University of Arkansas Community College Batesville

Emergency Procedures Manual

FY 2018

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Emergency Telephone Numbers

Never hesitate to call 911 if a situation is believed to be an emergency

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	4357		(870) 307-2421	
VC Student Affairs	1214	(870) 612-2014	(870) 834-2852	(870) 897-5141
VC Finance and Administration	1321	(870) 612-2121	(870) 291-2096	(870) 368-7156
VC Academics	1200	(870) 612-2003	(850) 585-3007	(870) 799-8338
VC Research, Planning, and 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
Batesville Police Department		(870) 569-8111		
Independence County Sherriff Department		(870) 793-8838		
Arkansas State Police		(870) 523-2701		

After an emergency event is under control, please complete the *Incident Report Form* found on the intranet and forward it to the Vice Chancellor for Enrollment Management and Student Services.

University of Arkansas Community College at Batesville Emergency Notification System

UACCB has multiple layers of communication 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 the Wireless Emergency Notification System (WENS) for UACCB Alert which utilizes true SMS technology that bypasses the normal queue for cell phone carries. Additionally, WENS has secured contracts with all major North American phone carries to receive top priority for notifications.

UACCB Email

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

UACCB Web Site

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

Public Address and Message Board Campus Warning System

Voice and siren address system provides an audible alarm which can be heard over the entire UACCB campus. There are also electronic message boards in the buildings.

Active Shooter / Weapons Situation

- Call 911
- **Run** - If able to safely flee the area, then do so
- **Hide** - If unable to safely flee the area, then lock and barricade doors
- Avoid doors and windows
- Turn off lights
- Close blinds
- Silence all electronic devices that may make noise
- Keep yourself out of sight and take adequate cover
- **Fight** - If confronted by an aggressor, be prepared to defend yourself and others.
- **Run, Hide, Fight** is a program of the Department of Homeland Security - www.dhs.gov

Intruder Situations

- Call 911 if danger is indicated
- Take shelter
- Remain with students
- Notify a Vice Chancellor or the Chancellor

Bomb Threat

- Call 911—Do not use radios or cellular phones
- Notify a Vice Chancellor or the Chancellor
- If you are asked to evacuate:

Bomb Threat Call Checklist

Description of Caller's Voice:

____ Male ____ Female

____ Young ____ Middle Age ____Old

Accent? ____ No ____ Yes

Is the 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: _____

Reporting Method: _____

Fire

- Call 911
- Activate the Fire Alarm System
- Exit the building (at least 100 feet away) quickly from the nearest exit (see exit routes at end of this document)
- Do not use elevators
- Instruct individuals NOT to leave the safe area
- Verify attendance of all students under your supervision
- Report missing individuals to emergency personnel
- Do not re-enter the building until given the all-clear signal

Injury

- Call 911 if injury is serious
- Contact the nearest CPR-Certified individual to render first aid
- Notify the injured individual's emergency contact as soon as possible, if necessary
- A Vice Chancellor or designated representative should accompany injured individuals to the hospital and remain with them until their emergency contact arrives
- Record actions taken in order to document the proper procedure was followed

Disaster

Destruction in part or whole of a building

- Call 911
- Remain with students and keep them calm
- Determine the need to evacuate or shelter in place
- Identify and designate a safe location and routes to be taken
- Assign First Responders/CPR-certified persons to attend to injured
- Meet and direct rescue personnel to areas where assistance is needed

Evacuation

- If necessary, use the fire alarm system to evacuate the building
- Leave lights on
- Do not lock doors

Severe Weather

- Take shelter in the pre-designated areas of each building (see shelter area maps at the end of this document)
- Escort students to safe areas and remain with them
- Listen for the campus emergency siren and its messages and instructions

Safe Areas in Campus Buildings

Adult Education Building (AE): Proceed to MCB

Annex (ANX): Hallway away from doors

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

Cosmetology Building (COS): Proceed to RJB

Fine Arts & Education Building (FAE): Proceed to MCB

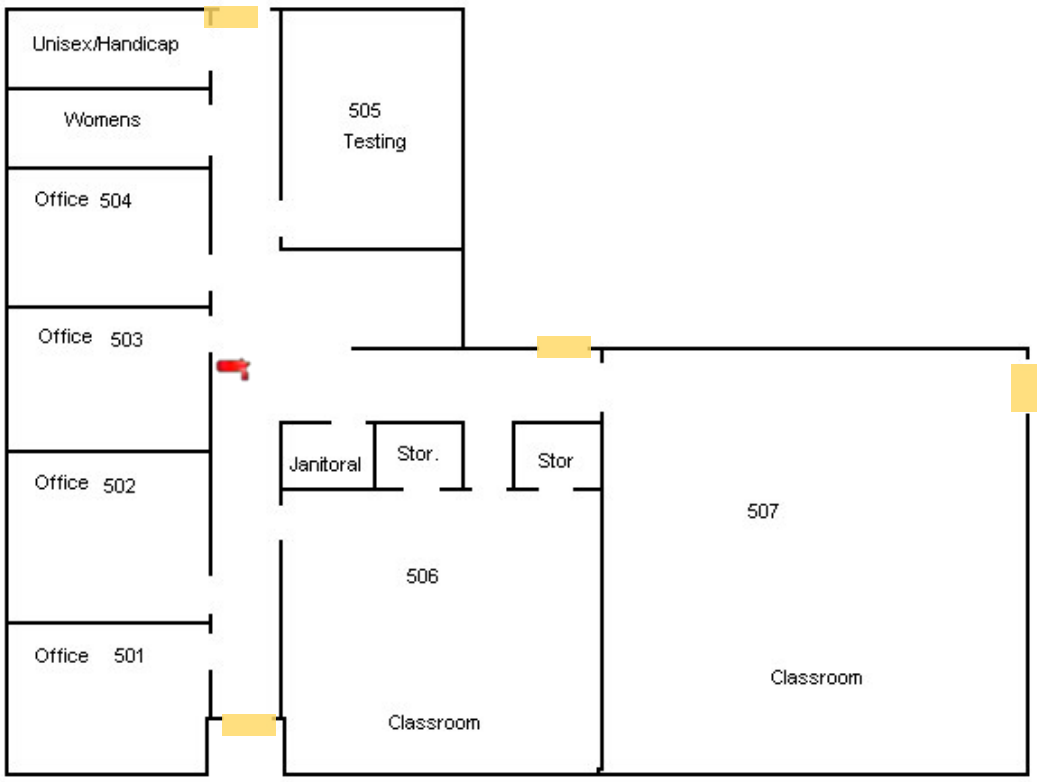
Independence Hall (IH): Green Room and Kitchen, East hallway away from doors

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

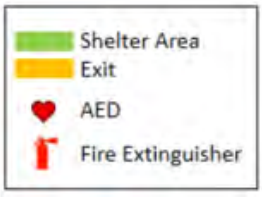
Nursing and Allied Health (NAH): Lower hallway away from doors

Plant Maintenance Facility (MNT): Proceed to RJB

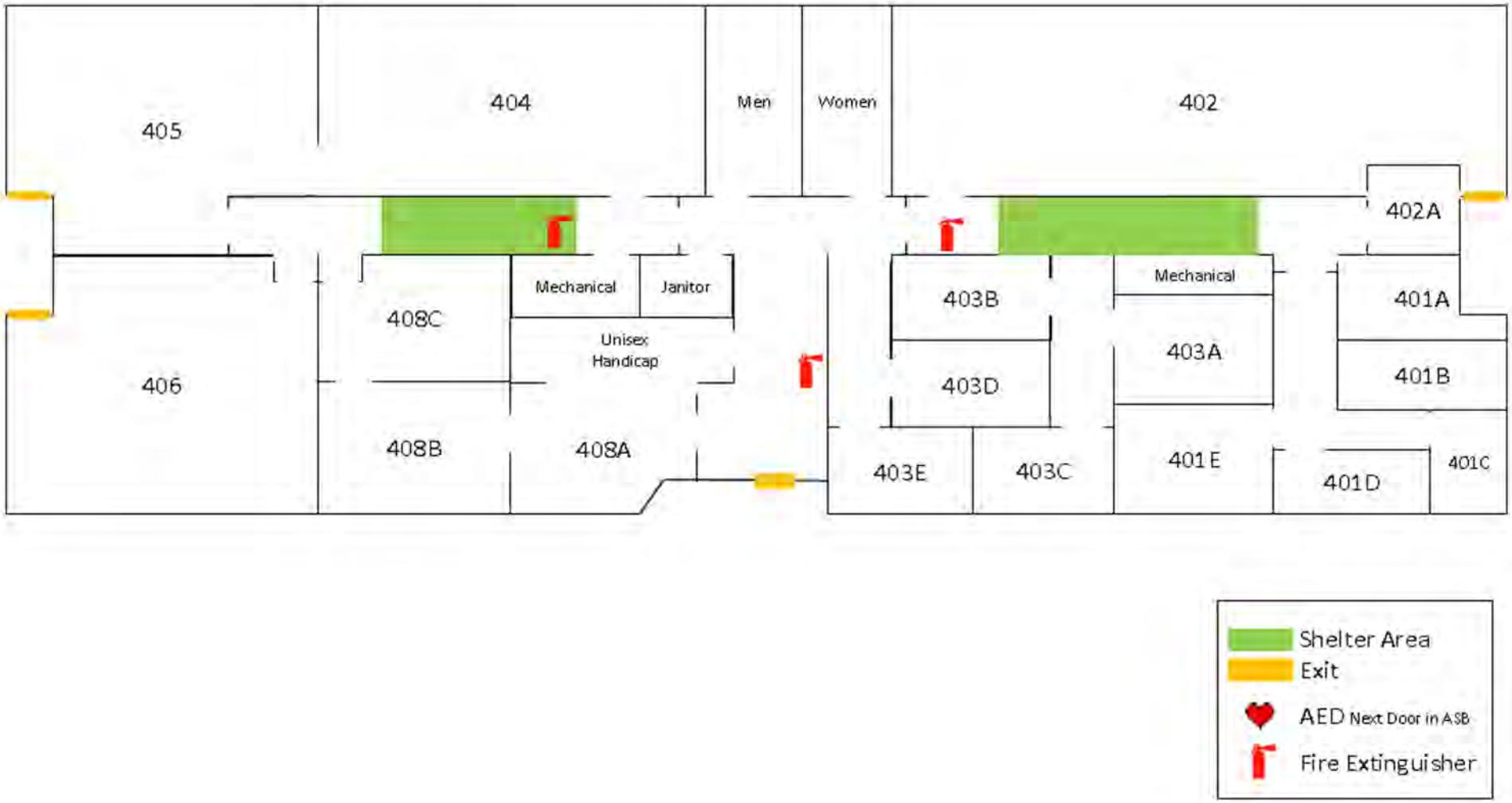
Row Johns Library and Academic Building (RJB): Room 809 and the hallway adjacent to room 809



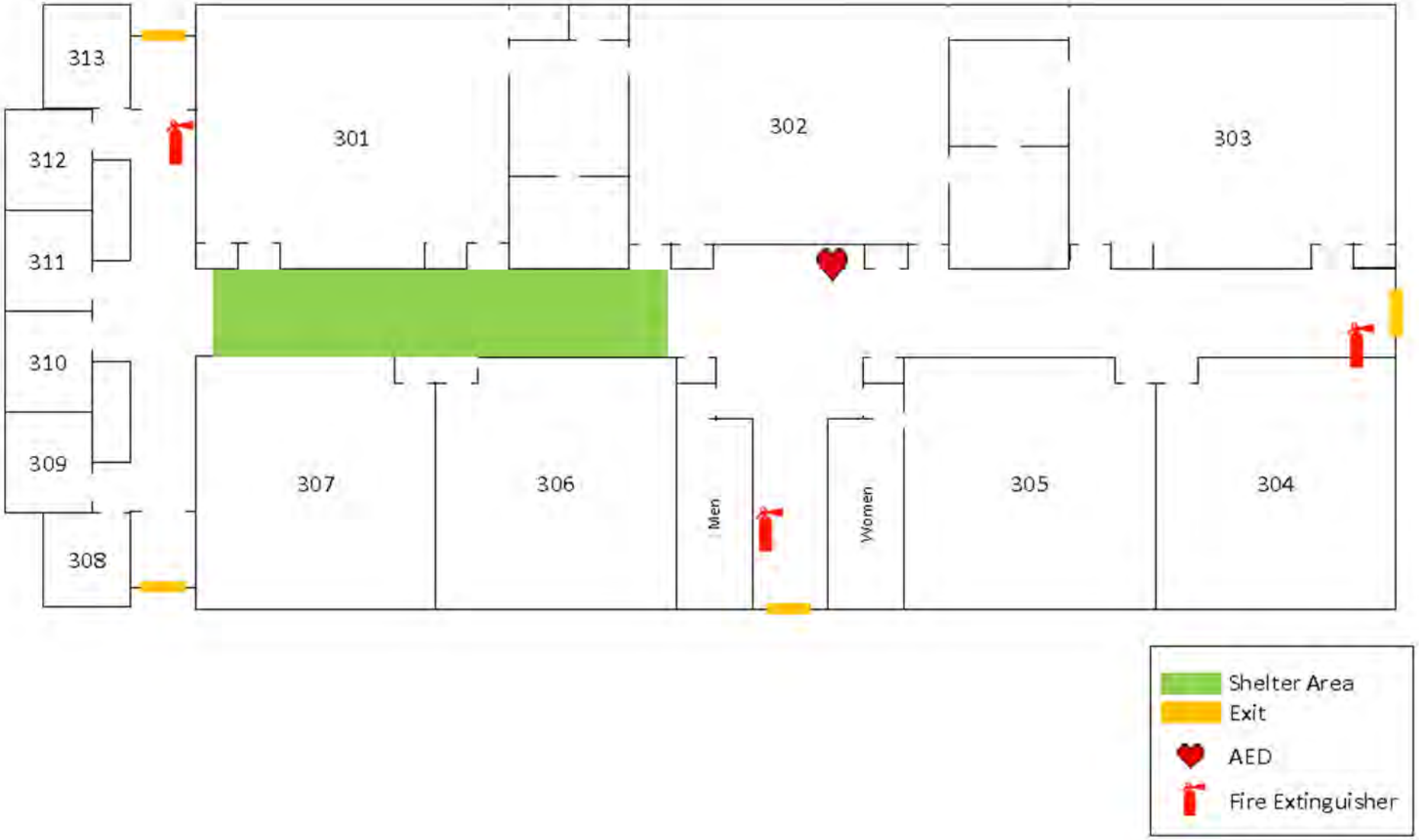
Adult Education Building



Annex


405
404
Men
Women
402
402A
Mechanical
Janitor
408C
Unisex
Handicap
406
408B
408A
403B
403A
403D
Mechanical
401A
401B
403E
403C
401E
401D
401C
Shelter Area
Exit
AED Next Door in ASB
Fire Extinguisher

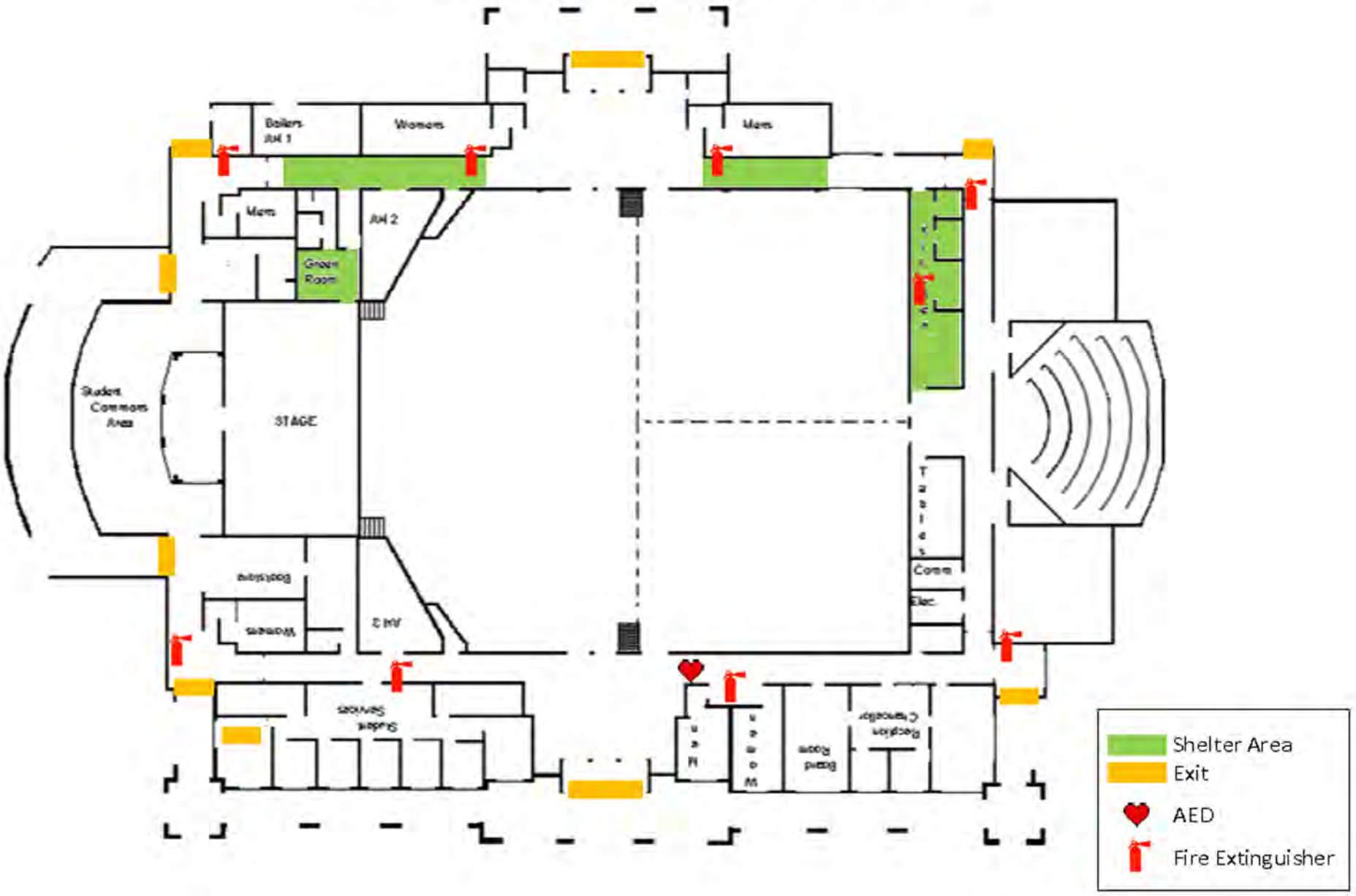
Arts & Sciences



Cosmetology

Fine Arts Building

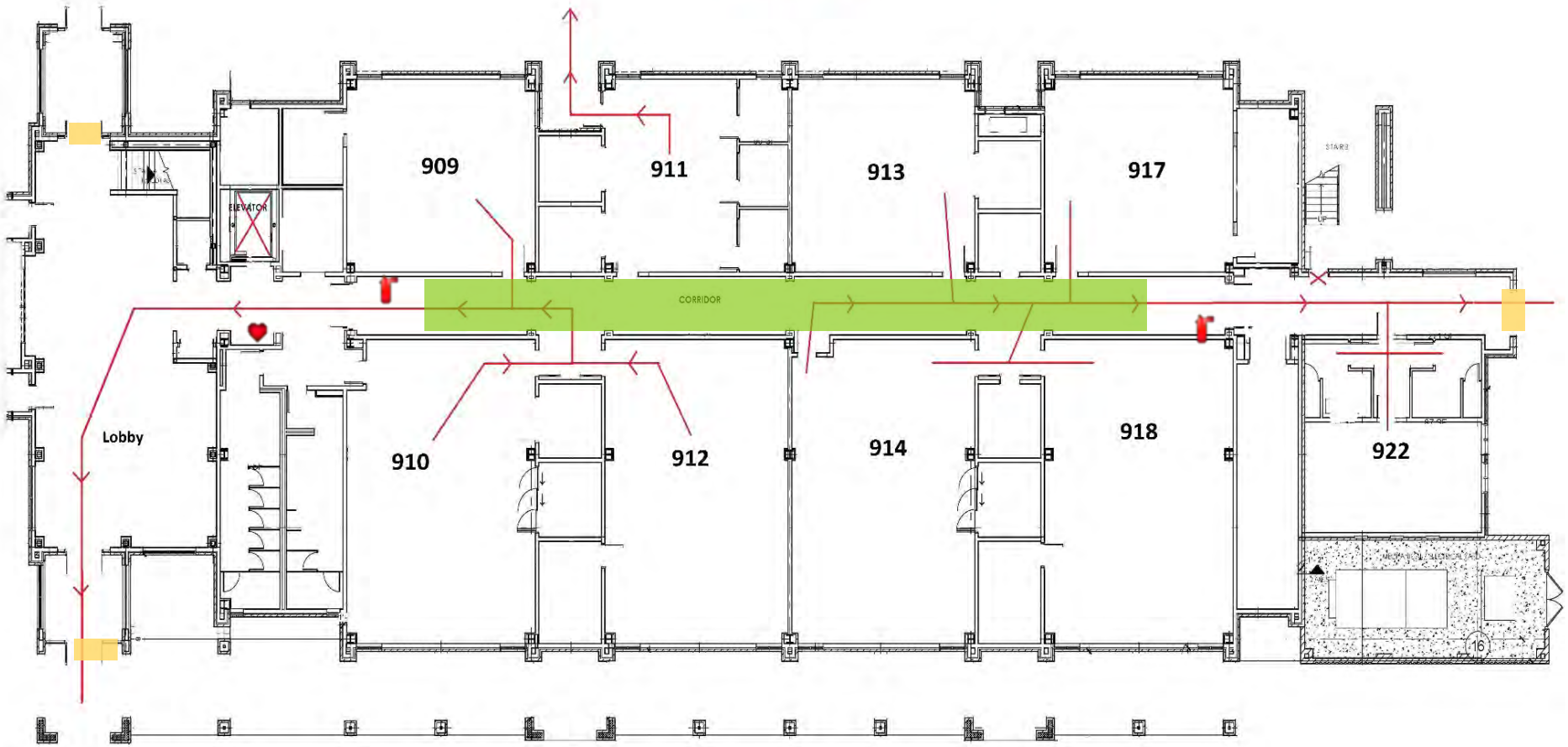
Independence Hall



Main Classroom Building

Maintenance Building

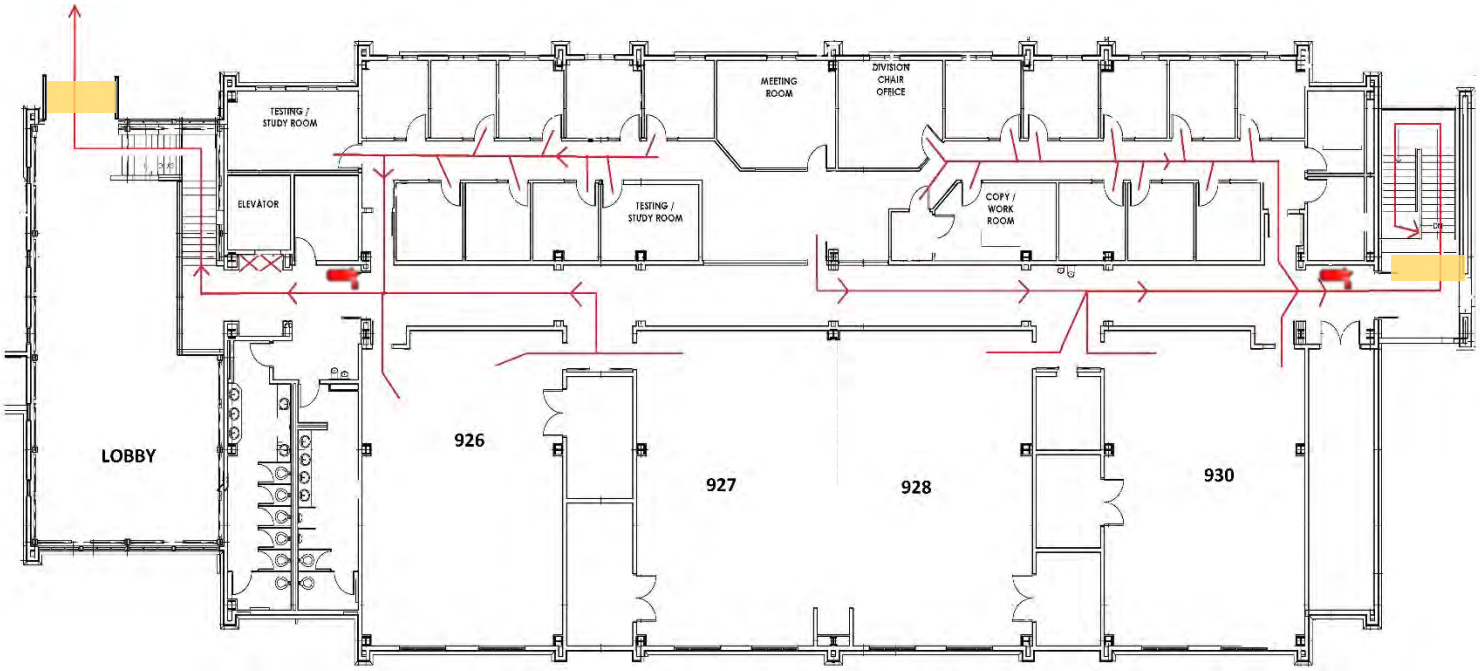
DO NOT ATTEMPT TO USE ELEVATOR
DURING A FIRE
IT IS PROGRAMED TO SHUT DOWN
AUTOMATICALLY



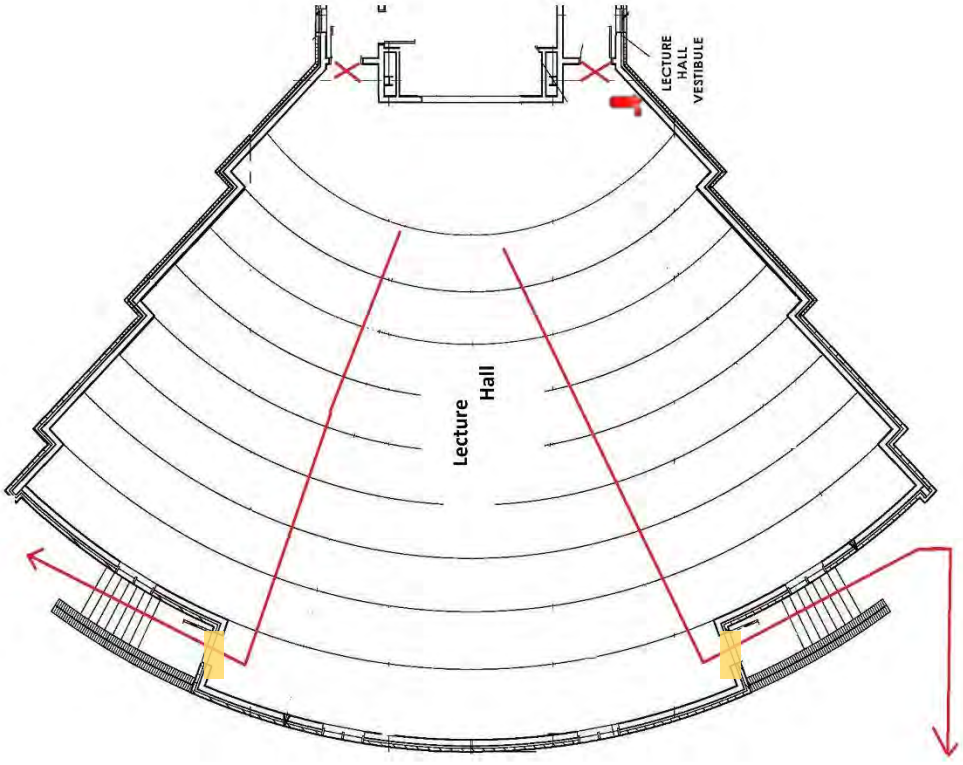
Shelter Area
Exit
AED
Fire Extinguisher

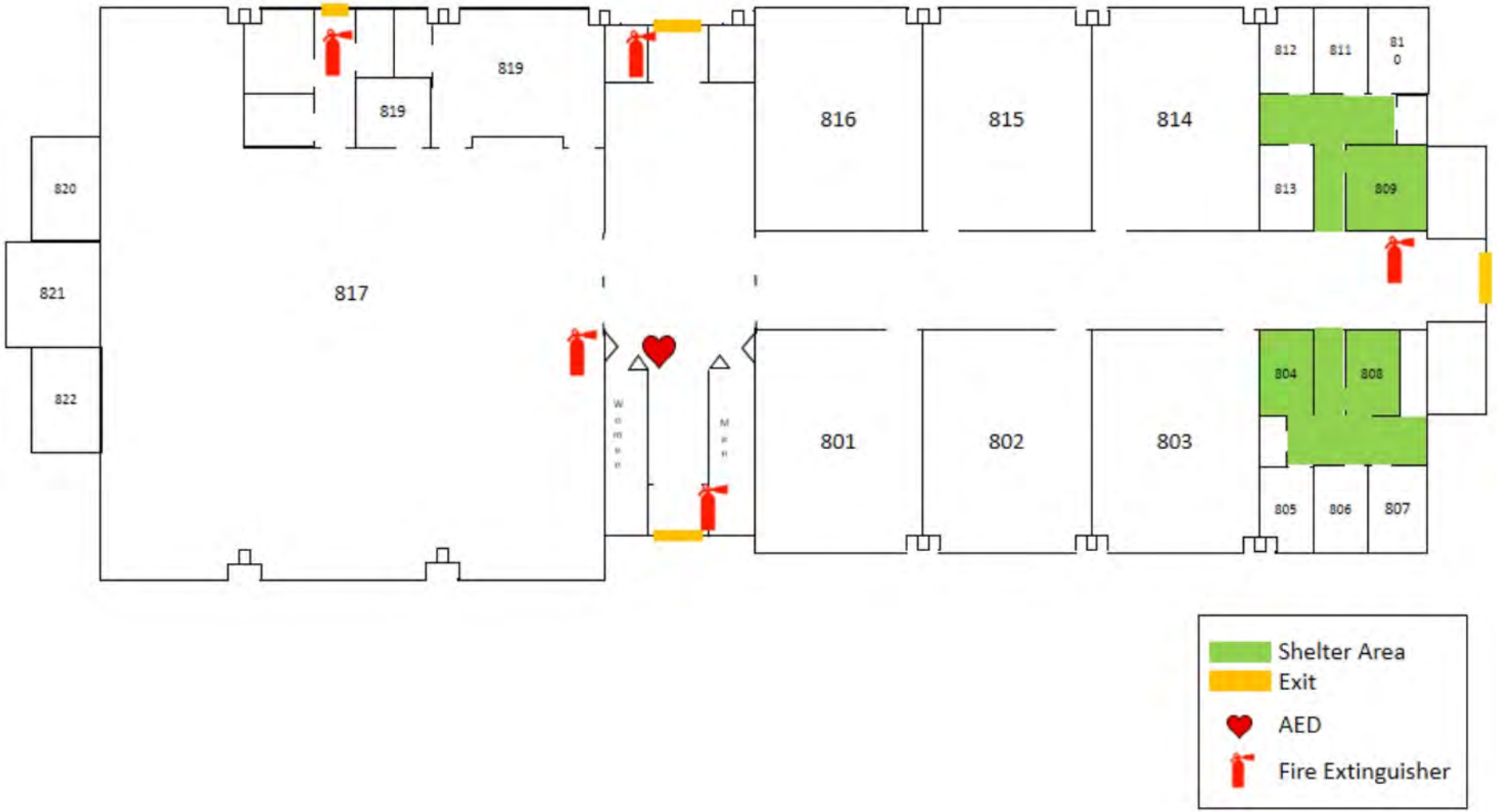
NURSING ALLIED HEALTH BUILDING
FIRE ESCAPE ROUTES

DO NOT ATTEMPT TO USE THE
ELEVATOR DURING A FIRE
IT IS PROGRAMED TO SHUT
DOWN AUTOMATICALLY



NURSING ALLIED HEALTH BUILDING
FIRE ESCAPE ROUTES



NURSING ALLIED HEALTH BUILDING
FIRE ESCAPE ROUTES

Row Johns Library and Academic Building