



EMERGENCY PROCEDURES

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Points of Emphasis:

- **Never hesitate to call 911 should you believe that the situation is an emergency**
 - **Medical**
 - **Safety—yours or students**
 - **Weather**
 - **Environmental**

After the event is under control and you are able, please complete the “Incident Report Form” found on the Intranet and forward it to the Vice Chancellor for Enrollment Management & Student Services

Emergency Telephone Numbers

Emergency 911 – Call 911 to report a crime in progress, a fire, a heart attack, a serious injury, or any situation where there is **IMMEDIATE** danger to life or property.

Non-Emergency Numbers:

Office	Ext.	Office Phone	Cell Phone	Home Phone
Campus Security Officer			(870) 307-2421	
V.C. Enrollment Management & Student Services	1214	(870) 612-2014	(870) 834-2852	(870) 569-4140
V.C. Finance & Administration	1321	(870) 612-2121	(870) 291-2096	(870) 368-7156
V.C. Academics	1200	(870) 612-2003	(281) 814-3167	
V.C. Research, Planning, & Assessment	1332	(870) 612-2058	(870) 834-1474	(870) 793-5677
Chancellor	1202	(870) 612-2002	(870) 307-2422	(501) 345-2104
Physical Plant Director	1239	(870) 612-2039	(870) 307-2425	(870) 799-8104
Independence County Sheriff		(870) 793-8838		
Arkansas State Police		(870) 523-2701		

University of Arkansas Community College at Batesville Emergency Notification Systems

UACCB has multiple layers of communications to notify the campus community of emergency situations. Each member of the Chancellor's Cabinet along with other key offices can activate the Emergency Notification Systems. UACCB Alert and the Campus Warning System can be activated during a power failure, and all notification systems can be activated from off campus.

UACCB Alert

A text message and email alert system that allows students, faculty, and staff to register two mobile phone numbers and two email addresses to receive emergency notifications. Messages can be initiated through the internet or a cell phone.

UACCB uses Wireless Emergency Notification System (WENS) for UACCB Alert which utilizes true SMS technology that does not get hung up in queue with the carriers. Additionally, WENS has secured contracts with all major North American carriers to get top priority for notifications. This Tier 1 priority gives WENS the same priority as an emergency official such as a police or fire chief.

UACCB Email

Emergency notifications are sent to UACCB email addresses. All students, faculty (including adjunct) and staff are issued a UACCB email address.

Web Site

All emergency notifications are posted to the UACCB web site home page.

Public Address and Message Board Campus Warning System

A siren and voice public address system that also has electronic message boards inside buildings. This system provides an audible alarm which can be heard over the entire UACCB campus.

Handheld Radios

There are handheld radios in several offices across campus. The security officers and all maintenance staff carry radios. The radios are in the following locations: MCB – Vice Chancellor for Enrollment Management & Student Services (203), Vice Chancellor for Academics (201), Community & Technical Education (229), Financial Aid (225), Enrollment Center (232), Business Office (215), Information Services (221A); NAH - Reception Desk; ASB – Division Chair office (311); RJB – Library, Division Chair Office (811); IH – Research, Planning, & Assessment Office (100), Chancellor's Office (101), Vice Chancellor for Finance & Administration (101D), Reception Desk; AE – Reception Desk, Director's Office (501); and the Modular Building.

BOMB THREAT

NEVER USE RADIOS OR CELLULAR TELEPHONES

Staff:

1. Call 911

2. Notify the Security Officer 307-2421
3. Notify the VC for Enrollment Management & Student Services (VCEMSS), ext. 1214 (612-2014) or other Vice Chancellor. They will provide any direction you need or follow designated college procedures.
4. If you are asked to evacuate:
 - Leave lights on.
 - Do not lock doors.
 - Take your class roster.

Administrator or Designee:

1. Contact appropriate law enforcement/emergency personnel. They will provide any direction you need.
2. The Critical Incident Response Team will conduct a visual inspection of all common areas.
3. Ask staff to make a visual check of their area and send information to the VCEMSS.
4. Law enforcement officials will decide if fire or medical personnel need to be called.
5. If evacuation is necessary, ask staff to:
 - Leave lights on.
 - Do not lock doors.
 - Take their class roster.
6. Ensure all personnel answering telephones are aware of the policies and procedures implemented by the college and the local law enforcement regarding obtaining information from a caller.

BOMB THREAT

BOMB THREAT CALL CHECKLIST

Notify the VCEMSS, ext. 1214 (612-2014) or other Vice Chancellor. They will provide any direction you need.

Fill out completely immediately after bomb threat call.

Date: _____ Time: _____ Phone #/Ext. called:

Enter Exact Words of Caller:

Questions to Ask:

Record the exact wording of the threat

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Is there more than one bomb? How many?
6. Why did you place the bomb?
7. What is your name?

Instructions or directives made by caller: _____

BOMB THREAT CALL CHECKLIST Cont.

Description of Caller's Voice:

Male: _____ Female: _____ Young: _____ Middle age: _____ Old: _____

Accent? ___ No ___ Yes

Is voice familiar? ___ No ___ Yes If so, whom did it sound like?

Speech pattern or abnormality:

Other characteristics:

Background Sounds:

____ Street noises ____ House noises ____ Factory machinery ____ PA system ____ Motor vehicles ____ Animal noises ____ Clear ____ Music ____ Other _____

Threat Language:

____ Foul ____ Irrational _____ Message Read By The Threat Maker

____ Taped ____ Incoherent _____ Well Spoken (Educated)

Time caller hung up:

Remarks:

Name of person receiving threat:

Title: _____ **Telephone #:**

Address:

Date and time reported: _____ **How reported:**

CLASSROOM, HALLWAY EMERGENCY

Staff:

1. If the problem is in the hallway, take students in classrooms for immediate sheltering to ensure the situation does not escalate.
2. Notify the Security Officer 307-2421
3. Immediately notify the VCEMSS, ext. 1214 (612-2014) or other Vice Chancellors.
4. Take appropriate actions to take care of the students at the scene.

Administrator or Designee:

1. Upon arrival to the scene, take appropriate actions to take care of the students at the scene.
2. If necessary, contact any health personnel available or call for outside emergency help.

CLASSROOM, HALLWAY EMERGENCY

DISASTER

Destruction of Part or Whole of Building (e.g., tornado, plane crash, bomb, hurricane)

Staff:

1. **Call 911**
2. Notify the Security Officer 307-2421.
3. Assess and notify the VCEMSS, ext. 1214, (621-2014) or other Vice Chancellors (if possible) of damage and/or injury. They will provide any direction you need.
4. Stay with your class, even if evacuated.
5. Keep students calm.
6. If you are asked to evacuate:
 - Leave lights on.
 - Do not lock doors.
 - Take your class roster.

Administrator or Designee:

1. Determine the need to evacuate or shelter in place.
2. If there is no danger outside the building, use fire alarm to evacuate building.
 - Safe areas: Identify locations away from the problem area and routes to be taken by classes to reach identified safe areas.
 - Designate areas to which classes, groups, or students should relocate.
3. Attend to injured:
 - Assign First Responders/CPR-certified persons to attend to injured, with one designated as "in charge."
4. Meet rescue personnel:
 - Have staff direct rescue personnel to problem area and assist in providing access as needed by rescue personnel.

DISASTER

FIGHTING

Do not physically intervene if personal harm can come to you.

Staff:

1. Should you feel the situation is escalating, and there is eminent danger, **call 911.**
2. Notify the Security Officer 307-2421.
3. Notify the VCEMSS, ext. 1214, (612-2014) or other Vice Chancellors. Send a responsible student to the nearest classroom or faculty office to ask for assistance.
Appraise the situation:
 - verbal
 - pushing and shoving
 - blow and body contact
 - weapons
4. Take charge:
 - Address students by name, if possible; talk calmly, telling students to separate.
 - Disperse crowd – tell students by name, if possible, to leave the scene.
5. Intervene, using physical intervention as a last resort:
 - Separate combatants, respecting personal space
 - Settle down the aggressor, remaining calm, rational and professional
 - Calmly talk to students, telling them to settle down

FIGHTING

FIRE

Staff:

1. **Call 911**
2. Notify the Security Officer 307-2421
3. Notify the VCEMSS, ext. 1214, (612-2014) or other Vice Chancellors. If the fire alarm has not sounded, activate the alarm manually.
4. If the fire alarm has sounded:
 - Take your class roster and ask students to take with them anything that is easily accessible (e.g., book bags).
 - Instruct students where to gather once outside so all can be accounted for
 - Instruct students NOT to leave the area until everyone is located
 - Close all doors and windows – **do not lock doors.**
 - Turn lights off.
 - Exit from the building quickly and quietly from the nearest safe exit.
 - Move at least fifty feet from the building. Avoid parking lots or areas that would impede emergency vehicles and personnel.
 - Verify attendance of all students under your supervision.
 - If you cannot account for a student who should be in attendance, report the absence to an immediate supervisor. **Do not re-enter the building.**
 - Wait for all-clear signal to return to the building.

Administrator or Designee:

1. Once the fire alarm is sounded:
 - Ensure that 911 has been called
 - Check to see if
 - Any students remain in the building.
 - All doors and windows are closed, lights are off, and fire doors are closed.

FIRE

GAS LEAKS

Gas leaks are identified by an odor similar to rotten eggs. If a gas leak is suspected, do the following:

Staff:

1. Notify the Security Officer 307-2421.
2. Notify the VCEMSS, ext. 1214, (612-2014) or other Vice Chancellors. They will provide any direction you need.
3. If you are asked to evacuate:
 - Leave lights on.
 - Do not lock doors.
 - Take your class roster, and ask students to take with them anything that is easily accessible (e.g. book bags).

Administrator or Designee:

1. Determine the need to evacuate or shelter in place.
2. Determine if 911 call is necessary
3. If evacuation is necessary:
 - Assign staff member(s) to check halls, restrooms, locker rooms, etc. for students.
 - If inside and if possible, allow fresh air ventilation.
 - If outside, move upwind from any odor.
4. Determine if there is a need for first aid.
5. Determine whether a normal routine may be followed at school.
6. Establish safe places for classes to reconvene.

GAS LEAKS

HAZARDOUS SPILLS

Staff:

1. Notify the Security Officer 307-2421.
2. Notify the VCEMSS, ext. 1214, (612-2014) or other Vice Chancellors. They will provide any direction you need.
3. Avoid direct or indirect contact with material spill.
4. Remove contaminated clothing.
5. If you are asked to evacuate:
 - Leave lights on.
 - Do not lock doors.
 - Take your class roster and ask students to take with them anything that is easily accessible (e.g. book bags).

Administrator or Designee:

1. Determine the need to evacuate or shelter in place.
2. Determine need to call 911
3. Evacuate the area:
 - If the spill is outside, move students inside.
 - If the spill is inside, move students to alternate location without common ventilation system to avoid fumes.
 - Assign staff member(s) to check halls, restrooms, locker rooms, etc. for students.
 - Avoid direct or indirect contact with material spill.
 - Remove contaminated clothing.
4. Determine if there is a need for first aid.
5. Determine whether a normal routine may be followed at school.
6. Establish safe places for classes to reconvene.

HAZARDOUS SPILLS

INJURY

Staff:

1. **Call 911** if injury is serious.
2. Promptly contact nearest CPR-Certified staff to render first aid.
3. Notify the Security Officer 307-2421.
4. Notify the VCEMSS, ext. 1214, (612-2014) or other Vice Chancellors.

Administrator or Designee:

1. See that proper first aid has been rendered. If not, arrange for that immediately.
2. **Call 911** if injury is serious.
3. Contact the Chancellor, ext 1202
4. Notify student's emergency contact if judged necessary, based on severity of injury. If emergency contact is not notified at the time of the accident, contact at a later time.
5. If the injury is severe:
 - Notify the emergency contact person listed in the student's record of action taken as soon as possible.
 - The VCEMSS or designated representative should accompany the student to the hospital and remain with the student until emergency contact arrives.
6. Record actions taken in order to document the proper procedures were followed.

DEATH

Staff:

1. Notify the VCEMSS, ext. 1214, (612-2014) or other Vice Chancellors.

Administrator or Designee:

1. Prepare a fact sheet with accurate, up-to-date information.
2. Contact the Chancellor, ext 1202
3. Contact the family of the deceased.
4. Arrange for crisis intervention and counseling of students and staff.

INJURY/DEATH

INTRUDER SITUATIONS

Staff:

1. **Call 911**
2. Notify the Security Officer 307-2421.
3. Notify the VCEMSS, ext. 1214, (612-2014) or other Vice Chancellors. They will provide any direction you need.
4. Take roll, stay with students in room, and await further instructions.

Administrator or Designee:

1. Assess the situation to determine threat.
2. Call 911 if there is an indication of danger.
3. Contact the Chancellor, ext 1202
4. Determine if there is a need to initiate a timely warning or lockdown procedures, and if so, activate Emergency Notification Systems.
5. Keep telephone lines open for emergency use.
6. Provide maps of building and grounds to police.

INTRUDER SITUATIONS

SUICIDAL STUDENTS

If a student discloses suicidal ideations:

Staff:

1. Refer student to the Counselor by walking the student to the Counselor's office and making personal introductions. If the Counselor is off-campus, take the student to the Director of Student Development, VCEMSS, or VCA in that order.
2. As this is a crisis situation, make efforts to ensure the student is seen immediately even if this means interrupting a current session.

Counselor:

1. Assess the student for level of suicidal risk
2. Complete a suicide contract
3. Encourage student to engage in counseling either through the Counseling & Career Services Office or through a referral to an outside agency
4. Provide student with contact information for relevant social service agencies
5. Obtain releases of information permitting this office to contact referral agencies
6. Follow up with referral agencies as to student's pursuit of services
7. Document all actions taken by the Counseling & Career Services Office

If a student discloses suicidal intentions:

Staff:

1. Refer student to the Counselor by walking the student to the Counselor's office and making personal introductions. If the Counselor is off-campus, take the student to the Director of Student Development, VCEMSS, or VCA in that order.
2. As this is a crisis situation, make efforts to ensure the student is seen immediately even if this means interrupting a current session.
3. Notify the Vice Chancellor for Enrollment Management & Student Services of the student's referral to the Counselor. If the VCEMSS is not available, notify any Vice Chancellor of the student's referral to the Counselor.

Counselor:

1. Assess the student for level of suicidal risk
2. If the student does in fact intend to commit suicide, inform him of the Counselor's responsibility to aide in the student's safety, refer to the local emergency room for evaluation, and inform campus officials and appropriate family members
3. Contact the VCEMSS, or other Vice Chancellor if the VCEMSS is unavailable, to request immediate transportation to the local emergency room
4. Transport the student, with the VCEMSS, to the local emergency room and stay with the student until a family member arrives, or the student is admitted to the hospital and under medical supervision.
5. Contact the student's family member/s to inform of the student's location and request family support

Vice Chancellor:

1. Provide transportation to the local emergency room in cooperation with the Counselor. If the student is non-compliant, the Vice Chancellor will contact the Independence County Sheriff's Office.
2. Document all actions taken
3. Contact the Chancellor

SUICIDAL STUDENTS

VIOLENT SITUATIONS

Staff:

1. Notify the Security Officer 307-2421
2. Notify the VCEMSS, ext. 1214, (612-2014) or other Vice Chancellors.

3. When dealing with a violent individual, the following actions should be considered:

- Be empathetic. Try not to be judgmental of the person's feelings. They are real – even if not based on reality – and must be attended.
- Clarify messages. Listen to what is really being said. Ask reflective questions, and use both silence and re-statements.
- Respect personal space. Stand at least 1 ½ - 3 feet from the acting-out person. Encroaching on personal space tends to arouse and escalate an individual.
- Be aware of body position. Standing eye-to-eye, toe-to-toe with the person sends a challenge message. Standing one leg length way and at an angle off to the side is less likely to escalate the individual.
- Permit verbal venting when possible. Allow the individual to release as much energy as possible by venting verbally. If this cannot be allowed, state directives and reasonable limits during lulls in the venting process.
- Set and enforce reasonable limits. If the individual becomes belligerent, defensive, or disruptive, state limits and directives clearly and concisely.
- Avoid overacting. Remain calm, rational, and professional. How you, the staff person, respond will directly affect the individual.
- Use physical techniques as a last resort. Use the least restrictive method possible. Employing physical techniques on an individual who is only acting out verbally can escalate the situation.
- Ignore challenge questions. When the client challenges your position, training, policy, etc., redirect the individual's attention to the issue at hand. Answering these questions often fuels a power struggle.
- Keep your nonverbal cues non-threatening. Be aware of your body language, movement, and tone of voice. The more an individual loses control, the less he listens to your actual words. More attention is paid to nonverbal cues.

-From the National Crisis Prevention Institute

Administrator or Designee:

1. Follow same list as the staff.
2. Determine if the Emergency Notification Systems should be activated or a timely warning should be issued to the campus community.

VIOLENT SITUATIONS

WEAPONS SITUATION

Staff:

1. **Call 911**
2. Notify the Security Officer 307-2421.
3. Notify the VCEMSS, ext. 1214, (612-2014) or other Vice Chancellors.
4. Remain calm.
5. Avoid heroics.
6. Don't threaten.
7. Keep a safe, non-intimidating distance.
8. Avoid abrupt sporadic movements.
9. Look for a place to dive or jump.
10. Negotiate minimally until the principal, designee, or law enforcement arrives.

Administrator or Designee:

1. Assess the situation. Decide whether to institute a Lockdown.
2. Contact the Chancellor: ext 1202
3. Should the decision to lock down be made, the Chancellor or Designee will activate the Emergency Notification Systems.
4. Inform another administrator or designee of the threat, insuring classes do not dismiss until an "all clear" has been issued.
5. Provide as much information as possible.
 - Be prepared to act as a resource and liaison between school and police.
 - If needed, have a map of the school available for the police.
6. Gather as much detailed information as possible and try to determine:
 - Location, identity and detailed description of individual.
 - Location and description of weapon.
 - Any pertinent background information on individual, including possible reason for carrying a weapon.
7. Isolate individual or suspect. If the weapon is in a locker or elsewhere, prevent access to it.
8. Remain calm. Try not to raise your voice – but, if this becomes necessary, do so decisively and with clarity. Your tone and demeanor will strongly influence the outcome of the crisis.
9. Avoid heroics – look for a place to dive or jump. Keep a safe, non-intimidating distance.
10. Do not use force or touch the person or weapon if interaction with the individual is imminent. Avoid sudden moves or gestures.
11. Negotiate minimally until law enforcement arrives.
12. Meet with police when they arrive. They will advise you how they intend to proceed.

WEAPONS SITUATION

LOCK DOWN or “SHELTER IN PLACE” PROTOCOL FOR UNIVERSITY OF ARKANSAS COMMUNITY COLLEGE AT BATESVILLE

HOW WILL I KNOW WHEN A DRILL IS STARTING OR WHEN THERE IS A REAL EMERGENCY?

- When a drill is starting (or in a real emergency), you will receive an UACCB Alerts emergency e-mail and a text message and you will hear the campus warning system issue a loud tone followed by the voice message “Lockdown, lockdown. Lock the doors. Stay away from windows.”

WHAT SHALL I DO AFTER I AM NOTIFIED OF THE DRILL (OR REAL EMERGENCY)?

- When you hear the warning system or receive the emergency e-mail and/or text message, you should proceed according to your location on campus at that time:

1. If you are in a(n):

- Administrative buildings/offices – stay in the office area where you are working. If you are in a public area, get in the closest office area/classroom near you.
- Classroom – remain in the classroom.
- Outside areas – go to the nearest building to where you are located.
- Row Johns Library – follow the instructions of library staff on duty.
- Physical Plant – Those at the plant, go to the office. Those on the campus working, go to the nearest building.

2. Once you are there...

During a drill:

- a. Lock the door
- b. Shut the curtains/blinds (if available) covering the windows
- c. Sit/crouch down in areas that are out of sight from doors and windows

In a real emergency, do all of the above, as well as:

- d. Take roll call, including the names of any visitors
- e. Turn off the lights and remain quiet and calm
- f. Do not open the door for anyone!

NOTE: Building Captains and Administrators assume an extremely important role during emergency planning, drills and response to actual emergencies. Please listen to them and follow their instructions.

HOW WILL I KNOW WHEN THE DRILL (OR REAL EMERGENCY) IS OVER?

You will be notified in advance if a drill is going to be held.

During a drill:

- In most cases, an all-clear will be issued over the campus warning system and your building captain will notify you that the drill is completed.

In an emergency:

- An all-clear will be issued over the campus warning system and the UACCB Alert text and email messaging system. Building captains will also unlock the door to the room you are in to notify you that the emergency has passed.

SHELTER IN PLACE

UNIVERSITY OF ARKANSAS COMMUNITY COLLEGE AT BATESVILLE
Community Response Checklist
- Active Shooter Incident –

If you are in a building when an event occurs, you should:

Contact Authorities:

- Use **Emergency** 911
- Contact the Security Officer 307-2421

Be aware that the Police and 911 system may be overwhelmed.

What to Report:

- Your specific location or building name and office or room number
- Number of people at your specific location
- Number and type of injuries
- Number and locations of assailants, race and gender, clothing description, physical features, weapons types (long gun or hand gun), backpack, shooter's identify if known, separate gunfire explosions, etc

Secure immediate area:

- Lock and barricade doors
- Do not stand by doors or windows
- Turn off lights
- Close blinds
- Block windows
- Keep occupants calm, quiet and out of sight
- Keep yourself out of sight and take adequate cover or protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
- Silence cell phones

Un-securing an area:

- Consider risks before un-securing rooms
- Remember, the shooter will likely not stop until engaged by an outside force
- Attempts to rescue people should only be made if it can be accomplished without further endangering the persons inside a secured area
- Consider the safety of masses vs. the safety of few
- If doubt exists for the safety of the individuals inside the room, the area should remain secured
- An all-clear message will be issues over UACCB's Emergency Notification Systems when it is safe to exit
- Know all alternate exits in your building

ACTIVE SHOOTER

WEATHER, SEVERE SITUATION

Tornadoes, Hurricanes, & Severe Thunderstorms

A tornado watch or severe thunderstorm warning received during school hours.

A tornado warning stating that a tornado has actually been sighted.

Emergency Contact/Protocol

In the event of a tornado warning, everyone should take shelter in the pre-designated areas of each building. Do not wait on instruction or confirmation from anyone - act immediately. **Without exception, a faculty member who is in class, or otherwise “in charge” of students, will go to the safe area with the students and stay there until the all clear is issued.**

The primary captain in each building will confirm that everyone is situated in their building. They will then announce their building is in compliance via a handheld radio or contact the VCEMSS via cell phone – (870) 834-2852.

The secondary captain will be responsible in the event the primary is not present in the building.

After the threat has passed, the mass notification warning system will sound the all-clear.

Building Captains

<u>Building</u>	<u>Primary</u>	<u>Secondary</u>
<u>Independence Hall</u>	Gayle Cooper	Anne Austin
<u>Main Classroom Building</u>	Brian Berry	Cliff Jones
<u>Arts & Sciences Building</u>	Doug Muse	Lisa Crandall
<u>Nursing & Allied Health</u>	Rebecca King	Jerrie Hooper
<u>Adult Education Building</u>	Nancy Whitmire	Debbie Wood
<u>Fine Arts & Education Building</u>	Marcia Wallace	Mary Moore
<u>Plant Maintenance Facility</u>	Heath Wooldridge	Jason Briley
<u>Row Johns Building</u>	Tamara Griffin	Linda Bennett
<u>Modular Building</u>	Roy Gonyer	Jeremy Hennings
<u>Childcare Facility</u>	Security Officer	Joshua Foss
<u>Evening Hours</u>	Security Officer	Bill Jackson

Safe Areas in Campus Buildings

Independence Hall (IH): Green room and Kitchen, East hallway away from doors.

Main Classroom Building (MCB): FYE, Student Success Center, and North hallway away from doors.

Arts & Sciences Building (ASB): Middle hallway away from the doors.

Nursing & Allied Health (NAH): Hallway away from doors.

Adult Education Building (AEB): Go to MCB.

Fine Arts & Education Building (FAE): Go to MCB.

Plant Maintenance Facility (Maint): Go to RJB.

Row Johns Library & Academic Building (RJB): Room 809 and the hallway adjacent to room 809.

Modular Building: Go to MCB.

Childcare Facility: Interior hallway and restrooms.

Remember stay away from doors and windows and anything that can become debris

1. The Vice Chancellors, security officer, and campus community will receive this warning by text message in the event of a warning from the National Weather Service or a call from local law enforcement.
2. The campus warning system will be activated.
3. Staff and students will immediately proceed to the nearest safe area and assume a protective position to best protect the face and head.
4. Instructors are responsible for the students in their classroom and should notify the VCEMSS or other Vice Chancellors if anyone is unaccounted for after the all-clear has been signaled.
5. Staff and students will not return to their classrooms and offices until the proper authorities declare an all-clear.

If there is not a warning, but a tornado is sighted approaching the school, the staff will direct all persons to proceed as follows:

Plan 1 – If time permits, take classes to designated area(s).

Plan 2 – If time does not permit:

- Go to the nearest enclosed hallway, not to open corridors.
- Avoid open spaces and outside hallways.
- Avoid areas with large roof expanse such as the auditorium.

Administrators:

1. The Chancellor's Cabinet will decide to close UACCB based upon current weather information.

If the weather becomes severe enough during the night or on the weekends to close UACCB, all procedures for the inclement weather policy will be put in effect.

WEATHER, SEVERE SITUATION