



Emergency Procedures

Fire 9-911 or 911 from your cell phone
Police 9-911 or 911 from your cell phone
Ambulance 9-911 or 911 from your cell phone

Because cell phones are directed to the appropriate dispatch through cell phone towers without the exact location displayed, be sure to inform the 911 dispatcher of your exact location on the UACCB campus.

For all critical emergencies call 9-911 from any campus phone

The Chancellor of UACCB has the authority as granted by the UA Board of Trustees to modify, adapt, or otherwise change the stated procedures within the UACCB Emergency Procedures manual in response to the nature and scope of the emergency affecting campus. This includes natural disasters, man-made hazards, or public health emergencies.

Updated: October 27, 2022

Campus Closing Procedure

In the event of conditions affecting the regular operations of UACCB, the following resources will give notice of any closing, delay, or cancellation. If you think the campus may be closed, monitor the following resources:

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. To sign up, please go to <http://entry.inspironlogistics.com/uoa/wens.cfm>.

UACCB Email

Check your UACCB email accessed through the myUACCB portal.

UACCB Website

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

Public Address and Message Boards

The phone system as well as overhead classroom speakers provide an audible alarm which can be heard over the entire campus. Electronic message boards in the buildings display warnings and announcements.

Campus Radio Communications System

Monitoring the campus radio communications system is an important facet of campus safety as the radios will be used for communications during an emergency or other serious situation.

Local media

Batesville radio stations and web-based media are notified in the event of a UACCB closure.

Inclement Weather Policy

Severe weather occasionally impacts the UACCB schedule. These weather conditions may cause the campus to be closed or open late. The College uses local radio, TV stations, and text messaging to inform students, faculty, staff and the community of these decisions. The College website and the main campus number will also announce operational changes to the UACCB schedule.

Weather conditions may vary by location and travel may be hazardous in your area although the campus is open. You should exercise your judgement regarding travel during inclement weather.

For all critical emergencies call 9-911 from any campus phone

Fire 9-911 or 911 from your cell phone

Police 9-911 or 911 from your cell phone

Ambulance 9-911 or 911 from your cell phone

Never hesitate to call 911 if a situation is believed to be an emergency such as a crime in progress, a fire, a heart attack, a serious injury, or any situation where there is immediate danger to life or property.

Because cell phones are directed to the appropriate dispatch through cell phone towers without the exact location displayed, be sure to inform the 911 dispatcher of your exact location on the UACCB campus.

External Contact Numbers

Batesville Police Department	870.569.8111
Independence County Sherriff Department	870.793.8838
Arkansas State Police	870.523.2701

UACCB Contact Numbers

Office	Ext.	Office Phone	Cell Phone	Other Phone
Campus Security	4357		(870) 307-2421	
Chancellor	1201	(870) 612-2001	(850) 585-3007	(850) 585-3007
VC Academics	1200	(870) 612-2003	(870) 283-4638	(870) 283-4638
VC Student Affairs	1214	(870) 612-2014	(501) 282-3028	(870) 796-0270
Chief Financial Officer	1321	(870) 612-2121	(870) 613-2751	(870) 613-2751
Executive Director of Special Projects	1332	(870) 612-2058	(870) 834-1474	(870) 834-1474
Executive Director of Facilities/Auxiliary Services	1239	(870) 612-2039	(870) 307-2425	(870) 793-5994

After an emergency event is under control, please complete the Incident Report Form found on the myForms tab in my.UACCB.edu (<https://www.uaccb.edu/incident-report-form>). It will be sent to the Vice Chancellor for Student Affairs, the Safety Committee Chair, and the Director of Events.

Medical Emergencies

When to call 911....

- The person's condition is life threatening.
- The person's condition could become life threatening on the way to the hospital.
- Moving the person could cause further injury (for example, in case of a neck injury or motor vehicle accident).
- The person needs the skills or equipment of paramedics.
- Traffic conditions or distance might cause a delay in getting the person to the hospital.

In case of medical emergencies:

- Call 9-911 from any campus phone or 911 from a cell phone – try to remain calm
- Provide the dispatcher with the following information:
 - Your name
 - Location of the medical emergency (Building and room #)
 - Type of emergency or nature of injury/illness
 - Answer any questions the dispatcher may have
 - Follow the dispatcher's directions
 - Don't hang up until told to do so by the dispatcher
- If willing to do so, administer first aid procedures per your training standards or at the direction of 911 Emergency Dispatcher instructions. This may include cardio-pulmonary resuscitation (CPR) or the use of an Automated External Defibrillator (AED). *AEDs are located throughout campus for use as needed by those trained in their use.*
- Place a semiconscious or unconscious person in the recovery position until the ambulance arrives. DO NOT move the person, however, if there has been or may have been a neck injury.
- Practice universal precautions – protect yourself from blood or body fluid exposures.
- Have someone stand by outside the building to meet emergency response personnel when they reach the vicinity of the building.
- Complete the Incident Report Form found at this link: <https://www.uacsb.edu/incident-report-form>

First Aid Supply Locations:

- Annex (Adult Education) – Room 408, bottom desk drawer
- Arts and Sciences (ASB) – Faculty Workroom and All Lab Rooms
- Cosmetology (COS) – Director’s office
- Human Resources (FAE) – Supply Closet
- Independence Hall (IH)– Research, Planning and Assessment storage room; Chancellor’s Suite; The Grill
- Maintenance – Wood Workshop
- Main Classroom Building (MCB) – Faculty/Staff breakroom
- Nursing and Allied Health (NAH) – First floor janitorial closet and second floor Faculty Workroom
- Row Johns Library (RJB) – Library and Faculty workroom
- Workforce Training Center (WTC) – Office in workshop

Individuals with Disabilities Evacuation Procedure

Individuals with disabilities may need assistance during an evacuation. However, permission should be obtained from the individual before assistance is provided.

Mobility Impaired

- During an emergency evacuation, elevators should not be used to move individuals with disabilities.
- Seek volunteers to assist the individual to the nearest enclosed stairway or designated area.
- One person should remain with the individual if it is safe to do so.
- One person should advise emergency personnel of the individual's location so the evacuation can be completed.
- If immediate evacuation is necessary because of life safety concerns, find volunteers to assist in the evacuation of the individual. Evacuate the individual per their instructions.
- Ask what type of assistance the individual will need after evacuation.

Visually Impaired

- Communicate the nature of the emergency.
- Ask if the individual would like assistance.
- Offer your arm for guidance.
- Tell the individual where you are going and advise them of obstacles along the way.
- Once out of the building, orient them to their surroundings, and ask if further assistance is needed.

Hearing Impaired

- Do not assume the individual can hear the fire alarm or that he or she will know what to do by watching others.
- Turn the lights on and off to get the individual's attention.
- Provide the individual with directions using gestures or through a note.

Active Shooter/ Violence on Campus Procedure

If you become aware of active violence on campus, take the following actions:

- RUN - If you can, get away from the threat as fast as possible.
- Report the incident to Campus Security by calling 870.307.2421 or call 9-911 from a campus phone or 911 from a cell phone.
- Evacuate to a safe area away from the danger and take protective cover. If possible, notify anyone else you encounter to do the same.
- HIDE - If it is not safe for you to evacuate, go to the nearest room and do the following:
 - Close, lock and barricade the door.
 - Block windows if possible.
 - Close blinds or curtains.
 - Turn off the lights, and dim computer screens.
 - Stay away from doors and windows.
 - Keep calm, quiet, and out of sight.
 - Turn off radios and silence all cell phones.
 - If necessary, take cover behind heavy objects such as desks.
 - Stay there until assistance arrives.
- Individuals not in harm's way are to take protective cover, staying away from windows and doors until notified otherwise.
- FIGHT - If you are caught in an open area in a building, you may have to fight back. This is dangerous, but depending on your situation, this could be your best option.
- Once police arrive, obey all commands. Police may instruct you to show your hands. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

Bomb Threat

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information with the checklist printed below.

Bomb Threats Received by Phone:

- Remain calm.
- Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Signal a co-worker to call Campus Security by dialing 870.307.2421.
- Use the below Bomb Threat Call Checklist to collect as much detail as possible. When completing the checklist, be very specific and use the exact words of the caller.
- If your phone has a display, copy the number and/or letters on the window display.
- Notify the Batesville Police Department by dialing 9-911 from any campus phone or 911 from a cell phone. After notifying the police, the person should then notify his or her supervisor and a Vice Chancellor or the Chancellor.
- Don't allow the phone line to be used again until authorized by law enforcement personnel.
- Do not touch any suspicious objects or items. Note the location and description and provide to emergency responders.
- Report call immediately to: Campus Security at 870.307.2421 and call 9-911 from a campus phone or 911 from a cell phone. Notify your division's Vice Chancellor immediately.

Keep all information about the threat confidential.

Bomb Threat Checklist ----- DO NOT HANG UP THE PHONE!

Questions to ask:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

Exact wording of the threat:

Sex of caller: ☐ M ☐ F Race: _____ Age: _____

Length of call: _____ Number at which call was received: _____

Time: _____ Date: _____

Caller's voice:

- | | | | |
|-----------------------------------|--|-----------------------------------|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal | <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp | <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep | <input type="checkbox"/> Soft | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent | <input type="checkbox"/> Slurred | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Familiar | | | |

If a voice is familiar, who did it sound like? _____

Background sounds:

- | | | | |
|---|--|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Clear | <input type="checkbox"/> Local |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Static | <input type="checkbox"/> PA System | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Music | <input type="checkbox"/> Long distance | <input type="checkbox"/> House noises | <input type="checkbox"/> Motor |
| <input type="checkbox"/> Other _____ | | | |
| <input type="checkbox"/> Office machinery _____ | <input type="checkbox"/> Factory machinery _____ | | |

Threat language:

- | | | | |
|---|---|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Message read by threat maker | | |

Remarks: _____

Chemical Spills or Release (Indoors)

Small spills that are identified and do not endanger workers in the immediate area may be cleaned up by qualified laboratory or maintenance personnel who have been trained and are properly equipped to handle the situation. Chemical spill guidelines have been established and are available in the Emergency Response Guidebook. Lab supervisors should take into consideration the following:

- The hazards of the chemical(s) involved.
- The amount of the chemical(s) involved.
- Spill locations.
- Availability of spill cleanup materials or kits.

If the spill is large, if the chemical is not easily identified, if the chemical is extremely hazardous or if there has been a fire, explosion or personal injury involved, then:

- Evacuate all personnel from the area.
- If the entire building requires evacuation, activate the building fire alarm system and evacuate utilizing the fire evacuation procedure.

Report the spill to:

- Maintenance by dialing ext. 1239 or 870.612.2039
- Give your name, location (room and building) and the phone number you are using.
- Describe the emergency/injuries. If injuries warrant, call 9-911 from any campus phone or 911 from a cell phone to report the spill.
- Avoid direct contact with the spilled material.
- If safe to do so, remain in vicinity, away from danger, to assist emergency responders.
- Measures should be taken to prevent people from entering the contaminated area.
- Meet the emergency responders and provide information and assistance as needed.

Earthquakes

If indoors:

- Watch for falling objects such as light fixtures, bookcases, cabinets, shelves and other furniture that might slide or topple.
- Stay away from windows.
- If in danger, get under a table or desk, into a corner away from windows or into a structurally strong location such as a hallway by a pillar.
- Do not run outside.

Drop, Cover, and Hold On:

- Do not dash for exits since they may be damaged and the building's exterior brick, tile and decorations may be falling off.
- Do not use the elevators.
- Do not seek cover under laboratory tables or benches, chemicals could spill and harm personnel.

When the shaking stops:

- Check for injuries to personnel in your area.
- Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.
- Check for fires or fire hazards - spills of flammable or combustible liquids or leaks of flammable gases.
- Turn off ignition and heat sources if it is safe to do so. Shut off all gas sources.
- Exit the building, if possible, and go to the Emergency Assembly Point to report injuries, damages and potentially hazardous conditions.
- Once you have exited the building, do not reenter until trained emergency personnel have declared the building safe.
- Use the telephone system only for urgent matters.

For more information, see <http://www.shakeout.org/colleges/>

Fire

When an alarm sounds on your floor or area:

- Immediately evacuate following the plan for the building in which you are located. A map is posted by the door of all classrooms and offices.
- Close doors behind you.
- Report to your designated Emergency Assembly Point as outlined in the map located at the end of this document.
- Instruct individuals NOT to leave the Emergency Assembly Point.
- Verify attendance of all students under your supervision.
- Report missing individuals to emergency personnel or Administration.
- Do not re-enter the building until given the all-clear signal by Maintenance Staff or Administrative Cabinet.

If you discover a fire:

- Activate the nearest fire pull station and call 9-911 from any campus phone or 911 from a cell phone. Then you may attempt to extinguish the fire with a fire extinguisher. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, after sounding the alarm simply close the door and evacuate.
- If the fire alarm does not work, call 9-911 from any campus phone or 911 from a cell phone and notify occupants verbally of the emergency and the need to evacuate.
- Hazardous equipment and processes should be shut down unless doing so presents a greater hazard.
- Close doors before leaving.
- Evacuate via the nearest stairwell or exit.
- Do not block/wedge exit doors in an open position
- DO NOT USE THE ELEVATORS
- Report to your designated Emergency Assembly Point as outlined in the map below.
- Account for personnel and students and report any missing to Administration or emergency responders
- Do not re-enter the building until given the all-clear signal by Maintenance Staff or Administrative Cabinet.

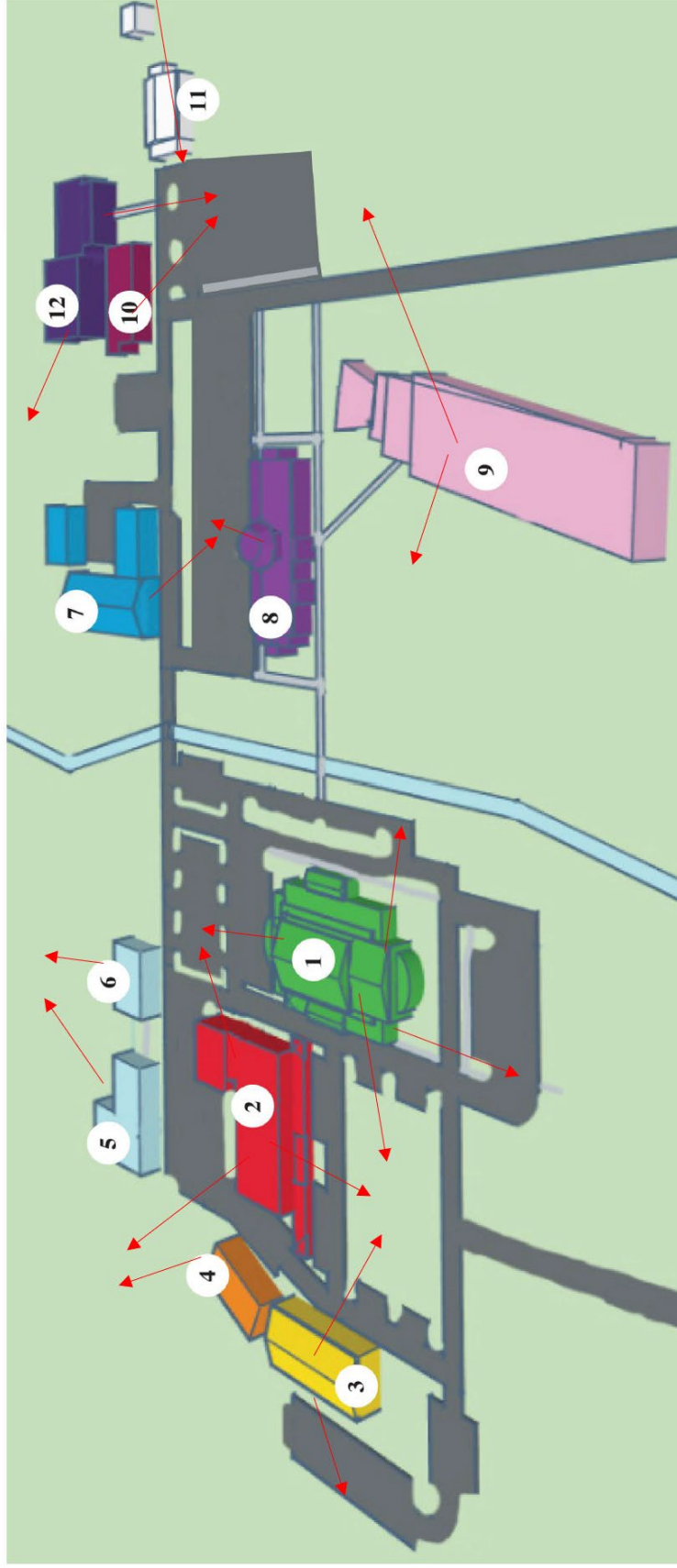
If you are trapped:

- Stay low to the ground.
- Cover your mouth with a wet cloth, stay near a window, open it but do not break it. Hang something out the window to let fire personnel know you are there and put something in the cracks around the door.
- If possible, call 9-911 from any campus phone or 911 from a cell phone. Give dispatcher exact

UACCB

Fire Rally Points

Indicated by arrows



- | | | |
|------------------------------------|---------------------------------|-------------------------------------|
| 1. Independence Hall (IH) | 5. Future Business Office | 9. Nursing and Allied Health (NAH) |
| 2. Main Campus Building (MCB) | 6. Human Resources (Former FAE) | 10. Cosmetology |
| 3. Arts and Science Building (ASB) | 7. Physical Plant/Maintenance | 11. Fire Training Center |
| 4. Adult Education (Annex) | 8. Row-Johns Library (RJB) | 12. Workforce Training Center (WTC) |

Severe Weather

UACCB Severe Weather Procedure will be activated when a tornado warning is issued by the National Weather Service for Independence County.

The college will use the following resources to communicate a weather warning:

- Anyone registered with the UACCB Alert system will receive a text notification.
- Severe Weather Alert will be sent through campus e-mail.
- The phone system as well as overhead classroom speakers provide an audible alarm which can be heard over the entire campus.
- Electronic message boards in the buildings display warnings and announcements.

Tornado Warning Procedures

A Tornado Warning indicates that a tornado has been sighted by ground observers or has been confirmed by Doppler radar.

1. When a tornado warning is issued by the National Weather Service, individuals on campus should immediately proceed to an indoor location. Safe areas are listed below. **Please assist students and visitors as needed.**
 - Do not use elevators.
 - When walking down stairwells be cautious of others and use the handrails to avoid trips and falls.
 - When safe to do so, employees are to provide assistance to disabled individuals and others in need of help. See Individuals with Disabilities Evacuation.
 - Go to an interior hallway in the lowest level of the building and take shelter using available cover.
 - Avoid areas with glass such as windows, skylights, doors, etc.
 - Stay away from electrical items.
 - Stay calm and alert.
 - Listen for alert warnings or further instructions via Campus Security, police, first responders, or the UACCB intercom system.
2. Encourage students and visitors to take cover in safe areas.
3. If there are people who decide they want to remain outside, employees are not responsible for forcing them into safe areas.
4. Remain in safe areas until an “all clear” is communicated by members of Maintenance, Campus Security, or members of the Administrative Cabinet.

If Severe Weather Causes Damage:

- Alert emergency response teams to any injured person.
- Do not go into damaged buildings or tour damaged areas.
- Exit a building that smells of natural gas or chemical fumes.
- If you must be outdoors, watch for downed power lines and for possible falling debris.
- Report hazards and damage to Campus Security by calling 870.307.2421 or to Maintenance by calling extension 1239 or 870.612.2039. Radios, located at division reception desks, IH reception desk, as well as Vice Chancellors' offices, can also be used to notify Security and Maintenance.

For Instructors:

- Interrupt class activity and advise the students to move to the safest area available.
- Should the allotted class time expire during the warning, the instructor should encourage the students to remain in the safe area until at least 10 minutes has elapsed without the sounding of the alert sirens or an additional UACCB Alert message.

Safe Areas in Campus Buildings

- Former Adult Education Building (AE): Proceed to MCB
- Annex – Adult Education (ANX): Hallway away from doors
- Arts & Sciences Building (ASB): Middle hallway away from the doors
- Cosmetology Building (COS): Proceed to Workforce Training Center
- Human Resources - 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
- Workforce Training Center (WTC): Restrooms in shop area and the storage room between the shop and classroom 112

Suspicious Packages or Letters Procedure

Identifying a suspicious package or letter

- Liquid leaking from package
- No return address
- Handwritten or poorly typed address
- Misspelling of common words
- Restrictive markings such as "Confidential", "Personal", etc.
- Excessive weight and/or feel of a powdery or foreign substance
- Foreign post marks and / or writing
- Source of the letter / package is not recognized by recipient / addressee

What you should do

- Do not open, shake or empty the contents of the package.
- Isolate the package and secure the room by shutting all doors and windows.
- Do not sniff, touch, taste or look closely at it or any contents that may have spilled.
- Do not touch your eyes, nose or other body parts.
- Contact Campus Security by calling 870-307-2421 or call 9-911 from a campus phone or 911 from a cell phone.
- Contact your supervisor or your division's vice chancellor.
- Make a list of all persons who were in the vicinity of the package or who may have handled it. Anyone who had contact with the suspicious package should wash hands with soap and water and report the exposure immediately.

Utility Outages

Employees will become aware of utility interruptions by the obvious absence of that particular utility.

- No Lights, Computers not working – Electric
- Toilets won't flush, drinking fountains not working – Water
- Inability to place outgoing telephone calls – Telephone
- No Heat – Steam or Gas
- No Air Conditioning – Electric or Chilled Water

In the event of a utility outage:

Notify Maintenance at extension 1239 or 870-612-2039.

While a power interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. Maintenance, in conjunction with Administrative Cabinet will determine the appropriate course of action. The following issues should be considered:

- Dangers from tripping and injuries due to lights being out.
- Person(s) trapped on elevators.
- Dangers from extreme heat or cold on employees.
- Inability to contact responders if an emergency occurs while telephones are out.
- Sanitation problems due to no water, etc.

The Administrative Cabinet will make a decision regarding the continuance of work in the buildings affected by the utility interruption.

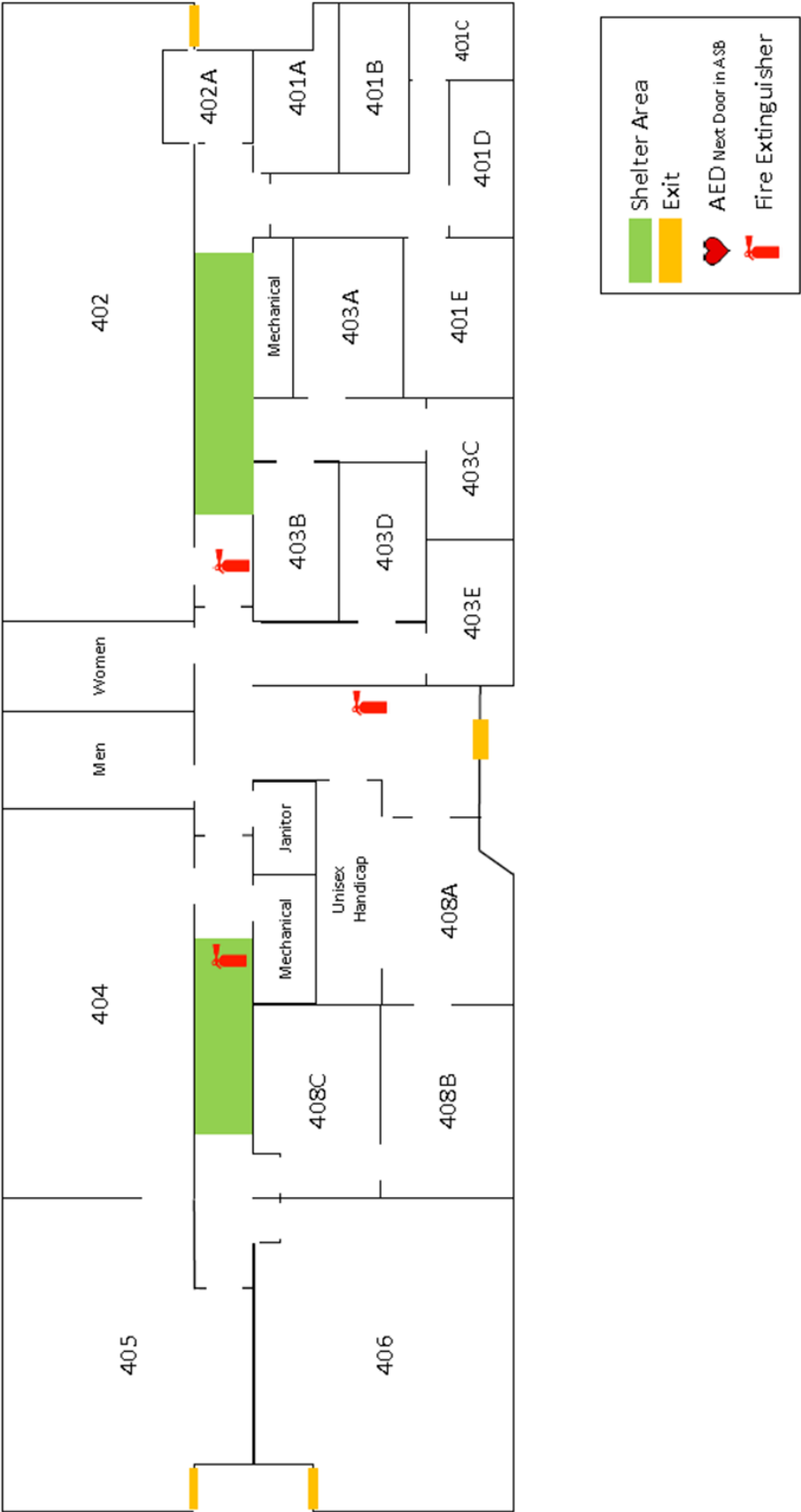
Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant who comes into contact with a visitor or student who is physically disabled should assist those individuals.

If anyone is trapped on an elevator, immediately call 9-911 from any campus phone or call 911 from a cell phone.

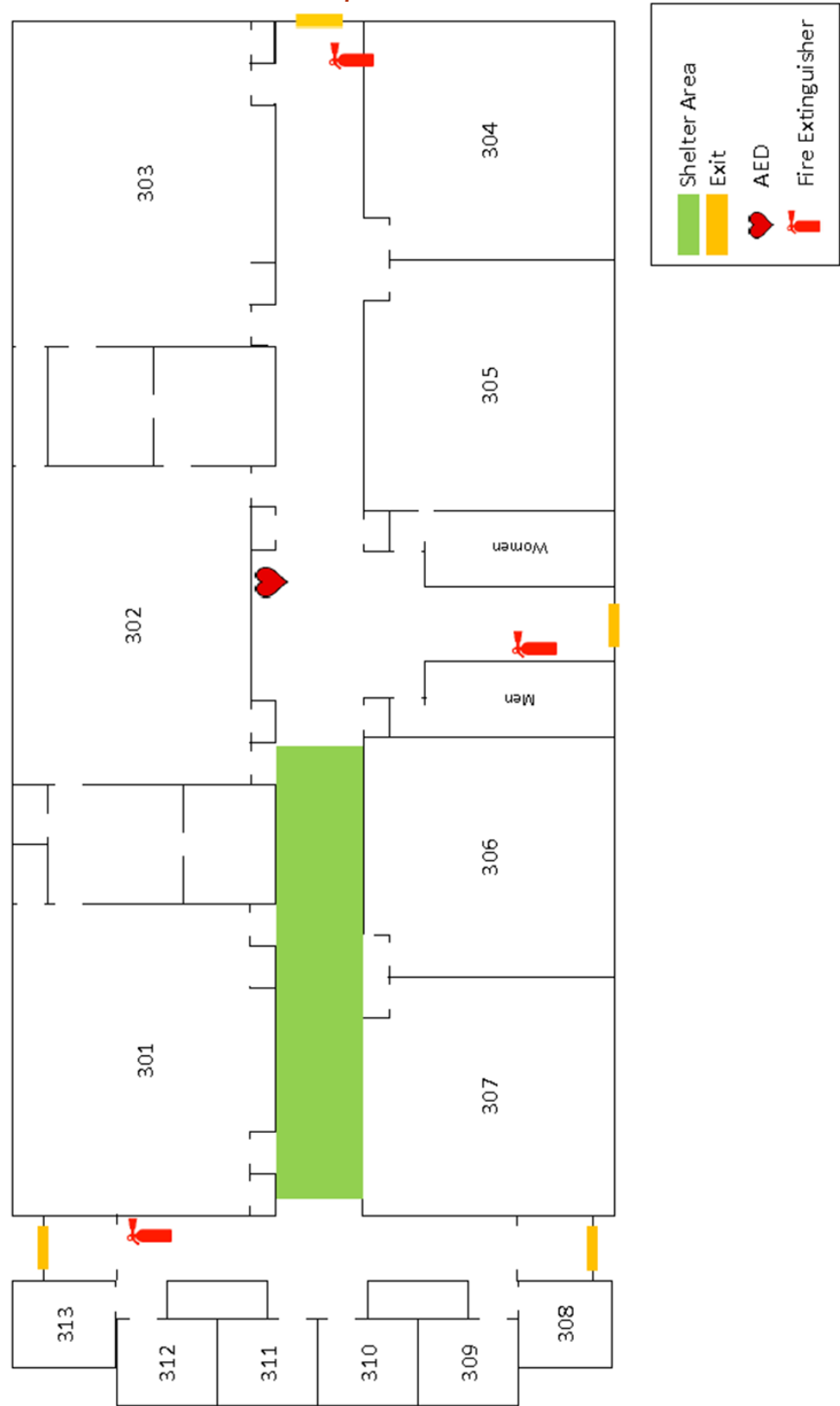
Future Business Offices Building



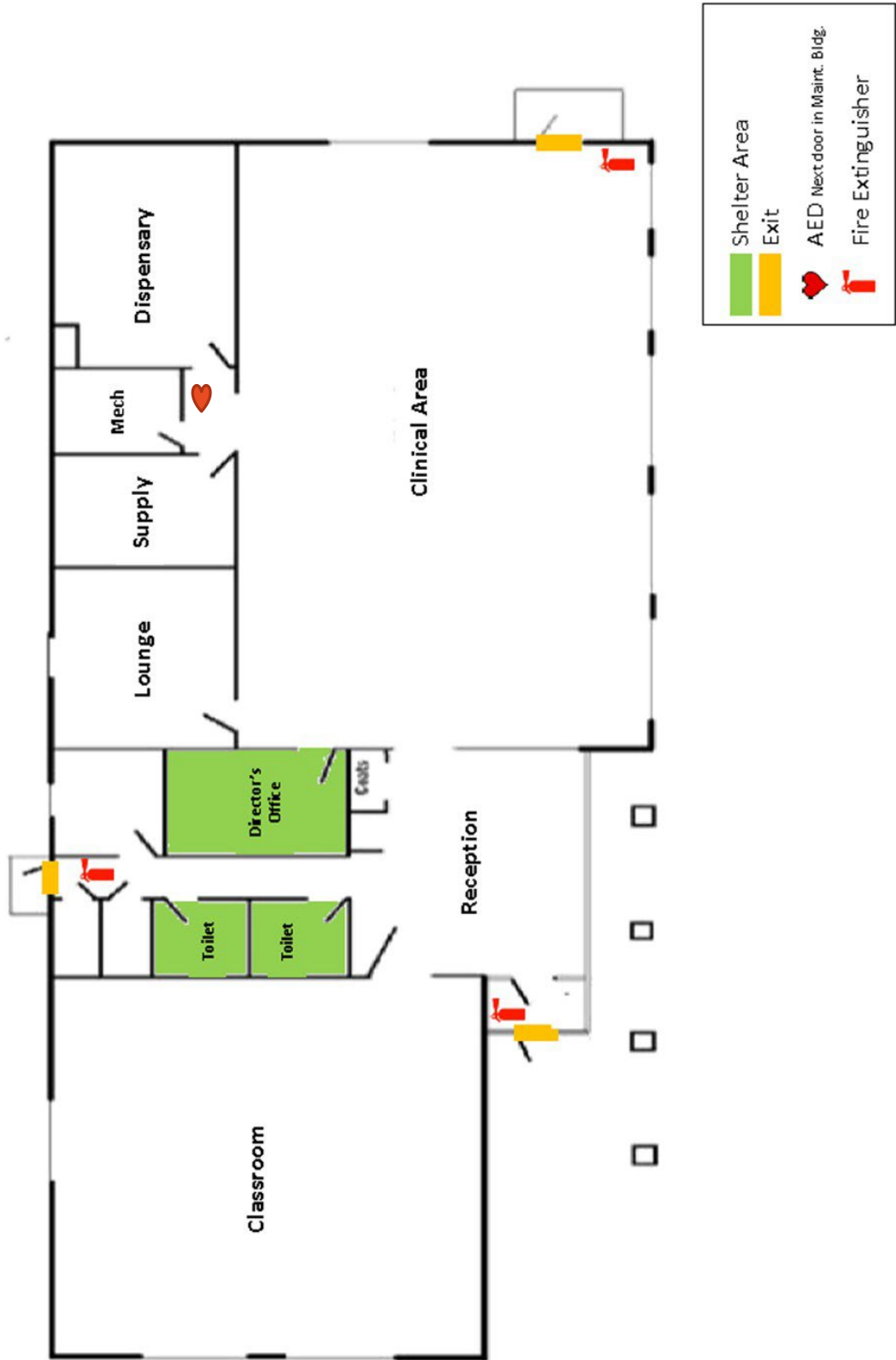
Annex -
Adult Education
Building



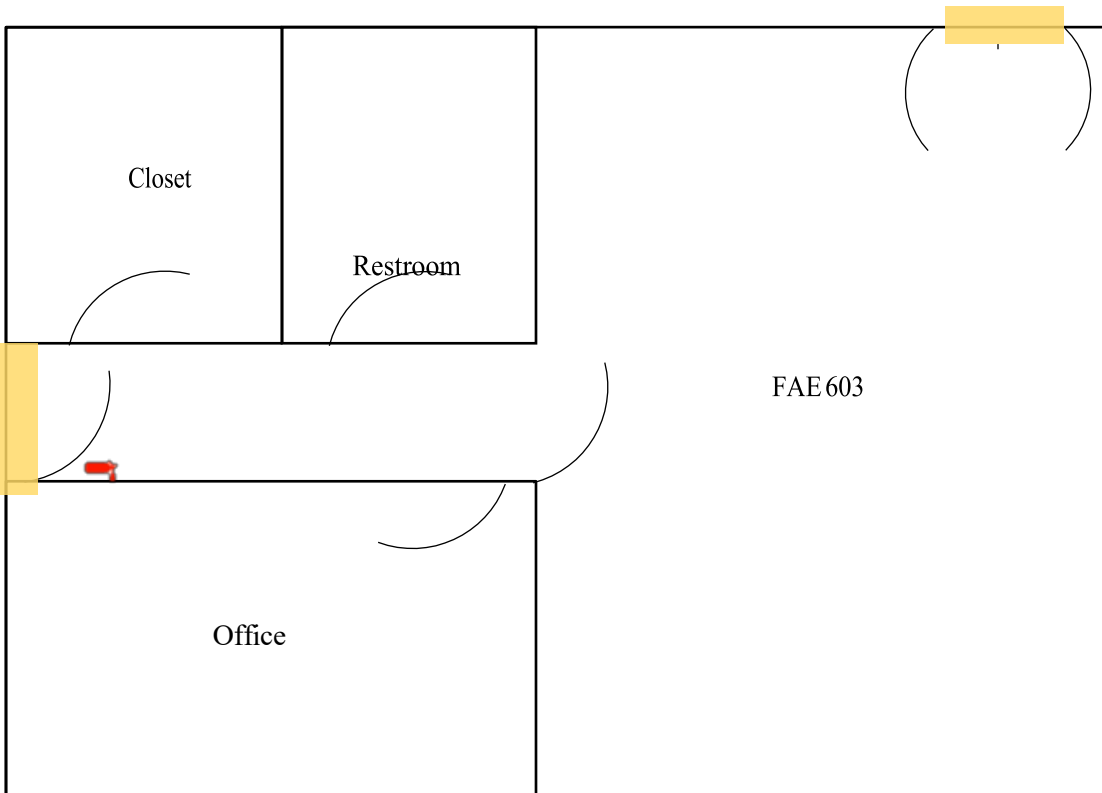
Arts and Sciences Building



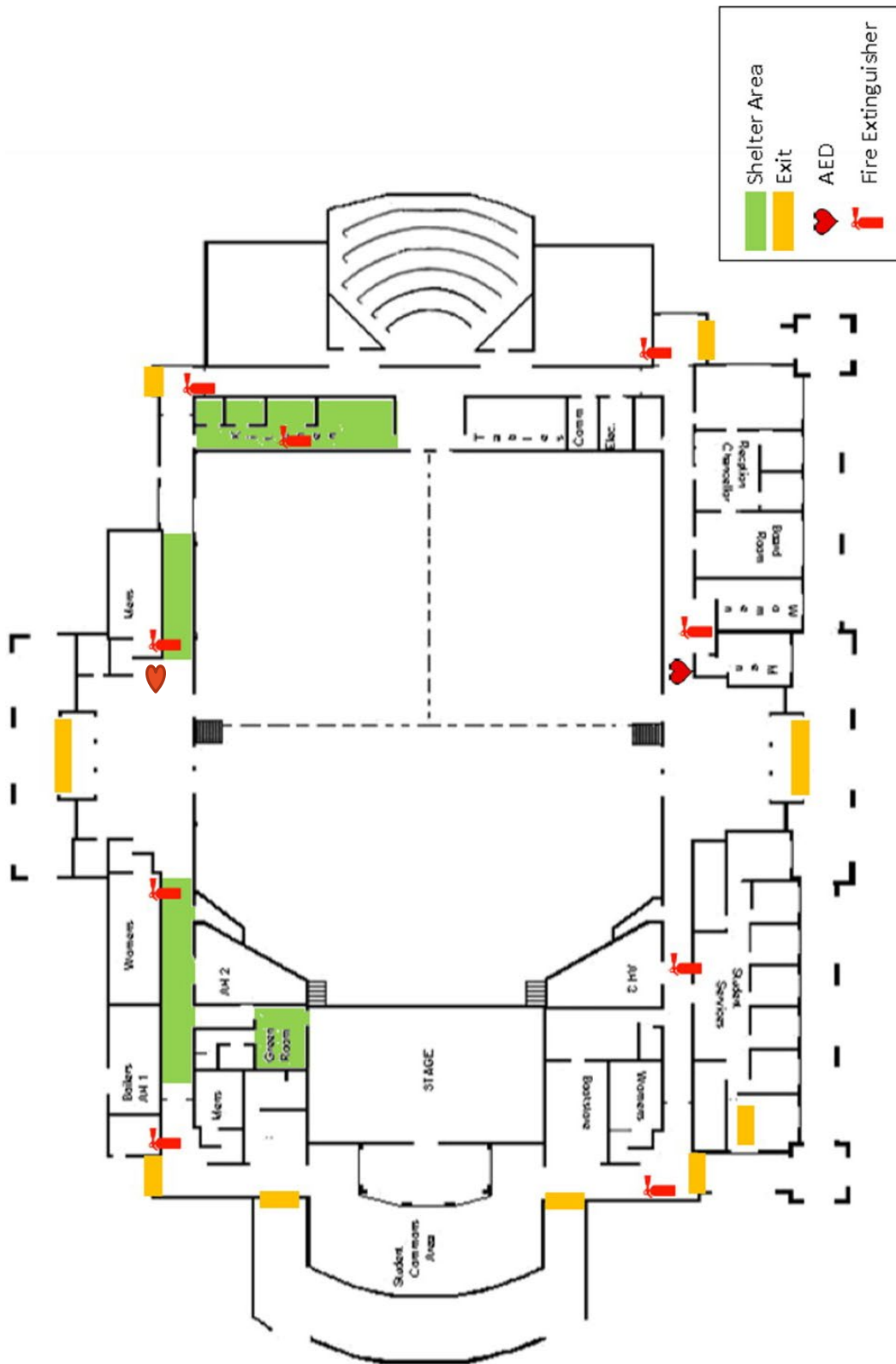
Cosmetology Building



Human Resources Building (former Fine Arts Building)



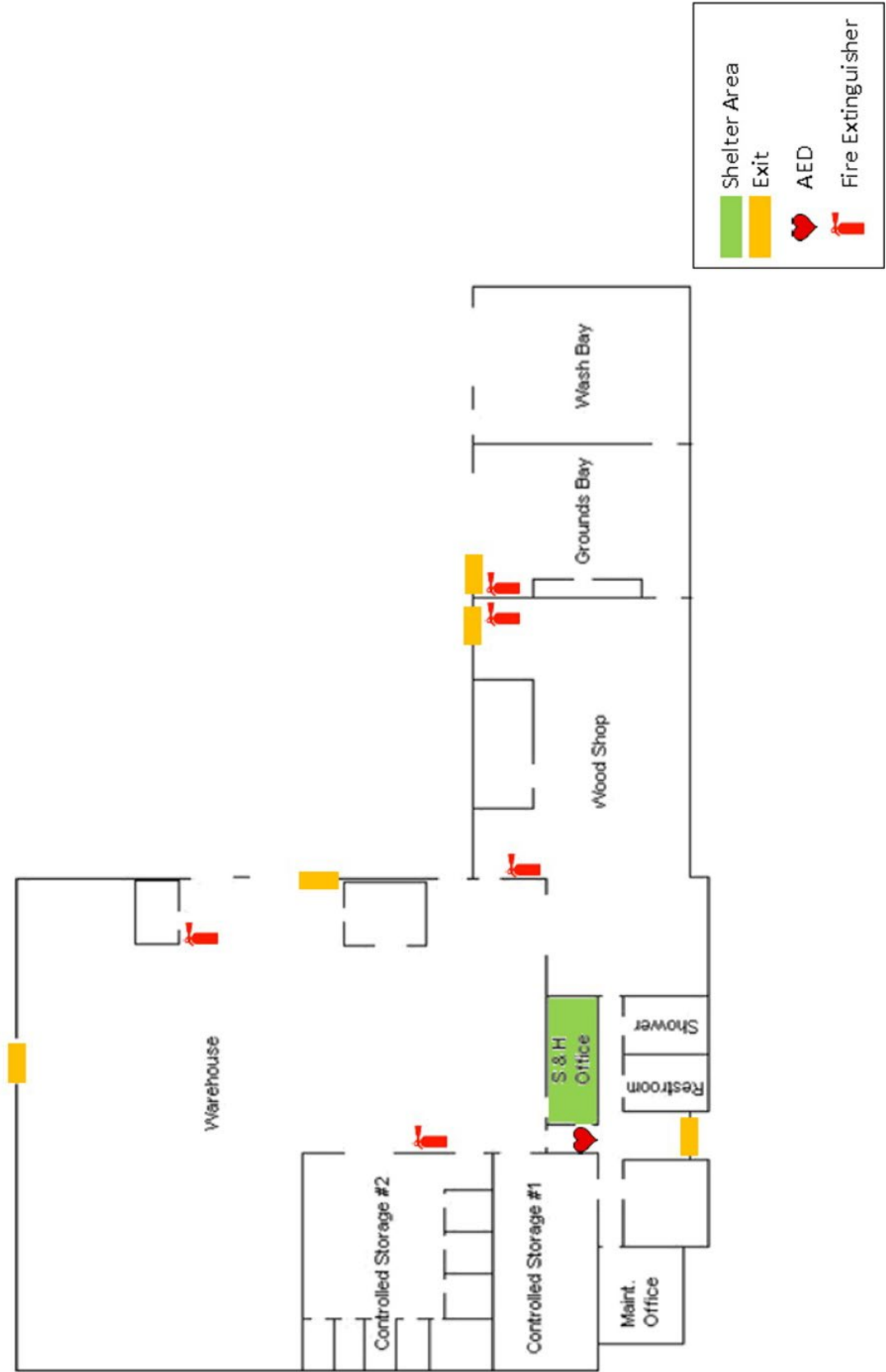
Independence Hall



Main Classroom Building

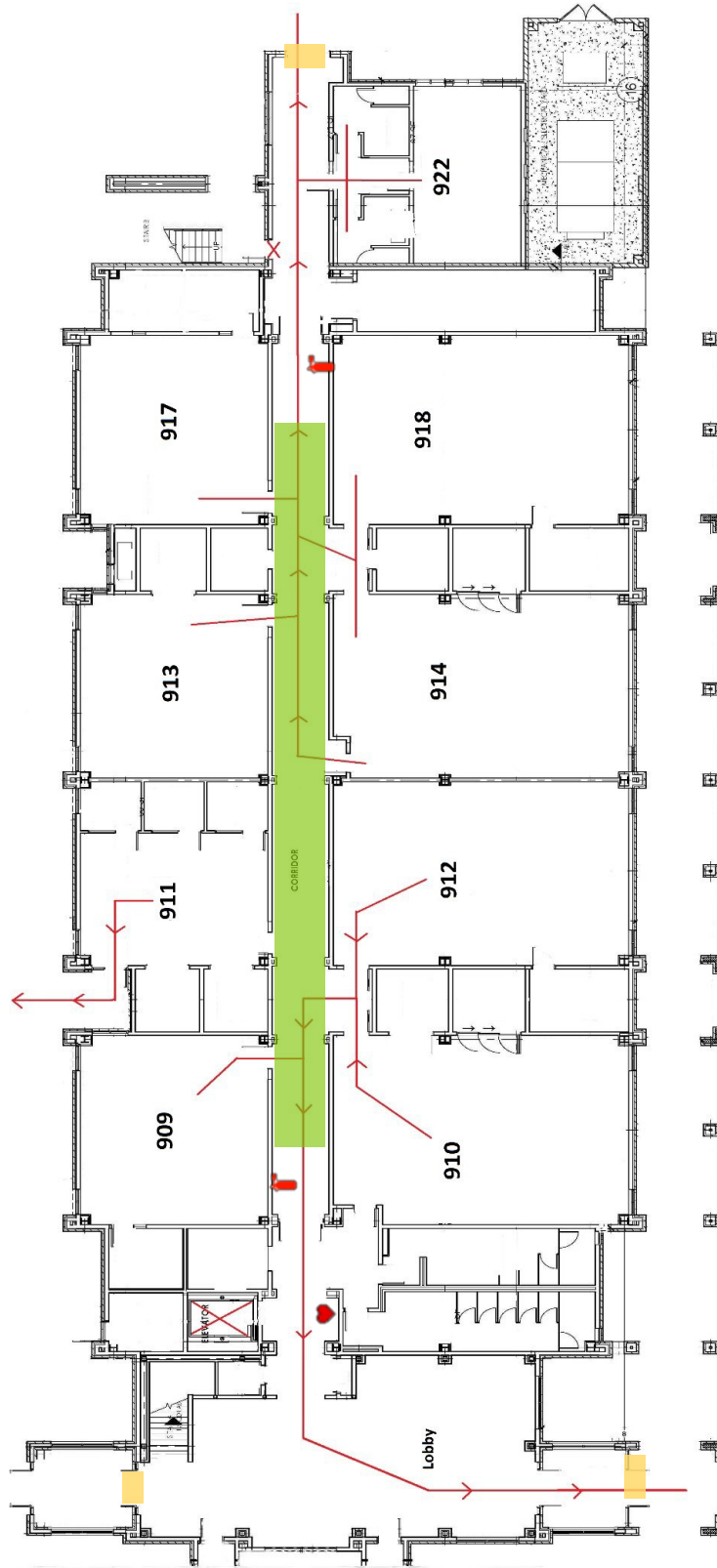


Maintenance Building

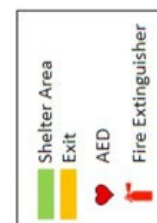


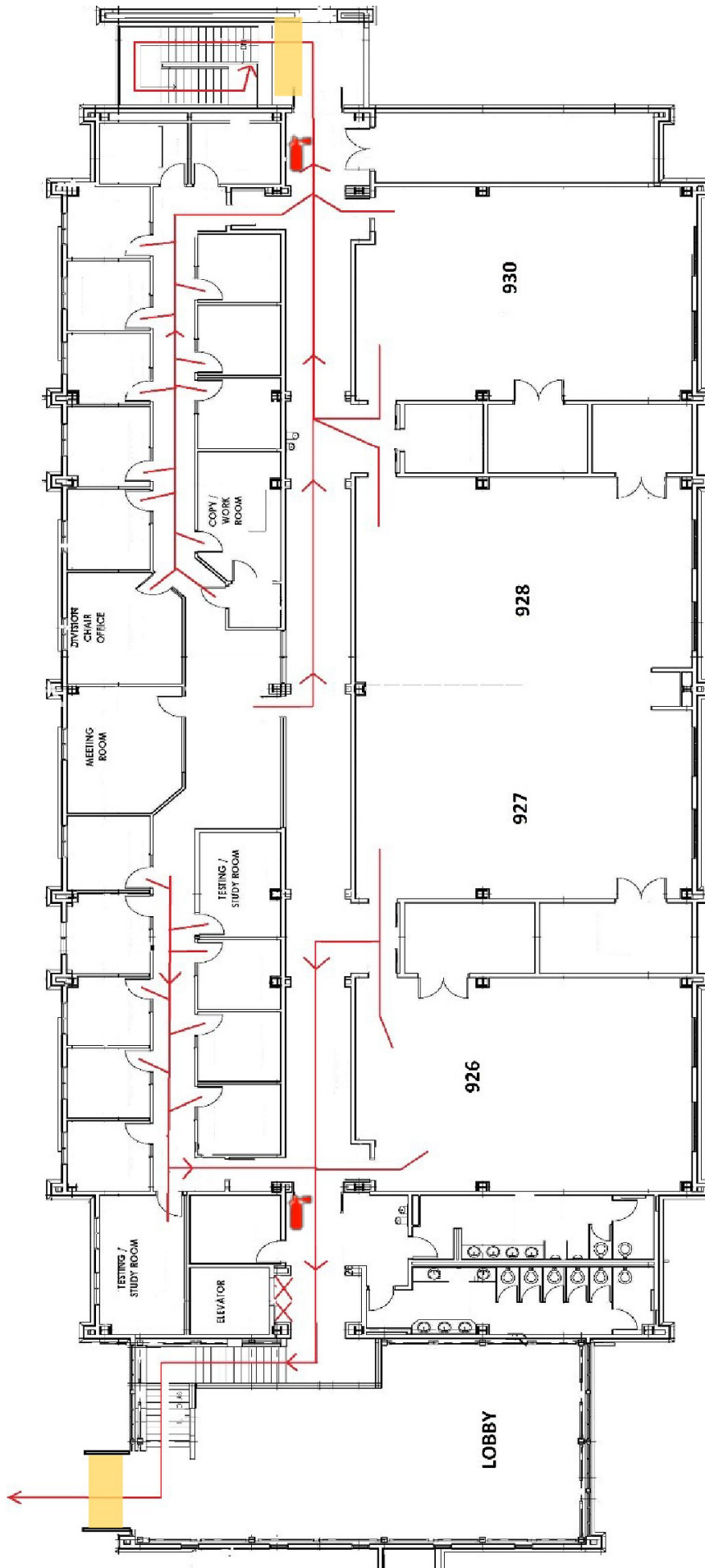
NURSING ALLIED HEALTH BUILDING

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

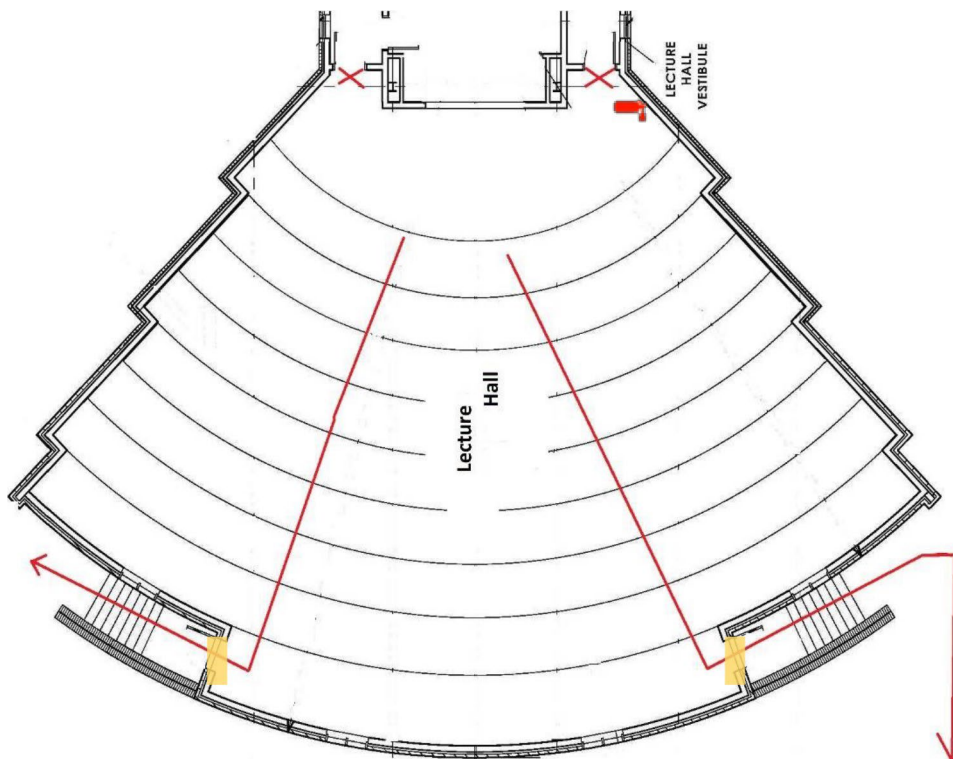


NURSING ALLIED HEALTH BUILDING
FIRE ESCAPE ROUTES





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



Row Johns Library



Workforce Training Center

