

Jackson College

Emergency Procedures



QUICK REFERENCE GUIDE

JC Security Office: 517.796.8620 (Non-Emergency)

JC Security Cell: 517.740.7986 (Emergency)

JC Security Email: SECURITY@jccmi.edu

In the event of an emergency...

1

In the event of an emergency, adhering to the general steps developed in this guide maximizes the opportunity for the safe protection and, if necessary, orderly evacuation or relocation of all occupants. Safety of building occupants is the primary concern of any emergency plan. The preservation of the building and contents is secondary. The success of the College community to prevent or respond to accidents requires a team effort by administration, faculty, staff, and students.

The material contained in this “Quick Reference Guide” is condensed from the Jackson College Campus Emergency Procedures manual (located in the main office of each building and the Security Office). This manual contains additional information concerning responses to certain unplanned events that may threaten the College community. This manual also contains procedures developed to assist the College community in complying with safety and environmental requirements of federal, state, and local regulatory authority.

The Campus Emergency Procedures and this “Quick Reference Guide” are standard to the College system, with guidelines applying to all of the College community.

Contents of this guide...

Emergency Notifications and Contacts

Office telephone numbers of key positionsPage 3

Evacuation Procedures

Guidance for evacuations of JC facilities during and following an emergencyPage 4

Emergency Plan for Fire

Immediate procedures to follow in the event of suspected firePage 7

Accidental Spill of Hazardous Substance

Initial steps in the event of a chemical or other hazardous substance spillPage 9

Medical Emergencies

Steps for providing first aid and EMS care and transportation for medical emergenciesPage 10

Disruptive or Disorderly Conduct

Guidance for obtaining assistance in dealing with disruptive or disorderly conductPage 13

Workspace Safety and Security Tips

Tips for workspace safety and securityPage 14

Weapons on Campus

Reporting and response to an incident of an armed person on College propertyPage 16

Bomb Threat Procedures

Steps to be followed upon receipt of a bomb threat and notifying authoritiesPage 17

Severe Weather Alerts

Outline of JC decision and notification of severe weather-related eventsPage 19

Emergency notifications

EMERGENCY TELEPHONE NUMBERS

1. IMMEDIATE and LIFE-THREATENING EMERGENCY..... 911

Notify the switchboard operator of the emergency and that
emergency vehicle is en route 0

Notify the JC Security Office to advise that emergency
vehicle is en route 796.8620 or ext. 8620

Evacuation procedures

The following evacuation procedures are presented as general guidelines. Each building and work area should establish procedures specific to the facility to ensure safe evacuation of students, employees and visitors.

1. WHEN TO EVACUATE

- ♦ In the event of fire alarm, total evacuation of the building will be **IMMEDIATE AND MANDATORY**.
- ♦ For other emergencies that may require partial evacuation, do not evacuate unless told to do so or danger is imminent. Security, or other responsible authority, will notify you.
- ♦ The method of **NOTIFICATION** of an evacuation will be identified and included in the evacuation procedures.

2. EVACUATION ROUTES

- ♦ All occupants should be familiar with the evacuation routes, which are posted on each floor.
- ♦ Primary evacuation routes for each floor of each building will be the nearest safe stairwell or hallway.
- ♦ Elevators are not be used for evacuation (may become inoperative/smoke hazard may develop).
- ♦ Evacuees should meet at a designated meeting point for accounting.
- ♦ “Designated meeting points” must be 500 feet from the building and fire-fighting equipment.
 - “Designated meeting points” and other instructions for this location are listed on page 23 of this guide.

3. METHOD OF EVACUATION

♦ STAY CALM.

- ♦ Occupants will proceed to the nearest safe stairwell in an orderly manner, staying to the right side of the stairs if possible and exiting the building on the ground floor.
- ♦ Evacuation should begin with those persons not requiring assistance. This avoids the possibility of disabled individual(s) being injured.
- ♦ Position persons with disabilities near the stairwell farthest from danger.
- ♦ If possible, designate one person to stay with any disabled individual(s) and another to notify emergency responders of their location.
- ♦ **ELEVATORS ARE NOT TO BE USED DURING AN EMERGENCY EVACUATION.**
- ♦ Flashlights or emergency lighting will be useful in case of electrical power failure.
- ♦ Close office doors and windows if possible as you leave.
- ♦ Occupants must remain quiet in the evacuation process in order to hear directions.

4. BOMB THREAT EVACUATION

- ♦ Be alert to make a note of any unusual packages that may be in your office area.
- ♦ Do not touch the package but report it to authorities immediately.

5. CONDUCT FOLLOWING EVACUATION

♦ REMAIN CALM.

- ♦ Occupants will proceed to the designated meeting point outside identified for assembly as warranted by existing conditions.
- ♦ Once in the designated meeting point, stay visible.
- ♦ Instructors and supervisors should take an accounting of occupants from their respective areas.
- ♦ Occupants not accounted for will be assumed missing and requiring fire fighters rescue.
- ♦ All personnel should follow instruction given by those in charge.
- ♦ Do not return to an evacuated building unless JC Security or building emergency coordinators give the **“ALL CLEAR”** designation.

6. SHELTER IN PLACE

- ♦ Faculty/staff, students, and visitors may be asked to shelter in place when it is unsafe to be outside due to hazardous situations or ongoing incidents.
- ♦ Public Safety or other emergency responders will advise when to shelter in place.
- ♦ All persons must stay in their current location or area designated by Campus Safety/Security.

Emergency plan for fire

7

1. NOTIFICATION IN THE EVENT OF CONFIRMED FIRE:

- ♦ Assess the situation.
- ♦ Sound fire alarms.
- ♦ Call 911 and be prepared to relay the exact physical street location and building:
Example: "There is a fire at Jackson College, Main Campus, at the George Potter Center located near Browns Lake Road and Emmons Road."
Address information is listed on the back cover of this guide.
- ♦ Also, give specific location within a building:
Example: "The fire is on the second floor business office in room 209."
- ♦ Call the switchboard operator (0) and the JC Security Office ext. 8620 (796.8620); sound the local fire alarms.

2. IF YOU SEE OR SMELL SMOKE OR OTHER SUSPICIOUS ODORS:

- ♦ Call the JC Security Office ext. 8620 (796.8620).
- ♦ Alert others – Initiate voice alert. Example: “Fire, Fire, Fire!”

3. WHEN NOTIFIED OF FIRE IN YOUR WORK AREA OR BUILDING:

- ♦ Evacuate the building.
- ♦ Do not return to your work area/building until notified by Security that it is safe to return.

4. IF YOU ENCOUNTER SMOKE OR FLAMES:

- ♦ **STAY CALM.**
- ♦ Crawl low under the smoke to get to clean air.
- ♦ Reach up as high as you can and touch the doorknob with the back of your hand.
- ♦ If the doorknob is hot, use another escape route.
- ♦ If the doorknob is cool, open it cautiously and continue along your escape route.
- ♦ Evacuate using stairwells – **DO NOT USE ELEVATORS.**
- ♦ Follow directions from those in authority. Proceed to the designated meeting point.
- ♦ Authorized employees: Use fire extinguisher only if you have been trained and fire is small.

Accidental spill of hazardous substance

9

1. SPILLS/RELEASES THAT ARE IMMEDIATELY DANGEROUS TO LIFE OR HEALTH (IDLH)

Quick Steps:

- ♦ Sound the fire alarm.
- ♦ Dial 911 from any campus phone or 911 from any other phone from an area away from the incident.
- ♦ All students, employees and visitors are to immediately evacuate the area to a designated meeting point, as instructed by emergency personnel, for possible decontamination.
- ♦ Notify the switchboard operator (0) and/or the JC Security Office ext. 8620.

2. SPILLS/RELEASES THAT ARE NOT IDLH BUT REQUIRE TECHNICAL ASSISTANCE (Not an Immediate Danger to Life/Health)

Quick Steps:

- ♦ Notify the switchboard operator (0) and/or the JC Security Office ext. 8620.

Medical emergencies

1. MAJOR MEDICAL EMERGENCIES

♦ Action should be taken in cases of life threatening situations such as:

- an unconscious person;
- no breathing or choking;
- cardiac arrest;
- severe bleeding.

If you are unsure about the seriousness of the situation do not hesitate to call emergency assistance (911).

♦ Attempts should be made to assist the victim. Upon observation of the medical emergency, take the following actions:

- If you are able, render first aid/CPR or obtain assistance of someone who is accessible and willing to manage the situation.
- Call or have someone call 911 for EMS and then call the switchboard operator (0) and the JC Security Office ext. 8620 (796.8620).
- State the nature or type of emergency.
- Give the location of building, floor and room.

10

- ♦ Identify the person and any other pertinent information which will help prepare responders.
 - Age
 - Gender
 - Symptoms victim is exhibiting
 - Pre-existing health condition (if known)
 - Medication the victim may be taking (if known)
- ♦ Stay with victim until emergency personnel arrive
- ♦ Have another individual in the area meet the emergency personnel to expedite locating the victim inside a building.
- ♦ When time permits or if the incident involves a student, contact the JC Security Office, who will in turn contact the appropriate administrator.
- ♦ Following the medical emergency, prepare an incident report regarding the actions taken in response to the emergency. Copies of this report should be sent to the JC Security Office.

AED (AUTOMATED EXTERNAL DEFIBRILLATOR) MACHINES

- ♦ Automated External Defibrillator (AED) machines are installed at these Jackson campus locations:
- Potter Center – 1st Floor – outside Bookstore and next to Café Entrance Elevator
- Potter Center – 2nd Floor – Main Staircase
- McDivitt Hall – 1st Floor – East side near vending machine and room 127
- Campus View – 1st Floor – Center Core

2. MEDICAL EMERGENCIES AND INJURIES (GENERAL)

- ♦ Injuries which are not life threatening, but which have occurred on College property:
 - First aid should be provided within the scope of knowledge and skill by anyone who is readily accessible and willing to manage the situation.
 - When time permits or if the incident involves a student, contact the JC Security Office ext. 8620 (796.8620).
 - If necessary, JC Security will assist the injured person in arranging transportation to a hospital.
- ♦ College personnel will not, as College representatives, provide personal transportation for injured or ill persons. Call EMS (911), the switchboard operator (0) and the JC Security Office ext. 8620 (796.8620).

**AED LOCATIONS -
SEE INSIDE
BACK COVER**

Disruptive or disorderly conduct

If a person is perceived to be at immediate risk or danger to themselves or others, call 911.

1. INCIDENTS INVOLVING COMPLAINTS OR MINOR MISCONDUCT BY STUDENTS, VISITORS, OTHER NON-EMPLOYEE INDIVIDUALS SHOULD BE RESOLVED BY ADMINISTRATOR/FACULTY/STAFF PERSONNEL WHEN AT ALL POSSIBLE.

- ♦ All incidents are to be reported to JC Security Office. Incident report forms are located in building main offices, the JC Security Office and JC website.

2. IF PERSONNEL ARE UNABLE TO IMMEDIATELY RESOLVE THE INCIDENT/COMPLAINT:

- ♦ Contact the JC Security Office ext. 8620 (796.8620).

3. MAJOR INCIDENTS SHOULD BE IMMEDIATELY REPORTED TO THE JC SECURITY OFFICE EXT. 8620 (796.8620).

One or more of the following may govern conduct;

- Jackson College Board Policy
- Jackson College Student Handbook (jccmi/handbook/)

4. DISRUPTIVE OR CRIMINAL BEHAVIOR

- Stay calm and keep yourself safe
- Do not confront aggressive or violent persons
- Report the situation to 911/Public Safety
- Report all incidents, suspicious persons or events to Public Safety

Workplace safety and security tips

1. SAFETY TIPS:

- ♦ Keep workspace clean and sanitary.
- ♦ Make sure that doors leading to/from workspaces are clear from obstructions.
- ♦ Make sure file cabinets and drawers are closed when not in use.
- ♦ Ensure workspace floor surfaces are clean, dry, free of debris and carpets are well secured and not frayed (trip hazards).
- ♦ Make sure fans/space heaters are properly used and ventilated.
- ♦ Make sure there are adequate electrical outlets in your workspace – avoid overloading circuits.
- ♦ Maintain adequate lighting in your workspace.
- ♦ Do not have cords lying across floors – use rubber runners if necessary.
- ♦ Count the doors, desks, work stations, etc. between your workspace and the nearest exit – in case of smoke or a power failure, an escape in the dark may be necessary.
- ♦ Know the location of the first aid kit, AEDs, fire alarms, emergency exits and fire extinguisher nearest your workspace.
- ♦ Keep an adequate stock of flashlights, batteries, and first aid kit in workspace area.

2. SECURITY TIPS:

- ♦ Keep emergency/security phone numbers visible and near the phone.
- ♦ Be aware of your workspace surroundings including faculty/staff, students, furniture, packages, etc.
- ♦ Do not leave workspace unattended and/or unsecured (unlocked) if possible.
- ♦ Create an individualized escape plan (with at least 2 ways to exit) in case of extreme danger.
- ♦ Know where the nearest emergency exits are in relation to your workspace.
- ♦ Keep all personal items secure in a locked cabinet or drawer.
- ♦ Report any suspicious individual, behavior or packages to Security.

Weapons on Campus

ANYONE HAVING KNOWLEDGE OF A WEAPON OR AN ARMED PERSON ON CAMPUS SHOULD IMMEDIATELY CALL 911 FROM ANY PHONE, AND THEN ALERT THE JC SECURITY OFFICE EXT. 8620 (796.8620) OF THE SITUATION.

1. Be prepared to provide the following information to the police:

- ♦ Location of the armed person.
- ♦ Type of weapon, i.e. rifle, pistol, knife.
- ♦ Actions (and, if known, purpose) of armed individual.
- ♦ A complete description of the individual.
- ♦ Whether or not any shots have been fired.
- ♦ Your name and where you can be located if needed.

2. After notifying the police, notify the JC Security Office and/or appropriate dean's office of the situation.

- ♦ Unless otherwise directed, persons on campus should remain in their office or classroom with doors closed and locked, if possible.
- ♦ If there is danger of shots being fired or if shots have been fired, all persons should lie on the floor and remain as calm as possible.
- ♦ Individuals should remain in a place of safety until notified by JC Security or building emergency coordinator that any danger has been resolved.

3. Any student, faculty, or staff member should call the JC Security Office ext. 8620 (796.8620).

One or more of the following may govern conduct:

JC Board Policy – Administrative Policy 5.3

JC Board Policy – Administrative Policy – Weapons on Campus

Active Shooter

17

1. If it is safe to do so: **RUN, evacuate the area**

- ♦ Leave belongings
- ♦ Warn others
- ♦ Keep your hands visible
- ♦ Follow instructions from emergency responders
- ♦ Call 911/Public Safety when said to do so

2. If it is unsafe to evacuate: **HIDE**

- ♦ Secure the room you are in
- ♦ Lock the doors if you can
- ♦ Barricade the door with whatever you can
- ♦ If you are in the hall get into a room
- ♦ Be out of sight, be quiet, remain calm
- ♦ Do not unsecure the area until instructed to do so by law enforcement
- ♦ Hide behind large heavy objects that may offer protection
- ♦ Call 911/Public Safety when safe to do so
- ♦ Lock the doors if you can
- ♦ Follow instructions from emergency responders

3. As a last resort: **FIGHT**

- ♦ As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter
- ♦ Act quickly and aggressively
- ♦ Throw objects or improvise weapons
- ♦ Be loud and assertive
- ♦ Commit to your actions
- ♦ A temporary disruption may provide a chance to run

Bomb threat procedures

In the event you are contacted by phone regarding a bomb threat, these steps should be followed:

1. Remain calm, listen, and take notes.

- ♦ If the call is received on a telephone with caller ID display – **RECORD THE DISPLAYED NUMBER.**
- ♦ Remember what you hear!
- ♦ Try to keep the caller talking while you notify someone near you that you are on a bomb threat call and to reach Security.

2. Try to get as much information as possible. Questions could include:

- Where is the bomb?
- What does it look like?
- Building in question?
- Time of setting?
- Location of bomb?
- Why would you want to hurt innocent people?
- Could you repeat the message?
- Can you tell me the reason you are doing this?

18

Record a description of the caller's voice:

- Male, female
- Juvenile, adult
- Local, foreign, southern
- Impediment, slurred
- Excited, quiet, calm
- Education level

Listen for background noises such as railroad, streets, aircraft

3. Immediately call the JC Security Office ext. 8620 (796.8620) and Security notifies 911.**4. Do not discuss the call with anyone but Security.**

- ♦ Do not sound an alarm
- ♦ Decision for the type of response procedures will be made by police or College authorities.
- ♦ If evacuation plan is implemented, procedures outlined in **SECTION V: Evacuation Procedures** will be followed.
 - If the evacuation is due to a bomb threat, be alert and make a note of any unusual packages that may be in or near your office area.
 - Do not touch the package, report it to authorities immediately.

Bomb discovery

- ♦ If a bomb or suspicious package is discovered in a building or on the college grounds
 - **DO NOT TOUCH - Leave the building.**
 - Notify the JC Security Office ext. 8620 (796.8620).

Severe weather alerts

A decision to dismiss classes or close campus will be made by the College president or designee when weather or other conditions pose a potentially serious threat to the health or safety of the College's students and/or employees.

- ♦ The president or his/her representative will make the decision, after consultation with appropriate College personnel and representatives of law enforcement.
- ♦ If conditions affect only one College campus (not the entire system), the decision may be made by the College president to cancel classes for that campus only.

DURING NON-BUSINESS HOURS - The decision to close the College for day classes will be made as much before 8 a.m. as possible and will automatically extend through 12 noon. The decision to extend the College closing beyond noon will be made as much before the time as possible and will include canceling all scheduled evening activities.

The decision will be communicated using the following process:

1. Upon notification from the president, leadership officers will notify the respective deans and College administrators:

- ♦ who will in turn notify their staff and/or department heads;
- ♦ who then will notify the faculty and staff who report to them.

2. The president will notify the College Relations representative who will be responsible for notifying the news media of the closing decision, if such notification seems necessary.

3. JC employees and students may also be notified via the JC website, phone message, switchboard, or text messaging.

4. Radio stations and local television stations will be notified and should be monitored to serve as one source of information when a potential widespread emergency condition is present.

- Television stations: Channel 6; Channel 10
- Radio stations: AM 970; 1240; 1340; 1490; 1560; FM 92.1; 94.1; 95.3; 96.7; 97.5; 98.5; 99.9; 100.7; 101; 103.9; 105.3; 106.1; 106.9.

DURING BUSINESS HOURS

1. If classes are in session and offices occupied, the notification to close may be done in person, by email or by telephone.

2. Should the decision be made to close the College, employees should prepare work and classroom areas as necessary to lessen potential property loss from the adverse event.

SUCH AS:

- Disconnect all electrical equipment - computer, TV, science equipment, coffee pots, etc.
- Move delicate or electrical equipment away from windows toward the interior walls to the extent possible.
- Secure (close and lock) windows and doors when leaving and turn off all lights.

TORNADO

Tornadoes give little or no advance warning. Extreme and sudden winds can present similar hazards. Take precautions upon notification of tornado-like weather.

A **tornado watch** means that weather conditions are right for a tornado. During a watch you should be alert to changing weather conditions.

A **tornado warning** means that a tornado has been sighted. You should:

- ♦ Seek shelter inside buildings or other secure location. Avoid glass and exposure to flying debris.
- ♦ Take cover on the lowest floor possible in an inside closet, restroom, central hallway, or other enclosed space without windows, or under sturdy furniture.
- ♦ Stay away from areas with wide span roofs or windows, such as the cafeteria, gymnasium.
- ♦ If time does not allow for movement, cover should be taken away from glass windows and under protective items such as tables or desks.
- ♦ Once individuals have reached a shelter or “take cover” location, they should assume a seated position on the floor with their heads down and their hands over their heads or place themselves under a desk or between fixed seating (if available) with heads lower than the backs of the seats.

FLOOD

The most common type of natural hazard is flooding.

- ♦ Be aware of road conditions during periods of extremely heavy rainfall.
- ♦ JC facilities may not be exposed to flooding themselves, but hazardous conditions may exist in traveling to and from these locations. Avoid going near flooded areas.
- ♦ Do not drive into flooded streets. Water depth is unknown and the condition of the roadway is not certain.

Special procedures/information for this location

DESIGNATED MEETING POINTS:

OTHER SPECIAL INFORMATION FOR BUILDING:

EMERGENCY PERSONNEL FOR THIS SITE TELEPHONE:

24

[illegible]

AED LOCATIONS:

Fieldhouse:

- ♦ Outside the weight room
- ♦ Inside of Room 101

Justin Whiting:

- ♦ 1st Floor outside of the Health Clinic
- ♦ 2nd Floor near the center stairwell

Jackson Preparatory and Early College:

- ♦ Outside of the Main Office

Health Laboratory Center:

- ♦ 1st Floor near the Student Commons Area

Bert Walker:

- ♦ 1st Floor near the front elevator area
- ♦ 2nd Floor near the restrooms

Potter Center:

- ♦ 1st Floor near the elevator area
- ♦ 1st Floor Dining Commons near the Jet's Store
- ♦ 2nd Floor carpeted stairs to the 3rd Floor
- ♦ 2nd Floor inside the board room

William Atkinson:

- ♦ 1st Floor near the Library Information Desk

James McDivitt Hall:

- ♦ 1st Floor near the University Extension Offices

Gold Hall, Maroon Hall, Campus View:

- ♦ 1st Floor Lobby Areas

Hangar:

- ♦ Nex to the main entrance

STEAM Building:

- ♦ Inside of East large bay area

Baseball and Softball Fields:

- ♦ Inside each of the Press Boxes

EIC:

- ♦ Inside of the Main Office

This Quick Reference Guide belongs at:

THE OFFICE OF:

CAMPUS:

BUILDING NAME:

ROOM NUMBER:

TELEPHONE NUMBER:



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