either shelter-in-place mode or lockdown mode.
 - Shelter-in-place mode - occurs when there is a threat outside the building or there is a non-threatening circumstance when people need to be kept away from areas (e.g. medical emergency or disturbance). For buildings that lock doors during the school day, secure mode only adds the provision that no one can enter or exit the college.
 - Lockdown mode - usually occurs when there is a threat or intruder inside the building.
3. STC officials will make calls on the STC Emergency Alert System to notify students and employees. STC will also send out message using CrisisGo App to those employees that are signed up with the app.

If parents/guardians choose to come to campus during an emergency, they will not have the kind of access to the campus and your student to which you are accustomed. The following information is important:

- We suggest that parents/guardians or students refrain from coming to STC during an emergency. We may close the college and parking lot to everyone except for police, emergency workers, and school officials.
- The presence of additional people on or near college grounds makes it more difficult for police, emergency workers, and college employees to do their jobs. Parents/guardians or students who do come to STC will have to wait in cars or outside the college until we are certain the situation is safe.
- If there is an evacuation from STC, all students will have the option to move to a secure, safe location away from the college.
- Please refrain from using cell phones and land lines to call STC or students, as this ties up the phone lines for emergency personnel handling the situation.

During a crisis, STC puts a priority on providing accurate, timely information as it becomes available. We will coordinate any release of information with law enforcement. However, it will

not contain all the details of the incident and updates may not be frequent as STC officials' priority will be ensuring the safety of the employees and students. To get information, parents/guardians should monitor STC web sites and local media outlets. Parents/guardians and students who call STC office may find that access is not possible due to limited telephone line capacity.

EMERGENCY COMMUNICATIONS GUIDELINES

External Communication

1. When an incident occurs involving an emergency situation, call 911 (Metro Communication). The decision must be made by any STC employee as the situation unfolds, based on the best information available at the time.
2. Following the 911 call, call the Security Officer and the Office of the President. The Office of the President or designee will notify all offices and personnel necessary to support the college. Contact the Security Officer to report all security issues. Examples of these types of calls include: weapon discovered, bomb threats, missing students, lockdowns, terroristic threats/threats of violence, gang activity, injury or medical, accidents and any other issue that may affect the safety & security of students and employees. When in doubt contact the Office of the President.
3. STC employee primary concern is for the safety of any students or other employees on campus. The Office of the President or designee will report the incident to the School Board of the Sioux Falls School District as necessary.
4. Once the initial notifications have been made, follow up will begin. STC employees will coordinate the response via the Emergency Operation Center (EOC). Follow up will be on a strict as needed basis to provide emergency and communications support.
5. When appropriate, communication between employees and the Office of the President may take place via landline, cell phone, and CrisisGo App. Note that landline and cell phone communication may be limited due to system capacity.
6. The Office of the President or designee may contact the Sioux Falls School District Community Relations Supervisor to seek additional support in developing mass communication alert system notifications or letters to students as needed. STC Public Information Officer is responsible for all mass communication alert system notifications.

Internal Communication

1. The Office of the President will designate for STC to employees what the primary and alternate means of communication will be during emergency situations. Internal STC means of communication include: CrisisGo App, cell phone, and landline or email.
2. Employees should attempt to contact their STC BERT Member to coordinate response, security, and support requirements.
3. The Incident Commander or STC Security Officer will coordinate with first response agencies upon their arrival to establish a unified command post and provide a situation update.

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Attachment #1 – Threat Call Report

RECORD THE EXACT WORDS USED BY THE CALLER:

ASK:

- Who are you?
- Why are you doing this?
- Where are you?

IF THE CALLER REFERS TO A BOMB, ASK:

- What time is it set for?
- Where is it?
- What does it look like?
- What makes it explode?
- What kind of bomb is it?

VOICE ON THE PHONE:

Man _____ Woman _____ Child _____
Intoxicated _____ Speech Impediment _____ Accent _____ Other _____

BACKGROUND NOISE:

Music _____ Children _____ Talk _____ Airplane _____
Traffic _____ Typing _____ Machines _____ Other _____

DATE AND TIME OF CALL

LENGTH OF CALL

NUMBER ID

WHO TOOK THE CALL

