



# Employee Emergency Response Plan (ERP) 2023-2024

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# Contents

- Section 1.0 - Purpose and Introduction ..... 3**
- Section 2.0 - Legal Requirements ..... 3**
- Section 3.0 - Situation Overview and Assumptions ..... 3**
- Section 4.0 - Development and Maintenance Process..... 4**
- Section 5.0 - Attachments ..... 4**
  - Attachment 1 - Hazard Analysis Summary Data.....4
  - Attachment 2 - Lee College Safety Committee .....5
  - Attachment 3 - Safety and Security Audits.....5
  - Attachment 4 - Local Emergency Numbers.....6
  - Attachment 5 - Communications .....6
  - Media Communication Procedures ..... 6**
  - Emergency Notifications ..... 7**
  - Alertus Desktop Panic Button ..... 7**
- Section 6.0 - Annexes..... 9**
  - Annex: Active Threat - General Information .....9
  - Active Threat - Active Shooter .....12**
  - Active Threat - Bomb Threat/Suspicious Package .....15**
  - Annex: Hazardous Material .....18
  - Annex: Disruptive, Threatening and/or Violent Behavior on Campus.....20
  - Annex: Evacuation .....23
  - Annex: Fire on Campus.....25
  - Annex: Gas Leak on Campus.....27
  - Annex: Medical Emergency .....29
  - Annex: Severe Weather .....32
  - Severe Weather - Hurricane/Tropical Storm .....32**
  - Severe Weather - Tornadoes .....34**
  - Severe Weather - Lightning .....36**
  - Severe Weather - Winter Weather/Freeze .....38**
  - Annex: Unplanned Utility Outage.....40
  - Annex: Special Consideration for Persons with Disabilities .....42
- Section 7.0 - Appendix .....43**
  - Appendix A - College Action Plan: Active Shooter .....43
  - Appendix B - Bomb Threat Checklist .....46
  - Appendix C - College Action Plan: Hurricane/Tropical Storm .....48
  - Appendix D - Sample Damage Assessment Log.....53
  - Appendix E - College Action Plan: Tornado .....54
  - Appendix F - College Action Plan: High School Students Enrolled in Dual Credit Program: Emergency Management Plan .....58
  - Appendix G - Train Derailment .....60
  - Appendix H - Disruptive, Threatening and/or Violent Behavior on Campus .....62
  - Appendix I - Alertus Desktop Panic Buttons.....64

## Section 1.0 - Purpose and Introduction

The purpose of the Lee College Emergency Response Plan (ERP) is to identify hazards before, during, and after an emergency response with the goal of minimizing the negative impacts an emergency may have on College safety and operations. This document provides a management framework for responding to incidents that may threaten the health and safety of the College community or disrupt its programs and operations. The plan also guides all phases of emergency management and coordination of operations as Lee College works to protect people and property, while maintaining the primary mission of the College. This plan and the contents within shall apply to all College personnel participating in mitigation, preparedness, response, and recovery efforts.

**NOTE: Departments and individuals tasked with supporting ERP roles shall develop and maintain their own procedures/guidelines for preparation, response, and mitigation and actively participate in the training and maintenance needed to support this plan.**

### Employees

All employees should read and become familiar with applicable emergency plans, procedures, and evacuation routes. Employees must be prepared to assess situations quickly, but thoroughly, and to use common sense in determining a course of action. All employees are responsible for securing their work areas in preparation of an emergency situation.

Faculty and staff are seen as leaders by students and should be prepared to direct students to evacuation assembly areas in the event of an emergency and account for every student.

## Section 2.0 - Legal Requirements

Texas Education Code 37.108 states that each district or public junior college district shall adopt and implement multi-hazard emergency operations plan for use in the district's facilities. The plan shall address prevention, mitigation, preparedness, response, and recovery.

## Section 3.0 - Situation Overview and Assumptions

### Situation Overview

To provide an effective response to an incident, this multi-hazard Emergency Response Plan (ERP) may be activated in part or in whole, as necessary, by the President or their designee.

The intent of this ERP is to prevent or mitigate the effects of hazards that may affect the Lee College Campuses located in Harris, Liberty, and Walker Counties and the Cities of Baytown, Liberty, and Huntsville, Texas.

#### **1. Individuals with Disabilities or Access and Functional Needs**

It is the College's policy to provide equal safety during an incident for individuals with disabilities or access and functional needs in accordance with Texas Education Code 37.108. Students, faculty, or staff may require temporary assistance due to injuries (for example: on crutches or wearing a cast).

#### **2. Individuals with Limited English Proficiency**

It is the district's policy to provide equal safety during an incident for individuals with limited English proficiency.

#### **3. Facilities and Campuses**

The College has four (4) campus/centers. Information regarding the locations is provided on the Lee College website (<https://www.lee.edu/learning/locations/>).

#### 4. Hazard Summary

There are many hazards that have the potential to disrupt college operations resulting in loss of life and damage to property. Specific hazards have been identified through conducting a district hazard analysis. The Hazard Priority Table is located in Attachment 1. The College has addressed each hazard in a separate annex.

### Section 4.0 - Development and Maintenance Process

The following process has been established to ensure this multi-hazard Emergency Response Plan (ERP) is continuously developed and maintained to provide guidance during all phases of emergency management.

- After-Action Reviews (AARs) will be conducted following every drill, exercise, planned event, and incident. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or incident; and becomes a catalyst for updating the current ERP.
- The current ERP will be reviewed annually by the Safety Committee, response agencies, and others having roles and responsibilities mentioned in this ERP. This review process also includes AAR feedback captured since the previous annual review.
- Once the annual review has been completed, minor edits (such as grammar or spelling changes) require no notification to stakeholders. Significant changes (such as changes in guidelines, roles, or responsibilities) will be tracked in an updated version of this ERP and a copy made available online to all employees.

### Section 5.0 - Attachments

#### Attachment 1 - Hazard Analysis Summary Data

The natural, technological, and human caused hazards which have the potential to disrupt the campus community, causing damage and creating casualties at Lee College, are summarized in the following table:

Hazards	Unmitigated Risk*
Blizzard / Snow / Ice Storm	Very Low
Bomb Threat / Suspicious Package	Moderate
Civil Disobedience / Active Shooter	High
Death of Student or Staff Member	Moderate
Fire	Moderate
Flood, Internal or External	High
Hostage Situation	Moderate
Hurricane	High
Mass Casualty Event	Moderate
Power Outage (Sustained)	Low
Public Health Emergency (Epidemic/Pandemic)	Moderate
Tornado / High Winds / Severe Thunderstorms	High

The Risk Assessment Matrix is based on the Lee College Hazard Vulnerability Analysis. A Hazard Vulnerability Analysis is conducted every five (5) years. The next Hazard Vulnerability Analysis is to be performed in September 2024.

\* *Unmitigated risk indicates an identified hazard whose probability of occurring is:*

- *Very Low (doubtful to occur)*
- *Low (doubtful to occur)*
- *Moderate (possible to occur)*
- *High (likely to occur)*

## **Attachment 2 - Lee College Safety Committee**

In accordance with Texas Education Code 37.109, the Lee College Safety Committee consists of:

- President
- Vice President, Strategic Initiatives/Chief of Staff
- Vice President, Finance & Administration
- Provost/Vice President, Academic and Student Affairs
- Executive Director, Facilities
- Executive Director, Human Resources
- Executive Director, Industrial & Construction Technologies (McNair Center)
- Executive Director, Marketing & Public Affairs
- Executive Director, Student Success & Wellbeing
- Director, Liberty Education Center
- Public Information Officer
- Security Chief
- Title IX Coordinator
- Huntsville Center Representative
- Information Technology Representative
- Administrative Assembly Representative
- Faculty Assembly Representative
- Staff Assembly Representative
- Student Representative

## **Attachment 3 - Safety and Security Audits**

A safety and security audit has been conducted for all facilities at least once every three (3) years in compliance with Texas Educational Code 37.108.

### **Safety & Security Campus Survey**

<b>Audit Performed</b>	<b>Campus Survey by</b>	<b>% Responded</b>	<b>Audit Submitted to</b>
6/22/2021 – 7/21/2021	Campus Students	1,112 out of 7,683 (14.5%)	Safety Committee/Security
6/20/2022 – 7/18/2022	Campus Students & Employees	309 out of 4,044 (7.64%)	Safety Committee/Security
6/7/2023 – 7/9/2023	Campus Students & Employees	405 out of 5,376 (7.53%)	Safety Committee/Security

### **Facility Safety Audit**

<b>Audit Performed</b>	<b>Campus Survey by</b>	<b>Survey Issued to</b>
3Q 2021 – 1Q 2022	Emergency Preparedness Coordinator	President of Lee College

## Attachment 4 - Local Emergency Numbers

For the fastest response to an emergency of any type, all efforts should be made to contact the Lee College Campus Security first. Our officers are already on site, and they know the campus and centers well.

**Lee College Security Office:** Dial extension 6888 from on-campus phones or 281-425-6888.

However, in the event of a life-threatening situation, remember to call 911. Dialing 911 from a cell phone on a campus will NOT connect you to the Lee College Campus Security Department but will connect you to the municipal public safety call center closest to your location.

Other key telephone numbers:

EMERGENCY SERVICES: Ambulance, Fire, Police	911
American Red Cross	281-424-1300
Baytown Area Crime Prevention Unit	281-422-5152
Baytown Fire Department	281-422-2311
Baytown Health Department	281-420-5384
Baytown Office of Emergency Management (OEM)	281-422-2311
Baytown Police Department	281-422-8371
Huntsville Fire Department	396-291-3047
Huntsville Police Department	936-291-5480
Liberty Fire Department	936-336-3922
Liberty Police Department	936-336-5666
National Sexual Assault Hotline	1-800-656-4673
National Suicide & Crisis Lifeline	988
National Weather Service – Houston/Galveston	281-337-5074
Texas Child Abuse Hotline	1-800-252-5400
Texas Department of Public Safety – Baytown	281-424-3669
Texas Department of Public Safety – Liberty	936-336-7343
Texas Department of Public Safety – Huntsville	936-295-1578
Texas Poison Control Center	1-800-222-1222

## Attachment 5 - Communications

### Media Communication Procedures

In an emergency or disaster situation, do not make any statements to the media. If pressed for information, state that you must notify the College President and Executive Director of Marketing and Public Affairs of the situation prior to releasing any information. Take the reporter's name and contact information and forward the request for information to the Executive Director of Marketing and Public Affairs or give the reporter the phone number to the College's Media Relations Manager, 281-425-6831.

Should you or your staff be contacted by reporters during a time of crisis or any other time, please direct them to Marketing and Public Affairs Office. The Marketing staff will speak with them, determine what information is needed, and gather/share the appropriate information. This will save you time, prevent interruptions, and help provide them with the most accurate, up-to-date information as possible at the time of the request.

When a crisis occurs, the College President, the President's designee, or Executive Director of Marketing and Public Affairs will serve as the spokesperson to the media.

## Emergency Notifications

Navigator Alerts is the official emergency notification system for Lee College. It is only used to provide prompt notifications to students and employees in the event of a campus closure, a significant emergency, or dangerous situation that represents an immediate threat to the health or safety of the campus community (e.g., ongoing safety threats, severe weather events, etc.).

Navigator Alerts utilizes multiple notification methods in an effort to reach students and employees during an emergency. Depending on the situation, the alert system may utilize the following channels (“end points”) to send emergency messages:

- Lee College email
- Text message
- Automated voicemails to office phones and personal phones (if phone numbers are in the system)
- Digital signage on campus
- PA system (interior and exterior loud speakers)
- Alert displayed on college computer monitors

In addition, Marketing and Public Affairs will post information on the College’s website and social media venues.

Navigator Alerts will not send out unsolicited messages and all personal contact information provided for purposes of the emergency notification system is kept confidential and not subject to disclosure.

Additional information about Navigator Alerts is available online at <https://www.lee.edu/alerts/>.

## Alertus Desktop Panic Button

The Alertus Desktop Panic Button is a virtual panic button that employees and students can use to send a panic message/report directly to the Security Department. **The panic buttons are for emergency use only.** Non-emergency situations (e.g., requesting assistance unlocking doors or asking Security to escort you to your vehicle) will continue to be addressed by calling Security directly at 281-425-6888.

Please note, the panic button only sends an alert to the Lee College Security Department. It does NOT notify local police or 911. **In the event of a life-threatening emergency, please call 911 immediately.**

This resource is installed on all computers that are part of the College’s domain (i.e., an IT-managed computer). This includes computer stations in classrooms, labs, offices, etc. (The panic buttons will NOT be available on computers/devices that are not part of the College’s domain, such as laptops, tablets, Macs, etc.).

The desktop panic button is available to students and employees at locations assisted by the College’s Security Department (i.e., Main Campus, McNair Center and the Liberty Center). Users at the Huntsville Center are directed to contact 911 in the case of emergencies or the Huntsville Police Department (Phone: 936-291-5480, Website: <https://www.huntsvilletx.gov/185/Police-Department>).

Additional information about the Alertus Desktop Panic Button is available in Appendix I.

Revision No.	Scope of Change
1	<ul style="list-style-type: none"><li>• In Attachment 5 - Communications, added content for Emergency Notifications and</li></ul>

	Alertus Desktop Panic Button
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## Section 6.0 - Annexes

Functional annexes address general strategies for a specific set of broad actions such as how the College will handle communications or evacuations through the five (5) phases of emergency management - prevention, mitigation, preparedness, response, and recovery.

Hazard specific annexes utilize the five (5) phases of emergency management to address action and responsibilities needed to manage an incident.

### Annex: Active Threat - General Information

#### Purpose

This annex establishes the policies and procedures under which the College will operate in the event of an Active Threat incident by addressing planning and operational actions for the five phases of emergency management (prevention, mitigation, preparedness, response, and recovery).

#### Scope

This annex is meant to address the College's planning for an Active Threat incident and applies to the whole district community and all district property.

#### Hazard Overview

The US Department of Homeland Security defines an active shooter as "...an individual actively engaged in killing or attempting to kill people in a confined and populated area..." (n.d.). This definition is applicable to all forms of active killers, regardless of the weapon used.

#### Safety with Individuals with Access and Functional Needs

During an active threat event, faculty/staff shall assist individuals with access and functional needs in order to direct them to the best refuge area until more assistance can be acquired.

#### Specific Hazard Risk

Lee College identifies the following active threats as high priority:

- **Shooting** - A shooting incident involves an attack with firearms being discharged at others. An Active Shooter Appendix to this to this Active Shooter Annex includes specific tasks taken before, during, and after an active shooter incident.
- **Stabbing and Blunt Force Trauma** - A stabbing attack involves use of a pointed object intended to harm others. A blunt force attack involves use of a dull, firm surface or object. Trauma from these attacks could result in stab wounds, contusions, lacerations, or fractures.
- **Bomb Threat** - A bomb threat incident occurs when an individual threatens to harm others with a bomb or improvised explosive device. A bomb may look as harmless as a coffee cup or as obvious as a pipe bomb with a timer. Bomb threats may be received by telephone, written message, in person, or by electronic means.
- **Vehicular Assault** - A vehicular assault incident involves an individual operating a vehicle with the intent to cause harm.

### Actions and Responsibilities Table

<b>Prevention / Preparedness Phase</b> <b>Safeguard against consequences unique to an active threat incident.</b>	
<b>Actions</b>	<b>Responsible Role</b>
Drills and training for Lee College Campus Security	Campus Security Chief
Third party consultant to assist in training and drills	Campus Security Chief
Work with Baytown Police and EMS on scheduled drills (minimum twice a year) *	Campus Security Chief
Emergency Response Plan (ERP) developed and maintained	Safety Committee
Critique drill performances, determine gaps, and make necessary changes to training and ERP	Campus Security Chief & Safety Committee
<b>Mitigation Phase</b> <b>Reduce the impact of an active threat incident.</b>	
<b>Actions</b>	<b>Responsible Role</b>
Provide employee training through third party consultant	Safety Committee
Provide training information on the College's website for students and community	Safety Committee & Marketing & Public Affairs
Maintain high visibility of Campus Security	Campus Security Chief
Project to install 3M film on critical windows to transform windows into impenetrable openings, buying precious time for first responders	Safety Committee Sponsored
Improve building identification to assist first responders	Safety Committee Sponsored
Develop a plan to add additional remote locking of doors to buildings on campus	Safety Committee
Stay abreast of technology and surveillance systems to further enhance mitigation of a threat	Safety Committee
<b>Response / Recovery Phase</b> <b>Actions during an active threat incident.</b>	
<b>Actions</b>	<b>Responsible Role</b>
Immediate notification of Campus Security and Baytown Police/EMS through Alertus panic buttons on campus PCs	Campus Security
Notification to campus community through alarms, PC screens, TV screens throughout the campus, and messages through Navigator Alerts. Systems are tested monthly.	Campus Security, Marketing & Public Affairs, & IT
Auto door locks on some buildings activated from Security.	Campus Security
Provide compassionate care and grief support	Grief Support Team
Keep the stakeholder community fully informed of the situation and planned next steps	Safety Committee & Marketing & Public Affairs
Conduct a full de-briefing regarding the events of the emergency and the response	College President, Cabinet, Safety Committee & Marketing & Public Affairs
Evaluate the effectiveness of the Emergency Response Plan (ERP) and making necessary adjustments	Safety Committee

\* Campus Security and the third-party consultant has and continues to work with local police, fire and EMS for

each of the college locations for the purpose of drills, training and familiarity of the campus/centers. Campus Security has received training in life saving equipment (i.e., tourniquets, Stop the Bleed Kits, CPR, AEDs, etc.)

Revision No.	Scope of Change

## Active Threat - Active Shooter

### Scope

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to employees who may be caught in an active shooter situation and describes what to expect from first responders/law enforcement.

### Guidance for Employees

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

Remember, use a continuous assessment process to decide the appropriate survival action. Trust your intuition and go with your “gut” feeling.

- Avoid (Run, Escape) – If it is possible to flee safely and avoid danger, do so.
- Deny (Hide, Barricade) – If flight is impossible, hide.
- Defend (Fight) – Only as a last resort.

### Guidance for Specific Situations

#### **1. If an active shooter is outside your building:**

Proceed to a room that can be locked. Close and lock all windows and doors. Turn off all lights. If possible, get everyone down on the floor and ensure no one is visible outside the room. One person should call 911. Advise them of the situation and inform them of your location. Remain in place until the police give an “all clear.”

CAUTION: Unfamiliar voices may be the shooter attempting to lure victims from a safe space. Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

#### **2. If an active shooter is in your building:**

Determine if the room you are in can be locked. If so, follow the same procedure described above. If your room cannot be locked, determine if there is a nearby location that can be reached safely and secured. If you can safely exit the building, do so.

If you must remain in an unsecure location:

- Turn off the lights and all noise producing devices.
- Attempt to barricade the door.
- Remain out of sight from the doorway and do not stay directly in front of the door.
- Formulate a plan to attack the shooter if they gain entry into your space.
- Do not huddle together for mutual support, as it makes it one easy target. Spread out and look for items that could be used as improvised weapons.
- Call/Text 911 if you can do so without giving away your location to the shooter.
- Stay in place without giving away your location until contacted by police.

### **3. If an active shooter enters your office or classroom:**

If the armed shooter enters your office or classroom and begins firing, there is no one procedure the authorities can recommend in this situation.

- Try to remain calm. Dial/Text 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place.
- Assume the shooter can succeed in wounding or killing everyone unless stopped.
- If your life is in danger, fight back. Protect yourself by any means necessary.
- Once you have the advantage over the shooter, do not relinquish it until officers are on the scene and direct you to do so.
- If the shooter(s) leaves the area, proceed immediately to a safer place, if possible. Do not touch anything that was in the vicinity of the shooter(s).
- Do not attempt to remove injured people; tell the authorities of their location as soon as possible.
- Do not leave campus until advised to do so from the police.

#### **What to Expect from Responding Police Officers**

Police officers responding to an active shooter are trained in a procedure known as Rapid Deployment and proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers may be in teams; they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might also be using pepper spray or tear gas to control the situation. Regardless how they appear, remain calm, do as the officers tell you, and do not be afraid of them.

When you see first responders/police officers put down anything you may be carrying and keep your hands visible at all times. Be prepared to calmly, quickly, and accurately tell them what they need to know:

- Location of the shooter(s)
- Number of shooters, if there is more than one
- Description of the shooter(s)
- Number and kinds of weapons they have

The first responding officers' main objective is to stop the active shooter. They will not stop to aid injured people. Rescue teams composed of other officers and emergency medical personnel will follow the first responders into secured areas to treat and remove injured persons.

Keep in mind that even after you have escaped to a safe location, the entire area is a crime scene. Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

#### **Communication During the Active Shooter Situation**

During an event that results in a lockdown, security, law enforcement, and the command center are actively working the situation. These events are fluid and details may not be possible to share during the lockdown. Once the event is under control and the lockdown is "ALL CLEAR" the college will provide information as to what caused the lockdown.

Do not contact the Security Department unless you have information pertinent to the situation. Do not call to

ask why we are on lockdown or attempt to get details. Security phones should remain open and not take dispatch away from handling the event.

The President, the President’s designee, and/or the Marketing and Public Affairs Office will communicate with the media.

Marketing and Public Affairs will also provide updated communications and notices to the campus community, including information about the status of the campus and when the College will resume normal operations.

### **Returning to Campus**

If the College experiences such an event, the campus will be closed until further notice. Employees cannot return to campus until the President or President’s designee authorizes the College to reopen.

### **Notice Concerning Behavior?**

It is the College’s goal to prevent any unsafe situations before they happen, so we encourage you to report all suspicious behavior and concerns to Campus Security as soon as you notice them. If you notice concerning behaviors in a friend, coworker, student, or campus visitor, call Campus Security at 281-425-6888. Likewise, employees, students, family and community members are also encouraged to report suspicious activities and behaviors regarding school-safety, criminal, or terroristic threats to iWatchTexas (<https://www.lee.edu/emergency/iwatchtexas/>).

If you experience any immediate threats to your safety or the safety of others, call 911 immediately.

### **Additional Resources**

Training: All employees are required to complete online active shooter training through Vector Solutions (formerly referred to as Safe Colleges - <https://lee-tx.safeColleges.com/login>). Contact Human Resources at [hr@lee.edu](mailto:hr@lee.edu) or 281-425-6875 if you need assistance accessing the training.

The following link is a video with suggestions for protecting yourself from an active shooter attempting to enter a classroom - <https://www.youtube.com/watch?app=desktop&v=r2tleRUbRHw>.

The following link is a video with information on how to survive an active shooter - <https://www.youtube.com/watch?v=5pgxzPoxv4w>.

### **College Action Plan**

The College’s Action Plan may be viewed in Appendix A.

<b>Revision No.</b>	<b>Scope of Change</b>
1	<ul style="list-style-type: none"><li>• Changed title to Executive Director of Marketing and Public Affairs</li></ul>
2	<ul style="list-style-type: none"><li>• Added Communication During the Active Shooter Situation section</li></ul>

## Active Threat - Bomb Threat/Suspicious Package

### Scope

This response plan outlines the proper procedures for handling bomb threats and guidelines for situations where a bomb threat has been made. When bomb threats are received, it is essential that facts concerning the threats be reported promptly and accurately.

### General Information

Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means. All bomb threats must be taken seriously and carefully analyzed. The threat should be treated as genuine until investigated and a search of the campus has been completed. A course of action (response) will be determined by the College. The decision to evacuate a building will be made by Campus Security, Emergency Management, or the College President or designee. If a decision is made to evacuate, campus Security will implement evacuation procedures.

### If a Bomb Threat is Made

Anyone receiving a bomb threat by phone shall:

- Take the threat seriously.
- Remain calm.
- Keep the caller on the line as long as possible. Be polite and show interest to keep them talking.
- DO NOT HANG UP, even if the caller does.
- If possible, signal or pass a note to other staff to listen and contact Campus Security (281-425-6888).
- Write down as much information as possible (e.g., caller ID number, exact wording of threat, type of voice or behavior, etc.) using the Bomb Threat Checklist (See Appendix B). This will aid investigators.
- Record the call, if possible.
- Once the caller hangs up, contact Campus Security (281-425-6888), if you have not done so.

Anyone receiving a bomb threat in person shall:

- If the perpetrator leaves, note which direction they went.
- Contact Campus Security (281-425-6888).
- Write down the threat exactly as it was communicated and the description of the person using the Bomb Threat Checklist (See Appendix B).

Anyone receiving a bomb threat in writing shall:

- Handle the document as little as possible.
- Contact Campus Security (281-425-6888).
- Rewrite the threat exactly as is on another sheet of paper and note the following:
  - Date/time/location document was found
  - Any situations or conditions surrounding the discovery/delivery
  - Full names of any personnel who saw the threat
  - Secure the original threat; DO NOT alter the item in any way
  - If small/removable, place in a bag or envelope
  - If large/stationary, secure the location

Anyone receiving a bomb threat via email shall:

- Leave the message open on the computer.
- Contact Campus Security (281-425-6888).

- Print, photograph, or copy the message and subject line. Note the date and time.

In all cases, the individual receiving the bomb threat shall:

- Remain available to answer questions from responding officers.
- Do not make statements to any media sources. The President's Office or Marketing and Public Affairs shall be responsible to address any media sources.

### **Building Evacuation**

If the decision to evacuate the building is made, evacuation shall be per the Evacuation Plan Response noted in this ERP. Absolutely no one will be allowed to enter except those specifically authorized to do so such as local law enforcement. Law enforcement personnel who have been specially trained for this type of work should conduct searches for bombs or explosive devices. Any unusual or suspect items should not be touched or otherwise disturbed except by trained professionals.

**NOTE:** Use of radio communications is **NOT** recommended unless the area has been searched and cleared.

### **What to Do If You Find a Suspicious Package**

If you see a suspicious item or package do not move it or interfere with it in any way. Move away from the device immediately and contact Campus Security (281-425-6888). The person finding the device must remain on hand to brief Campus Security or law enforcement of the exact location and description.

- Remain available to answer questions from responding officers.
- Do not make statements to any media sources. The President's Office or Marketing and Public Affairs shall be responsible to address any media sources.

### **Suspicious Mail**

Since 2001, there have been a limited number of incidents involving agents of terror (e.g., Anthrax and Ricin) sent through the mail. The following guidelines are intended to help identify suspicious materials and to provide procedures to follow in the event of receiving suspicious mail. A suspicious letter or package is one that is unexpected or unknown, with the following characteristics:

- Excessive postage and/or weight
- Foreign mail, airmail, or special delivery
- Misspellings of common words; Incorrect titles or titles but no names
- Hand written or poorly typed address
- Restrictive markings such as confidential, personal, etc.
- Excessive securing – material such as masking tape, string, etc.; Protruding wires or tinfoil
- Visual distractions; Oily stains or discoloration
- Lopsided or uneven
- No return addresses

### **Procedures for Suspicious Letter or Package**

- If you receive a suspicious letter or package, immediately contact Campus Security. Do NOT cover, insulate, or place the package into a cabinet or drawer.
- Do not investigate on your own.
- Do not shake or bump the package or letter. Isolate the package, placing it in a sealable plastic bag, if



available. Calmly alert others in the immediate area and leave the area, closing the door behind you.

- Wash hands and exposed skin vigorously with soap and flowing water for at least 20 seconds. Antibacterial soaps that do not require water are not effective for removing anthrax or other threatening materials.

<b>Revision No.</b>	<b>Scope of Change</b>
1	<ul style="list-style-type: none"><li>• Minor word changes in statements addressing media sources.</li></ul>

## **Annex: Hazardous Material**

### **Purpose**

This annex establishes the policies and procedures under which the College will operate in the event of an incident involving hazardous materials (Hazmat) by addressing planning and operational actions for all five phases of emergency management - prevention, mitigation, preparedness, response, and recovery.

### **Scope**

This annex addresses the College's plan for a Hazmat situation.

### **General Information**

#### ***Hazard Overview***

A hazardous material is any substance in a quantity or form that could pose a reasonable risk to health, environment, or property. Due to the widespread presence of hazardous materials, many facilities are potentially at risk of a hazardous material release. An effective response to a hazardous material incident may require response assistance from the responsible party. In some situations, assistance may be needed from local, state, and federal agencies with jurisdictional responsibilities for incidents involving hazardous materials.

#### ***Specific Hazard Risk***

- **On Campus Release** - Chemicals can be found throughout a school: in classrooms, laboratories, storerooms, maintenance sheds, and numerous other areas as they are used both for maintenance and in the classroom. While useful, chemicals can be dangerous to students and staff if managed improperly.
- **Fixed Facility Incident** - Hazardous materials are produced or stored in many different types of fixed facilities such as petroleum refineries, chemical plants, grain elevators, distribution warehouses, automotive repair shops, propane distribution companies, pool supply companies, and drinking water and wastewater plants. Lee College has identified those facilities that store or make hazardous materials in the proximity of their campuses as noted Appendix G.
- **Highway Hazmat Incidents** - Transportation of hazardous materials near schools and other district facilities is common. Smaller communities are more likely to have Hazmat shipments travel through town because they often lack highway bypasses to divert these shipments.
- **Pipeline Incidents** - When pipelines are damaged or ruptured, the release of their contents may result in a variety of hazards ranging from health hazards to fires and explosions. The Lee College Campus is not in the vicinity of any pipeline corridors.
- **Train Derailment** - A train derailment incident involves one or more railway cars exiting the track. This could result in a material release, explosion, or physical damage along the railway car's path.

#### ***Hazard Preparedness and Warning***

Lee College is committed to being prepared for high-priority hazmat incidents that may occur. The College has methods for alerting the campus community and contacting the Baytown Emergency Response Coordinator of any major Hazmat incident.

The following methods are used to communicate to the campus community:

- Campus wide TV monitors that display information regarding the emergency
- Navigator Alerts – texts, phone calls, voicemails and emails to all individuals that are signed up to receive emergency alerts
- All computer screens on campus can display information regarding an emergency situation.
- Speaker systems throughout the campus

***Access for Functional Needs***

In compliance with Texas Education Code 37.108 and Lee College’s Special Consideration for Persons with Disabilities Annex, the Emergency Response Plan (ERP) provides measures to ensure the safety and security of those with functional needs during an incident.

<b>Revision No.</b>	<b>Scope of Change</b>

## **Annex: Disruptive, Threatening and/or Violent Behavior on Campus**

### **Purpose**

This annex establishes procedures for an emergency response to disruptive, threatening, and/or violent behavior on campus.

### **Scope**

This response plan is intended to apply in emergency situations. It should be read in conjunction with other college policies and procedures which address inappropriate conduct by students or employees.

### **General Information**

Lee College is committed to establishing and maintaining a safe and civil environment for the teaching, learning, and administrative process.

### **How Do You Identify Disruptive, Threatening and/or Violent Behavior?**

**Disruptive behavior** is inappropriate behavior that interferes with the functioning and flow of the classroom or workplace. It hinders or prevents faculty and staff members from carrying out their professional responsibilities. It is important that faculty and managers address disruptive behavior promptly. If left unaddressed, disruptive behavior can escalate, resulting in negative consequences for the individual, as well as others.

Examples of disruptive behavior include:

- Refusing reasonable requests to comply with faculty or staff direction
- Behavior that distracts the class, office, event, etc.
- Yelling, using profanity, and/or verbally abusing others
- Loud and/or erratic behavior (e.g., inability to control feelings, outbursts of anger)
- Persistent and unreasonable demands for attention
- Actions that intimidate others (e.g., waving arms or fists, slamming doors)
- Behavior indicating an obsession with another person at the college

**Threatening behavior** includes physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property (e.g., “You better watch your back” or “I’ll get you”), as well as implicit threats (e.g., “You’ll be sorry” or “This isn’t over”).

**Violent behavior** includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding on a desk, or door or destroying property), or specific threats to inflict physical harm (e.g., a threat to shoot a named individual).

### **Risk of Safety to the Campus Can Result in a Campus Lockdown**

Sudden, unexpected, or impending situations that have potential harm or risk the safety of the college population can result in a campus lockdown. When such events occur, the campus lockdown will be communicated using the Navigator Alerts, the college-wide alert system.

Such events are fluid and details may not be available to share with the campus population during the lockdown. Priority is given to securing the campus. Additional information will be shared when it becomes available and is deemed appropriate.

## **What are the Warning Signs of Disruptive Behavior?**

Below is a list of signs that may be indicators of disruptive behavior. If you observe a pattern of change in someone's behavior and attitude that causes you concern, please notify your supervisor.

- Repetitive verbal abuse, including sarcasm, or poor relationship with customers, co-workers, supervisors, and others
- Very controlling
- Blaming others for problems in life or work; being suspicious, holding grudges
- Persistent complaining
- Challenging or resisting authority
- Destruction of college property
- Becoming unusually upset over recent event(s) (e.g., work or personal crisis)
- Withdrawing from normal activities, family, friends and co-workers
- Making a major change in lifestyle, demeanor or appearance

## **How to Respond to Disruptive Behavior**

### **1. Informal Resolution**

Ask the individual to stop the disruptive behavior.

If the behavior continues, an employee may ask his/her supervisor to speak with the individual to defuse the situation. The relevant supervisor/faculty member will attempt to de-escalate the situation and correct the conduct informally. The supervisor/faculty member should emphasize (a) the inappropriateness of the conduct and (b) the possible consequences, including formal corrective action, if the disruptive behavior is repeated.

Despite a warning, if the individual continues to be disruptive the supervisor/faculty member may ask the individual to leave the class/office/area.

- If the individual leaves, the supervisor/faculty member should notify the chain of command so they are aware of the situation. Disciplinary actions may need to be taken.
- If the individual refuses to leave after being instructed to do so, and in the staff/faculty member's judgment the disruptive individual's refusal to leave creates a safety risk or makes it impossible to continue class, work or other college activities, Security should be contacted. See step 2 below. If appropriate, class may need to be dismissed or the employees in the affected office may need to leave the workspace temporarily to isolate the disruptive individual.

**Supervisors:** As a supervisor or faculty member, you should take immediate steps to address the problem behavior and ensure the safety of your employees/students. Do not ignore or downplay direct or indirect threats from any person, as they could escalate into serious incidents later. Work with your manager and Human Resources to develop and implement an integrated action plan to address problem behavior.

### **2. Campus Security Involved**

If the disruptive behavior escalates or becomes concerning, employees are encouraged to contact the Security Department for assistance by calling extension 6888 or 281-425-6888. Security will immediately respond and intervene to defuse the situation. When warranted, Security may remove the disruptive individual and contact local law enforcement, if applicable. They will then inform the College President and

Safety Committee Chair of the situation.

### 3. Call 911 to Contact Local Law Enforcement

If you are concerned that the behavior is threatening or violent (e.g., threatens to injure, harm, kill or risk the safety of self or others; acts in a frightening manner; refuses to leave the room after being asked to leave; reports or initiates a threat or bomb scare; etc.), try to remove yourself from the situation and call 911 immediately to notify the local law enforcement.

#### Strategies to Help Address Disruptive Behavior

##### The DO's:

- Listen through the anger. Use active listening.
- Acknowledge the feelings of the individual.
- Allow the person to vent and tell you what is upsetting him or her. Use silence to allow the person to talk it out.
- Set limits. Explain clearly and directly what behaviors are acceptable. "I care about what you are saying, but I need you to lower your voice before we continue to talk."
- Be firm, steady, consistent, and honest.
- Focus on what you can do to help resolve the situation.
- Arrange yourself so your access to exits is not blocked.
- Have a means of notifying coworkers/others or Security if the disruptive behavior becomes threatening (e.g., code word, panic button icon on computer desktops).
- Call ahead to brief the person or department of the situation if the disruptive individual(s) have indicated they are taking their issue to someone else or another department.
- Report the behavior to the Campus Security.

##### The DON'Ts:

- DON'T interrupt, particularly during the first 20-30 seconds of peak anger.
- DON'T minimize the situation.
- DON'T get into an argument or shouting match.
- DON'T blame, ridicule, or use sarcasm.
- DON'T touch.
- DON'T ignore warning signs that the person's emotions are escalating.
- DON'T ignore your limitations.

#### College Action Plan

The College's Action Plan may be viewed in Appendix A.

Revision No.	Scope of Change
1	<ul style="list-style-type: none"><li>• Modified content</li></ul>
2	<ul style="list-style-type: none"><li>• Added content to provide information concerning campus lockdowns</li></ul>

## **Annex: Evacuation**

### **Scope**

This response plan outlines the proper procedures for evacuations that may be caused by fire, gas leaks, or other life threatening safety events.

### **General Information**

An evacuation is called when there is an immediate threat requiring individuals to be moved to a safer location. Individuals should be prepared to follow specific instructions given by the College staff or Campus Security officers.

### **If an Evacuation is Required**

All students, employees, and visitors are advised to evacuate immediately and not return until instructed by emergency response personnel or Campus Security.

In an evacuation remember to:

- Evacuate classrooms, offices, etc. immediately. Remain calm and act quickly.
- Leave belongings and personal items behind. Do not risk your life by going back to retrieve any personal items.
- Close all doors behind you.
- Follow instructions provided by Campus Security or College personnel.
- Do not use elevators.
- Know your evacuation routes and assembly points for the building you occupy. All buildings will have an Emergency Evacuation Plan posted, including the building's assembly point.
- Once at the assembly point, wait for instructions from Campus Security, designated campus personnel, or first responders.

Employees are responsible for assisting and directing building occupants in assigned areas to the fire exit stairwell and confirming that all occupants have evacuated the areas. Emergency responders may ask if your area was evacuated.

### **Specific Procedures for Assisting Disabled Individuals**

#### **Individuals who are visually impaired/blind:**

Advise the person without sight of the nature of the emergency, and offer your arm for guidance. As you walk, inform the person where you are and of any obstacles in your path. When you reach safety, orient them to a safe location and ask if they need any further assistance.

#### **Individuals who are hearing impaired:**

Persons who are hearing impaired or deaf may not perceive an audible fire alarm. Use an alternate method to communicate which may include:

- Write a note to tell the person of the situation, the nearest evacuation route, and the assembly area.
- Turn the light switch on and off to gain attention only if there is not a gas line leak. Then indicate in writing or through gestures what is happening and what to do.

#### **Persons with limited mobility:**

In emergency evacuations, individuals with limited mobility should be treated as if they are injured. Have the individual sit on a sturdy chair (preferably a chair with arms), and follow the procedure for non-ambulatory

persons listed in the next section.

**Individuals who are non-ambulatory (wheelchair mobility):**

Those individuals with wheelchair mobility will be able to exit safely without assistance if they are on the ground floor. For floors above the ground level, needs and preferences will vary. Always consult the person as to his/her preferences regarding:

- Ways of being removed from the wheelchair
- The number of people needed for assistance
- Whether to move or extend extremities when lifting
- The need for a seat cushion or pad
- After care if person is removed from the wheelchair (e.g., Is a stretcher, chair, or paramedic attention necessary?)

**Other considerations:**

- Check the evacuation routes for obstructions before assisting the person to the exit.
- Delegate other volunteers to bring the wheelchair.
- Make sure the wheelchair is brought to the person as soon as it is safe to retrieve it.
- Be aware that some people have minimal mobility. Lifting or moving them too quickly may be dangerous to their health. It may be necessary for trained rescue responders to bring the person out of the building. If this is the situation, the person must be brought to a "Safe Area of Rescue" to wait for assistance.

Revision No.	Scope of Change



# Annex: Fire on Campus

## Scope

This response plan outlines the proper procedures and guidelines in case of a fire on campus. In addition, safety tips are provided for fire prevention.

## General Information

While fires are rare on campus, they can occur. Prevention is the key to fire safety. Remember, it only takes a few minutes for a small fire to become out-of-control and consume an entire room, office, building, or other space. It is important to know your building's evacuation routes, fire extinguisher and fire alarm locations, and assembly areas. Be familiar with the Evacuation Response Plan posted in each building.

Remember, there is never a false alarm. The fire alarm is going off for a reason. While it may not be a fire, you do not know that until the building is searched. Always treat fire alarms as if there is a real fire. Do not wait until it is too late to leave. Your life could depend on it.

## If a Fire Occurs on Campus

In the event of a fire:

- Activate a fire alarm immediately and dial 911 and/or Campus Security (Ext. 6888 or 281-425-6888) as soon as it is safe to do so.
- Immediately exit any building in which a fire alarm is sounding, regardless of whether fire or smoke is present.
- If smoke is present in a room, keep close to the floor and move to the door.
- Feel doors with the back of your hand for heat before opening. If the door is hot, do not open. Find a different way out, such as a window or alternate hallway. If the door is not hot, exit the room and leave the door unlocked.
- Proceed to the nearest exit. Report to your building's assembly area and follow directions of emergency personnel.

### **Do not:**

- Use elevators or
- Re-enter the building for any reason.

## If trapped in a building that is on fire, you should:

- Dial 911 and/or Campus Security (Ext. 6888 or 281-425-6888).
- Close doors and attempt to create a barrier between you and the fire.
- Seal cracks around the door to prevent smoke from entering.
- If windows can open, crack open a few inches for fresh air. Hang an article of clothing or object outside a window to mark your location.
- Stay close to the floor where the air is more breathable.
- Shout at regular intervals to alert emergency responders.

## If caught in smoke, you should:

- Drop to your hands and knees and crawl or crouch low with head about 3 feet above the floor. **Do Not** crawl on your stomach as toxic vapors settle to 6 inches above the floor.
- Watch and follow the base of the wall as you crawl to the nearest exit.
- Breathe shallowly through your nose and use a shirt or other type of cloth as a filter.

**If forced to advance through flames, you should:**

- Hold your breath and move quickly, covering head and hair.
- Keep head down and close eyes as often as possible.

If you or someone else is on fire, remember to **STOP – DROP – ROLL**. Stop, drop to the ground, cover your face, and roll to put out the fire

**Fire Extinguisher Use**

If the fire is large and uncontrollable, do NOT attempt to extinguish it. Evacuate the building and activate the fire alarm.

If the fire is minor and appears controllable, and you are comfortable with the operation of a fire extinguisher, use one to put the fire out.

Basics of fire extinguisher operation **PASS**:

- **P**ull the pin
- **A**im extinguisher nozzle at the base of the flame
- **S**queeze the trigger while holding the extinguisher upright
- **S**weep the extinguisher from side to side, covering the area of the fire

**Fire Prevention**

Simple steps can help keep you and those around you safe by preventing fires. While you are on campus, remember that items with an open flame (e.g., candles) or an open heat source (e.g., heaters) are prohibited. Household extension cords should never be used, and only commercial extension cords are approved for temporary use. Make sure you keep your workspace clean. Ensure that emergency exits and fire extinguishers are not blocked.

Revision No.	Scope of Change

## **Annex: Gas Leak on Campus**

### **Scope**

This response plan outlines the proper procedures for reporting a suspected gas leak, what to do and not do when evacuating the building.

### **General Information**

Natural gas is a safe and clean source of energy and is used throughout the campus, but like any gas, there is a potential for it to be released unintentionally. Your response to a natural gas leak will be similar to other emergencies that make the area temporarily unsafe: EVACUATE.

### **Use Your Senses**

- Smell – Natural gas is colorless and odorless. A distinctive, pungent odor, similar to rotten eggs, is added as a safety measure so you will recognize it quickly.
- Sight – You may see a white cloud, mist, fog, or bubbles in standing water or blowing dust. You may also see vegetation that appears to be dead or dying for no apparent reason.
- Sound – You may hear an unusual noise like roaring, hissing, or whistling.

### **Remember the 3 R's**

- **Recognize** – The most common way natural gas leaks are detected is by smell.
- **React** – Evacuate the area immediately. This includes evacuating buildings that may be the source or bringing the gas in through air handling equipment. Evacuate to an area that is upwind of the leak.
- **Report** – When you are in a safe area (away from the building/gas leak), report the leak by calling 911 and/or Campus Security (281-425-6888). Provide any detailed information you may have on the gas leak.

### **What to Do If You Detect a Gas Leak**

- Cease all activity.
- Remain calm and do not panic.
- If you detect strong natural gas odors in an indoor location and cannot determine the source, immediately vacate the room/space and close any doors behind you.
- If you detect strong natural gas odors in an indoor science lab, immediately vacate the lab and turn off the gas shut-off valve on your way out if you know the location.
- Alert any one you come in contact with there is a potential gas leak and move to an upwind evacuation point.
- Report the potential gas leak as noted above once it is safe to do so.
- Monitor the wind direction and stay upwind of the gas leak.
- Wait for emergency responders to inform them of the situation.

### **What NOT to Do If You Detect a Gas Leak**

- Do not switch on the lights, cell phones, or any electrical equipment. Electrical arcing can trigger an explosion.
- Do not activate the building's fire alarm system to initiate an evacuation.
- Do not use the elevators.
- Do not re-enter the area until emergency responders have made an announcement that it is safe to do so.

**Evacuation**

Evacuations shall be per the Evacuation Procedures noted in this ERP.

Revision No.	Scope of Change

## **Annex: Medical Emergency**

### **Scope**

Medical emergencies often present life-threatening situations that require immediate action. The most important step in any medical emergency is to call 911 immediately to notify emergency response personnel as quickly as possible.

### **General Information**

Medical emergencies may be caused by any number of factors and could present many different signs and symptoms. Emergency scenarios may include difficulty breathing, choking, chest pain, heart attacks, unconsciousness, allergic reactions, low or high blood sugar levels, uncontrollable or profuse bleeding, heat exhaustion or stroke, seizures, fall from a significant height, significant trauma, and many other scenarios.

### **What to Do If You Witness a Medical Emergency**

- If you witness or suspect someone is having a medical emergency or feel that you are experiencing a medical emergency, notify emergency personnel immediately.

**On-Campus:** Dial 911 and/or Campus Security (Ext. 6888 or 281-425-6888). If you call 911, contact Campus Security and inform them that 911 has been called and provide the location of the emergency. You can also contact Campus Security using the red phones located in each building and/or emergency poles throughout campus. Pick up the receiver or push button and wait for a Campus Security officer to answer.

**Off Campus:** Dial 911. Provide as much information as possible:

- Your name and the name of the injured or ill individual (if known)
  - Location (be as specific as possible)
  - Description of medical emergency
  - Any known/pertinent medical history or information (i.e.; heart condition, epilepsy, etc.)
  - Follow instructions of the emergency dispatcher
  - Do not attempt to move the injured person unless they are in immediate danger
- Administer first aid or CPR to the extent you are trained. Do not attempt to give aid for which you are not trained, or which makes you uncomfortable.

You may render emergency aid under the Texas Good Samaritan Act which states: *“A person who in good faith administers emergency care at the scene of an emergency or in a hospital is not liable in civil damages for an act performed during the emergency unless the act is willfully or wantonly negligent.”*

- Stay with the victim until emergency personnel arrive if it is safe to do so. If possible, designate a person to meet medical responders and direct them to the scene.

### **Additional Resources**

#### **Use Hands-Only CPR**

Hands-only (compression-only) CPR is for bystanders who witness an adult suddenly collapse in an "out of the hospital" setting. It's recommended if you haven't had CPR training, or if you have been trained in CPR but lack confidence in your ability to provide rescue breaths with minimal interruption of chest compressions.

The following link provides hands-only CPR training from the American Heart Association – <https://cpr.heart.org/en/cpr-courses-and-kits/hands-only-cpr>.

Hands-only CPR does not apply to unwitnessed cardiac arrest, cardiac arrest in children, or cardiac arrest presumed to be of non-cardiac origin.

### **Use Automated External Defibrillators (AEDs)**

Lee College has Automated External Defibrillators (AEDs) for use by the general public (lay responders), they are portable and safe to use. AEDs are very accurate in detecting when (or when not) to deliver a shock. The AED uses voice prompts, lights and text to tell the rescuer the steps to take.

AEDs are located in wall-mounted cases in the following locations:

#### **Main Campus:**

- 909 Decker – hallway adjacent to elevator first floor across from Room 123
- Grey Science Building – 1<sup>st</sup> floor adjacent to the elevator
- Gymnasium (Old Gym) – hallway near the pool entry
- Advanced Technology Center (ATC) – lobby entry outside of library
- Moler Hall – hallway across from the Business Office
- Performing Arts Center – Lobby of the Performing Arts Building
- Rundell Hall – 1<sup>st</sup> floor hallway across from Admissions
- Security Building – hallway left side of main entrance
- Sports Arena – 1<sup>st</sup> floor hallway adjacent to Room 121
- The Lofts – 1<sup>st</sup> floor hallway
- TV-1 – 1<sup>st</sup> floor hallway adjacent to Room 122

#### **McNair Campus:**

- Welding building
- Workforce area, room A127

#### **Liberty Center**

- Main foyer at Security Desk

#### **Huntsville Center**

- Main foyer at front entrance

Each use of an AED by a Lee College responder shall be accompanied by a call to 911 to ensure timely provision of advanced life support and transport to an emergency medical facility.

### **What is an AED used for?**

An AED is used during cardiopulmonary resuscitation (CPR). To use:

1. Open AED
2. Apply adult or pediatric electrode pads
3. Follow voice prompt as directed

## Stop Someone from Choking

What to do for:

### Mild Airway Obstruction

If the victim can make sounds or cough loudly, the blockage is mild. Stand by and let the victim cough. If there's still concern, call Campus Security (281-425-6888).

### Severe Airway Obstruction

An adult has a severe obstruction if they cannot:

- Breathe
- Talk
- Make a sound

A child has a severe obstruction if they:

- Cannot cry
- Have high-pitched, noisy breathing
- Have a quiet cough
- Make no sound
- Have bluish lips or skin

Act immediately before the victim becomes unresponsive. Ask if he/she is choking. If they indicate yes, take action:

- Get behind the victim.
- Reach around the victim and place a fist on the victim's abdomen, just above the belly button.
- Place your open hand over your fist and thrust toward the victim's spine.
- Continue giving thrusts until you dislodge the object, or the victim becomes unresponsive, at which time you should begin CPR.

Revision No.	Scope of Change
1	<ul style="list-style-type: none"><li>• Modified the language on who can use an AED.</li><li>• Added the additional locations of the AEDs.</li></ul>

## **Annex: Severe Weather**

### **Severe Weather - Hurricane/Tropical Storm**

#### **Scope**

It is the policy of Lee College to follow national weather advisories regarding evacuation of the area in case of severe weather conditions.

#### **General Information**

Employees shall ensure that supervisors know how they may be contacted during an evacuation period. The Lee College website ([www.lee.edu](http://www.lee.edu)) will provide additional storm-related information.

#### **Tropical Weather Monitoring**

Hurricane season begins on June 1 and ends on November 30 of each year. Employees should monitor the tropical weather forecast for the possibility of any local impacts. Tropical weather information is available from numerous sources ranging from local media to the internet. Below are a few suggested websites to monitor during hurricane season:

- National Hurricane Center – <https://www.nhc.noaa.gov/gtwo.php>
- Houston/Galveston, Weather Forecast Office – <https://www.weather.gov/hgx/>

Employee Procedures for Approaching Storm or Hurricane:

- Monitor tropical weather forecasts.
- Monitor official College communications and notices regarding potential tropical weather threats.
- Review Departmental Continuity of Operations Plan for hurricanes.
- Prepare for possible suspension of the College's normal operations.

#### **Campus Closure (Pre-Storm)**

In the event a hurricane or flood threatens the Baytown area, the President or designee will monitor conditions and decide whether to close the campus. If the determination is made to close the campus, employees should do the following:

- All electrical equipment should be unplugged with the exception of telephones.
- If instructed to do so by their supervisor, employees will unplug their computers, place them on their desks. Not all employees will need to do this (i.e., employees required to work remotely). Supervisors will provide instructions for their employees.
- Where feasible, move computers and electronic equipment away from windows and outside doors and away from areas that have leaked in the past.
- Employees are responsible for moving equipment and records in their areas to safe locations.
- All users should backup their desktops before leaving campus. Office 365/One Drive and USB drives are recommended.
- Listen to local radio and TV stations listed for updates regarding weather conditions.

#### **Campus Closure (Post Storm)**

- Monitor and follow guidance from the College and local officials regarding any directives and/or procedures that may be in place following a storm.
- Monitor official College communications and notices. These notices may include the status of the campus and information regarding when the College will resume normal operations.
- Account for the well-being of department members once the storm is over. If a department is unable to fulfill its functions as a result of damaged facilities, equipment, or lack of personnel, the department



may need to activate its Continuity of Operations Plan (COOP).

**Additional Resources**

Houston-Galveston Area Council: Evacuation Information and Maps – <https://www.h-gac.com/hurricane-evacuation-planning>

**College Action Plan**

The College’s Action Plan may be viewed in Appendix C.

Revision No.	Scope of Change

## Severe Weather - Tornadoes

### Scope

The Severe Weather Tornado Response Plan is intended to maximize the safety of the Lee College Community due the destructive forces of a tornado. This document provides safety guidelines if a tornado is likely to occur.

### General Information

Knowing what to do when a tornado is possible in the area could mean the difference between life and death. Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, can cause fatalities and devastate a neighborhood in seconds. Winds of a tornado may reach 300 miles per hour. Damage paths can be in the excess of 1 mile wide and 50 miles long. Hail is very commonly found very close to tornadoes.

Some tornadoes are clearly visible, while rain and low-hanging clouds obscure others. Tornadoes develop extremely rapidly, and may dissipate just as quickly. Most tornadoes are on the ground for less than 15 minutes. Before a tornado hits, the wind may die down and the air become very still. A cloud of debris can mark the location of the tornado even if the funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm.

### Sheltering in Place

Severe weather could suddenly develop which would initiate a Shelter-In-Place notification. The most likely scenario would be a tornado warning, or sighting of a tornado close to campus. It's important to shelter in place in a sturdy brick or concrete building. This provides occupants an elevated level of protection during a tornado or other severe weather-related emergency. The following buildings are recognized as weather related shelter in-place locations:

- Rundell Hall – ground floor center hallway
- ATC – ground floor bathrooms, Mechanical Room 113, all inside rooms without windows
- McNulty-Haddick – all interior hallways away from windows
- 909 Decker – 1<sup>st</sup> floor interior hallways
- Student Center – 1<sup>st</sup> floor interior hallways away from windows
- Gymnasium (Old Gym) – interior hallways
- Grey Science Building – 1<sup>st</sup> floor interior hallways
- John Britt – 1<sup>st</sup> floor interior hallway
- Bonner Hall – 1<sup>st</sup> floor interior hallway
- Moler Hall – interior rooms without windows
- Technical Voc. 1 – 1<sup>st</sup> floor interior hallway
- Technical Voc. 2,3 and 4 – Interior rooms away from windows
- Bonner Hall – 1<sup>st</sup> floor interior hallway
- Physical Plant – 1<sup>st</sup> floor main building hallways
- Security Building – interior rooms
- Huddle Building – 1<sup>st</sup> floor interior hallways
- Arena – 1<sup>st</sup> Floor central office hallway

If possible, Do Not seek shelter in any large, free span rooms such as a Performing Arts Center (PAC) Auditorium, or the Arena Floor. If in a metal building, if possible, seek shelter in one of the above buildings.

### **What to Do If You Are on Campus during Severe Weather with Potential Tornado Activity**

If there is danger of a tornado in the Lee College area, an announcement will be made over the College's emergency alert system.

- During a tornado warning, immediately vacate your office, classroom, or work area and proceed to a place of greater safety, closing doors behind you. (If you are instructing a class at the time, tell students to follow you to a safer location.)
- Stay off the elevators. You could be trapped in them if the power is lost.
- Seek shelter in the hallways away from windows. Close all hallway doors.
- Avoid the top floors of buildings, elevators, lobbies, gymnasiums, auditoriums, theaters, and similar places with wide span roofs. Avoid areas with windows or glass window-walls.
- Move to the lowest floor of the building and to inner hallways or rooms, restrooms, stairwells, or other areas that are directly supported and free of windows and glass. Try to put as many walls as possible between yourself and the tornado.
- If possible, use heavy furniture, such as a large desk or table to shield yourself from debris or a collapsed roof. (People who get under something usually survive.) Get behind a counter if one is available. If wearing a heavy jacket or have access to a blanket or mat, use it to cover the upper body and head. Lie flat or crouch on your knees with your head down and use your arms to protect the head and neck.
- Wait patiently and calmly until you receive the all-clear message or are sure the tornado has passed.

### **What to Do After Storm Has Passed and Tornado Hits the Campus**

- Check yourself and those around you for injuries.
- Call Campus Security (Extension 6888 or 281-425-6888) or 911 for help or medical assistance.
- If you smell gas or hear a hissing sound indoors, open windows, do not create sparks, do not use your cell phone, and leave the building. (See also Gas Leak Procedures in the ERP)
- Monitor NOAA Weather Radio (<https://www.weather.gov/nwr/>) and your local news/radio stations for instructions/updates on the storm. Local radio and news stations will broadcast what to do, the location of emergency shelters, medical aid stations, and the extent of damage.
- Evacuate damaged buildings. Do not re-enter until declared safe by authorities/cleared by the President or the President's designee.
- The College will issue an "all clear" notice.

### **Additional Resources**

- FEMA: Tornadoes – <https://www.ready.gov/tornadoes>

### **College Action Plan**

The College's Action Plan may be viewed in Appendix E.

<b>Revision No.</b>	<b>Scope of Change</b>
1	<ul style="list-style-type: none"><li>• Added shelter in place buildings for severe weather or tornado warning.</li></ul>

## Severe Weather - Lightning

### Scope

The Severe Weather Lightning Response Plan is intended to maximize the safety of the College community due to the potential danger of lightning. This document provides safety guidelines of what to do during severe weather and lightning.

### Understanding the Power of Lightning

Powerful electric sparks from a thunderstorm cause lightning, which can kill instantly. Lightning is a major cause of storm related deaths in the U.S. Lightning can strike two points up to 10 miles apart at the same time and whether or not blue sky is visible.

Lightning moves at 90,000 miles per second with voltage up to one billion volts. A standard household electrical outlet is 120 volts. The lightning flash, or channel, is approximately 4 inches (10 cm) in diameter.

Lightning reaches temperatures five times hotter than the surface of the sun. The surrounding air expands rapidly due to the heat of the bolt's flash and causes thunder, warning us that lightning is present.

A lightning strike can result in cardiac arrest (heart stopping) at the time of injury. Even those individuals that are resuscitated may suffer irreversible brain damage.

### General Information

Knowing what to do when severe weather occurs could mean the difference between life and death. When a severe thunderstorm warning is issued, you may have only a few minutes to make the right decisions. Understanding the basics of severe weather safety and preparing now could help reduce the chances of injury or death. This response plan is intended to provide information for the Lee College Community on what to do in severe weather with lightning.

### Know the Difference – Watches vs Warnings

- **Watch** – Means the potential exist for severe weather to develop. A watch may include a severe thunderstorm watch or a tornado watch. When a severe weather watch is issued, you should take the time to make sure you are prepared. Be aware of rapidly changing conditions, and be ready to take immediate action. Monitor local media outlets for up-to-date weather information. Review where you will go should a severe storm approach.
- **Warning** – Means severe weather is occurring or is indicated on radar. A warning may include a severe thunderstorm warning or a tornado warning. During a warning, you should take evasive action. Remain in shelter until the danger has passed and the warning has expired. Monitor local media outlets for up-to-date weather information.

### What to Do If You Are on Campus During Severe Weather with Lightning

- Postpone all outdoor activity if you hear thunder and seek shelter.
- Seek shelter - Sturdy buildings are the safest place to be. Avoid open areas, places near water, trees, metal fences, bleachers, overhead wires or power lines, picnic shelters, metal frame buildings, porches, as well as elevated ground or open vehicles.
- If you cannot find a permanent structure, take shelter inside a fully enclosed vehicle (not a convertible). If you are inside a vehicle during lightning, avoid parking under trees or power lines that may topple over during a storm.
- Stay away from windows, sinks, toilets, tubs, showers, electric boxes, outlets, and appliances. Lightning

can flow through these systems and “jump” to a person.

- Remain inside until the storm has passed.
- If you need assistance exiting a building, contact Campus Security (281-425-6888).

**Remember**

- There is NO safe place outside during lightning.
- The best source of information during a thunderstorm is your local news, radio stations, weather apps, and any NOAA Weather Radio.
- The 30/30 lightning safety rule: go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.
- It would be helpful to have a flashlight in your office (voluntary).

**Additional Resources**

- National Weather Service Lightning Safety – <https://www.weather.gov/safety/lightning>
- CDC: National Center for Environmental Health – <https://www.cdc.gov/nceh/features/lightning-safety/index.html>

Revision No.	Scope of Change

## Severe Weather - Winter Weather/Freeze

### Scope

The Severe Weather Freezing Conditions Response Plan is intended to maximize the safety of the Lee College Community and minimize facility damage caused by severe freezing temperatures. Although this is a rare occasion for the Baytown Area, it can occur similar to the long-lasting freeze experienced in 2020. This document provides safety guidelines of what to do during severe freezing conditions.

### Know the Difference – Warning, Watch vs Advisory

- **Winter Storm Warning** - Issued when hazardous winter weather in the form of heavy snow, heavy freezing rain, or heavy sleet is imminent or occurring. Winter Storm Warnings are usually issued 12 to 24 hours before the event is expected to begin.
- **Winter Storm Watch** - Alerts the public to the possibility of a blizzard, heavy snow, heavy freezing rain, or heavy sleet. Winter Storm Watches are usually issued 12 to 48 hours before the beginning of a Winter Storm.
- **Winter Storm Advisory** - Issued for accumulations of snow, freezing rain, freezing drizzle, and sleet which will cause significant inconveniences and, if caution is not exercised, could lead to life-threatening situations.

### General Information

In the event of freezing weather, the Safety Weather Team will monitor road conditions and forecast. Updates on the condition will be shared with the President to determine whether to close the campus if the situation could impact the safety of the students and employees. If such conditions exist, employees should listen to the local radio and TV stations and check the Lee College website (<https://www.lee.edu>) for information.

### Campus Closure

If the decision to close the campus is made and it is determined there is potential for facility damage the following activities shall take place:

- The College will send an announcement/alert about the campus closure.
- Employees should monitor the weather and frequently check the Lee College website (<https://www.lee.edu>) for updates on the campus and when the College will reopen.
- Employees cannot return to campus until the President or President's designee authorizes the College to reopen.

### How to Stay Safe at Home/What to Do during a Winter Storm

- Monitor local weather broadcasts and weather conditions.
- Stay indoors and minimize travel. If you must travel, drive slowly and increase distance required for stopping.
- Watch for downed trees and power lines.
- Keep a full tank to prevent ice in the tank and fuel lines.
- Never use a portable generator or operate unvented fuel-burning appliances in an enclosed space.

### Additional Resources

- Ready.gov: Winter Storms & Extreme Cold – <https://www.ready.gov/winter-weather>
- National Weather Service: Winter Weather Safety – <https://www.weather.gov/safety/winter>
- FEMA: Be Prepared for a Winter Storm – [https://www.ready.gov/sites/default/files/2020-11/winter-storm\\_information-sheet.pdf](https://www.ready.gov/sites/default/files/2020-11/winter-storm_information-sheet.pdf)

Revision No.	Scope of Change

## **Annex: Unplanned Utility Outage**

### **Scope**

A utility failure is any disruption in the services necessary for the safe and proper operation of a building (i.e., electricity, water, heating, ventilation, air conditioning, telephone, and water utilities). A utility failure may be widespread or limited to a specific building or area within a building. Power and utility outages may be advertised and scheduled in advance to perform preventative maintenance.

This response plan outlines the appropriate actions that should be taken and which notifications must be made during a power outage or utility failure. These actions ensure the safety of College employees and students working within College facilities, protect property, and maintain business operations.

### **What Should I Do During an Outage**

Report any utility outages to Campus Security (281-425-6888). They will contact Facilities/Maintenance and send officers to assist if needed. If power is not restored quickly, you should:

- Remain calm.
- Evaluate areas for hazards created by the power outage. If it safe to do so, secure hazardous materials and shut down hazardous processes.
- Turn off and/or unplug nonessential electrical equipment, computer equipment, and appliances. Keep refrigerators and freezers closed through the outage to help keep them cold.
- If available, use flashlights in areas not serviced by emergency lighting.
- Windowless offices without emergency lights should not be occupied during an outage. Where lighting is adequate, employees should continue working, unless otherwise instructed by a supervisor.
- Employees who leave their offices during an outage should take their personal items and secure their work spaces.
- If you are stuck in an elevator, push the alarm or help button and wait for someone to respond.
- If campus telephones are out of order, your personal cell phone may still work.

Develop an emergency plan specifically for your classroom, office, and/or department and, if applicable, inform anyone occupying your area(s) of their responsibilities.

In a lab setting:

- Shut down experiments that involve hazardous materials.
- Make sure experiments are stable and won't create uncontrolled hazards.
- Check fume hoods and biosafety cabinets and take the following precautions, if applicable:
  - Stop any operations that may be emitting hazardous vapors, fumes, or infectious agents.
  - Securely cap any open containers.
  - Close fume hood and biosafety cabinet sashes.

### **How Can I Prepare for an Unplanned Outage?**

To make power outages safer and less inconvenient you can:

- Keep a flash light and spare batteries in a handy location. Check them regularly.
- If you use a computer, back-up files and operating systems regularly.

### **Suspension of Work/Classes**

Authority to suspend and/or cancel work functions will be at the discretion of the College President or designee. Utility outages may demand that all activities within the affected spaces be suspended until utilities



are restored. Marketing and Public Affairs is responsible to communicate the decision of the College to cancel class or close a building(s) due to unplanned utility outage.

Many College buildings are equipped with an emergency generator; however, emergency generators are designed to supply power to critical building systems, not to serve as an alternative source of energy to support normal operations. In certain circumstances, you may be temporarily relocated to a different workspace.

Whenever a power outage or utility failure affects your work area, contact your supervisor for assistance. Instructors should consider postponing or cancelling classes whenever a utility failure or power outage is expected for the duration of the class.

Revision No.	Scope of Change
1	<ul style="list-style-type: none"><li data-bbox="318 562 1354 632">• Added that Marketing and Public Affairs is responsible to communicate class cancelation or building(s) closures due to unplanned utility outage.</li></ul>

## **Annex: Special Consideration for Persons with Disabilities**

### **Scope**

The Special Considerations for Persons with Disabilities Response Plan is intended to provide direction and guidance in assisting those individuals in case of an emergency.

### **To Help Persons with Disabilities during an Emergency**

- Station employees with disabilities as near to exits as is possible.
- Develop a buddy system to ensure persons with disabilities are alerted to emergencies and have assistance in evacuations. Designate alternates to serve in the absence of the regularly assigned "buddy".
- Identify safe areas where those with disabilities may be moved if it is impossible to evacuate.
- Make sure employees are aware that it takes several well-trained workers to move a wheelchair user down a stairwell.
- Be familiar with an evacuation plan to ensure evacuation proceeds quickly but safely.
- Do not use the elevator during an emergency.

### **Considerations for the Visually Impaired**

Visually impaired visitors unfamiliar with the building will need assistance and should be assigned a "buddy" in evacuation plans. The supervisor/instructor in each office/classroom should work with visually impaired employees/students to travel and study escape routes in advance and in detail.

When assisting a person who is blind or visually impaired, you should:

- Allow them to take your right elbow and walk a half-step behind you.
- Alert them when you're going through doorways.
- Pause at the first step of stairs and let them know if you're going ascending/descending a flight of stairs.

### **Considerations for the Hearing Impaired**

The supervisor or designee shall make special considerations to warn those who are hearing impaired.

Revision No.	Scope of Change

## **Section 7.0 - Appendix**

### **Appendix A - College Action Plan: Active Shooter**

#### **Scope**

An active shooter on campus presents an immediate danger to students, employees and visitors. When these life-threatening incidents occur, they will require specific and immediate response actions in order to stop the attack, minimize injuries and loss of life, and begin recovery efforts.

This action plan reflects the primary goal of the College to protect lives, preserve property, and provide the resumption of essential services and normal activities as soon as possible. Implementing this action plan involves making management and executive decisions during emergencies which may affect campus operations, schedules, and work assignments in the campus community. This plan applies to all College-sponsored incidents on campus and all public or private College-sanctioned activities on College property.

#### **Incident Response**

The Campus Security Department is the primary enforcement agency at the College and will be the first security responders to any active shooter incident. They will respond in accordance with the College's Campus Security procedures. The Campus Security will immediately contact the appropriate local, state, and federal law enforcement agencies for backup and support. The responding law enforcement agencies shall then control the incident and the Campus Security will follow the agencies direction for support.

Depending on the duration and circumstances of the incident, the College President, Campus Security Chief, Emergency Management Specialist, or the Safety Committee Chair may activate the Campus Emergency Response Team (CERT) to provide centralized coordination and communications, organize public information services, establish a family assistance center, and facilitate resource requests to support on-scene tactical response.

#### **Campus Emergency Response Team (CERT)**

The Campus Emergency Response Team (CERT) consists of the following:

- College President
- Campus Security Chief
- Executive Director, Marketing and Public Affairs
- Emergency Management Specialist
- Safety Committee Chair
- Designated members of the Safety Committee

CERT and College administration should consider the following:

- Frequency and content of notifications and warnings
- Interoperable communications with outside agencies
- Emergency public information to include frequency of media releases and press conferences and on-site media management
- Perimeter control and building security
- Mass casualty and fatality management

#### **Communication During the Active Shooter Situation**

During an event that results in a lockdown, security, law enforcement, and the command center are actively working the situation. These events are fluid and it may not be possible to share details during the lockdown. Once the event is under control and the lockdown is “ALL CLEAR” the college will provide information as to what caused the lockdown.

Do not contact the Security Department unless you have information pertinent to the situation. Do not call to ask why we are on lockdown or attempt to get details. Security phones should remain open and not take dispatch away from handling the event.

The President, the President’s designee, and/or the Marketing and Public Affairs Office will communicate with the media.

Marketing and Public Affairs will also provide updated communications and notices to the campus community, including information about the status of the campus and when the College will resume normal operations.

Item	Action	Responsibility
1	Notify campus community via emergency alert system. <ul style="list-style-type: none"> <li>• Provides timely and accurate updates on the situation to the President and Safety Committee Chair.</li> <li>• Acts as the College’s point of contact with law enforcement and first responders.</li> <li>• Once law enforcement declares the situation is “ALL CLEAR,” communicate the information to the President and Safety Committee Chair.</li> </ul>	Campus Security
2	Mitigate threat and save lives.	Campus Security and Local Emergency Responders
3	Secure scene of the incident.	Campus Security and Local Emergency Responders
4	Activate Campus Emergency Response Team (CERT). Coordinate with supporting agencies.	President, Campus Security, Emergency Management Specialist, or Safety Committee Chair
5	Assist local emergency responders as directed. <ul style="list-style-type: none"> <li>• Provide access to locked doors, surveillance cameras, etc.</li> </ul>	Campus Security
6	Provide building and facility plans as requested to support law enforcement.	Maintenance or Campus Security
7	Provide access to utility shut offs as requested by law enforcement.	Maintenance
8	Serve as the primary point of communication during and after the event. <ul style="list-style-type: none"> <li>• During the lockdown, send updated communications to the college campus every 15 minutes.</li> <li>• Communicate the ALL CLEAR once it is officially declared by law enforcement.</li> <li>• Approve public information releases and manage press conferences.</li> <li>• Update appropriate websites and maintain the College’s social media.</li> </ul>	Marketing & Public Affairs

9	Provide support in custodial clean-up in the recovery process.	Maintenance
10	Provide counseling and crisis intervention services.	Student Success & Wellbeing and Employee EAP
11	Assist law enforcement with accessing emergency contacts for next of kin information.	Admissions & Records (for students) and Human Resources (for employees)

### **Recovery**

Recovery from an act of violence involves more than repairs to physical facilities and infrastructure. College administration should also consider the following:

- Crime scene investigations
- Interruption or disruption of critical infrastructure
- Mental health and crisis counseling for first responders, employees, and students
- Resumption of teaching and work activities
- Memorial services

### **Return to Campus**

The President or the President’s designee will direct a staged return to campus taking into consideration the following groups:

- Essential and non-essential personnel
- Faculty/Staff
- Students

Employees are not to return to campus without clearance from the President or the President’s designee.

<b>Revision No.</b>	<b>Scope of Change</b>
1	<ul style="list-style-type: none"> <li>• Deleted Step 4 in Action Plan – Establish the Incident Command Post</li> <li>• Replaced Student Affairs and Human Resources with Student Success and Wellbeing in Step 10.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Items 1 and 8 of the table were modified to reflect responsibility change</li> <li>• Added additional information on Communication During the Active Shooter Situation</li> </ul>

## Appendix B - Bomb Threat Checklist

<b>Date of Call:</b>	<b>Phone # of Caller</b>
<b>Time Call Received:</b> AM / PM	<b>Time Call Concluded:</b> AM / PM
<b>Person Receiving Call:</b>	<b>Phone # Call Received On:</b>

**What were the EXACT WORDS of the caller? Ask them to repeat the message, if necessary.**


**Ask the following questions:**

When is the bomb going to explode?
Where exactly is the bomb?
Did you place the bomb?
When did you put it there?
What does the bomb look like?
What kind of bomb is it?
What will make the bomb explode?
Why did you place the bomb?
What is your name?
Where are you?
What is your address?
Are you aware that it could kill or injure innocent people in addition to those you intend to hurt?

**Characteristics of the Call:**

<b>Call Origination:</b>	<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Unknown
<b>Message:</b>	<input type="checkbox"/> Live	<input type="checkbox"/> Recorded	<input type="checkbox"/> Message read by caller	

**Characteristics Of the Caller (check all that apply)**

<b>Sex of Caller:</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unknown	
<b>Estimated Age:</b>	<input type="checkbox"/> Child / Teen	<input type="checkbox"/> Young Adult	<input type="checkbox"/> Middle-aged Adult	<input type="checkbox"/> Older Adult

Voice Qualities	
<input type="checkbox"/> Clear	<input type="checkbox"/> Distorted / Muffled
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft
<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Pitch-Low / Deep
<input type="checkbox"/> Raspy	<input type="checkbox"/> Smooth
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Unpleasant
<b>Comments:</b>	

Speech Pattern	
<input type="checkbox"/> Deliberate	<input type="checkbox"/> Hesitant
<input type="checkbox"/> Distinct	<input type="checkbox"/> Slurred
<input type="checkbox"/> Fast	<input type="checkbox"/> Slow
<input type="checkbox"/> Speech Impediment (Describe)	
<input type="checkbox"/> Accent (Describe)	
<b>Comments:</b>	

Language	
<input type="checkbox"/> Educated	<input type="checkbox"/> Uneducated
<input type="checkbox"/> Well-Spoken	<input type="checkbox"/> Foul
<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational
<input type="checkbox"/> English	<input type="checkbox"/> Non-English
<input type="checkbox"/> Unusual Phrases / Slang?	
<b>Comments:</b>	

Behaviors	
<input type="checkbox"/> Calm	<input type="checkbox"/> Angry
<input type="checkbox"/> Confident	<input type="checkbox"/> Nervous
<input type="checkbox"/> Blaming	<input type="checkbox"/> Fearful
<input type="checkbox"/> Depressed	<input type="checkbox"/> Agitated
<input type="checkbox"/> Laughing	<input type="checkbox"/> Crying
<b>Comments:</b>	

**Background Sounds**

<input type="checkbox"/> Airport / Airplanes	<input type="checkbox"/> House Noises	<input type="checkbox"/> Quiet	<input type="checkbox"/> Train
<input type="checkbox"/> Animals / Birds	<input type="checkbox"/> Music	<input type="checkbox"/> Restaurant / Bar	<input type="checkbox"/> Traffic / Street
<input type="checkbox"/> Children	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Talking / Voices	<input type="checkbox"/> Water / Wind
<input type="checkbox"/> Factory Machinery	<input type="checkbox"/> PA System	<input type="checkbox"/> Television	<input type="checkbox"/> Weapons
<b>Comments:</b>			

**Observations / Comments**

Did you recognize the voice? Who do you think it is?
Did the caller indicate in-depth knowledge of the facility?
Did the caller attempt to disguise their voice?
<b>Comments:</b>

Revision No.	Scope of Change

## Appendix C - College Action Plan: Hurricane/Tropical Storm

### Scope

The Hurricane/Tropical Storm Response Plan is intended to minimize the increased risk to personnel and facilities associated with hurricane/tropical storm-related high winds, storm surge, tornadoes and flooding. This document provides guidelines and establishes protocols for an organized response to a hurricane/tropical storm. It addresses pre-storm preparation and post-storm recovery, as well as management of the campus during a storm. The timing and implementation of any or all steps may be altered based upon facts and circumstances surrounding any individual hurricane event.

### General Information

This guideline provides time lines to plan for tropical storms and hurricanes. The time lines are graduated from 120 hours down to the time the Gulf Coast region experiences sustained winds of 39 mph (Zero Hour). The guidelines consider the probability for landfall that impacts the Lee College campuses and personnel.

The plan's strategy is to get as many low risk/low-cost actions as possible started early to allow a quick and safe response during the critical hours when the ultimate strength and destination of a storm are being determined.

The recommendation to close the campus or continue some level of operation is the responsibility of the Emergency Preparedness Team. The President makes the final decision to close the campus.

### Storm Response Guidelines

The following Storm Response Guidelines are intended to aid the decision-making process for the Lee College Emergency Preparedness Team. Times and wind speeds are guidelines only. Since the behavior of each storm may vary considerably, the response must be tailored accordingly, and preparedness steps must be modified to meet the specific condition. Decisions should be made early enough to complete outside work before sustained winds reach 39 mph.

### **Weather Forecast Uncertainty:**

- Hurricanes vary greatly in strength, size, and speed, and the path they follow is influenced by subtle shifts in pressure patterns. Projecting the storm path, including time and location of landfall, is difficult to do with precision. Therefore, forecasts are made in terms of a landfall location with some variability on either side of that location.
- Hurricane preparedness must recognize forecast uncertainty and prepare for worst likely storm track.

<b>Saffir-Simpson</b>		
<b>Category</b>	<b>Winds mph</b>	<b>Evacuation Zone</b>
Depression	-	-
Tropical Storm	-	-
Cat. 1 Hurricane	74-95	A
Cat. 2 Hurricane Storm Surge <20'	96-110	A
Cat. 3 Hurricane Storm Surge <20'	111-130	B
Cat. 4 Hurricane Storm Surge ≥20'	131-155	C
Cat. 5 Hurricane Storm Surge ≥20'	>155	C



## **Campus Emergency Response Team (CERT)**

The Campus Emergency Response Team consists of the following:

- College President
- Campus Security Chief
- Executive Director, Marketing and Public Affairs
- Emergency Management Specialist
- Safety Committee Chair
- Designated members of the Safety Committee

In case of emergency a group text shall be set up to keep all members informed.

## **Hurricane/Tropical Storm Condition Plan**

Condition		Preparedness Condition
0		Preseason
A	Named storm in the Gulf of Mexico with landfall 120 - 96 hours away	Plan Activation
B	39+ mph Winds	72 Hours Away
C		48 Hours Away
D	39+ mph Winds	36 Hours Away

### **Condition 0 Plan**

Preseason April/May Each Year

Item	Action	Responsibility
1	Send email reminder to the President's Cabinet to review Condition 0 Plan prior to May 1st.	Chief of Staff
2	Send email to employees reminding them to update their contact information (e.g., phone #s, emergency contacts) through self-service.	Human Resources
3	Communicate reminders to employees and students about Navigator Alerts.	Marketing & Public Affairs
4	Communicate pre-hurricane awareness and guidelines to employees and students.	Marketing & Public Affairs
5	Safety Committee acts as the "Weather Team" and meets to review the hurricane plans and update as necessary. Chair communicates Committee's recommendations to President who has the final say.	Chair of Safety Committee/President's Office & Cabinet
6	Inspect live-in/ride out emergency supplies per supply list. Replace or restock as necessary. Responsible for restocking own supplies.	Campus Security & Facilities

7	Check all campus building roof drains that do not have parapet openings to ensure there are no obstructions that would prevent proper drainage. This action is required to ensure roof integrity.	Facilities
8	Check operability of emergency generators. Testing will continue through Plans B & C.	Facilities
9	Verify Agreement is in place with the approved Restoration contractor	Facilities
10	Identify outlets in Rundell Hall powered by generator and ensure Campus Security live-in/ride out leader is aware of these locations.	Facilities & Campus Security
11	Create list of supplies needed during a storm (e.g., plastic covers for computers). Order supplies.	Facilities

### **Condition A Plan**

Named storm in the Gulf of Mexico with landfall 120 - 96 hours away

<b>Item</b>	<b>Action</b>	<b>Responsibility</b>
1	Verify that all actions in Condition 0 have been completed by May 31 <sup>st</sup> .	Chair of Safety Committee
2	Send email to employees reminding them to update their contact information (e.g., phone #s, emergency contacts) through self-service.	Human Resources
3	Safety Committee/Weather Team provides updates to the Emergency Preparedness Team.	Chair of Safety Committee
4	Reconfirm hurricane live-in/ride out supply availability.	Campus Security and Facilities
5	The Safety Committee/Weather Team will meet/confer on a daily basis.	Safety Committee
6	Communicate hurricane awareness and guidelines for employees and students to follow pre, during and post storm.	Marketing & Public Affairs
7	Select Campus Security personnel who will stay on campus through hurricane and review their action plan.	Campus Security
8	Communicate to employees and students the College is monitoring the storm/hurricane and will communicate the College's plan as it develops. Communication daily.	Marketing & Public Affairs

### **Condition B Plan**

Storm 72 Hours "Monitoring"

<b>Item</b>	<b>Action</b>	<b>Responsibility</b>
1	Increase frequency of communications to employees and students.	Marketing & Public Affairs

2	If not already completed, release the Campus Security personnel who will remain on campus during the storm (live-in/ride out) to prepare homes a minimum of 36 hours before the onset of inclement weather conditions.	Campus Security and Facilities
3	Employees living in coastal low elevation areas may be impacted by voluntary or mandatory evacuations. Employees must contact their supervisor to discuss work options, expectations, and requirements.	Employee

**Condition C Plan**

Storm 48 Hours “Monitoring” 39 mph winds predicted

Item	Action	Responsibility
1	Increase frequency of communications to employees and students as needed.	Marketing & Public Affairs
2	Secure all outdoor furniture, trash cans, etc. that are not secured for hurricane winds.	Facilities
3	Prepare the Maintenance Building to act as a recovery center for after the storm.	Facilities
4	Fuel all vehicles.	Facilities
5	Campus Security will relocate their operations to the Rundell Hall Conference Room.	Campus Security and Facilities
6	Create copies of door signage. Signs are not posted unless the campus is closed.	Campus Security

**Condition D Plan**

Storm 36 Hours “Monitoring” 39 mph winds forecasted

Item	Action	Responsibility
1	The Campus Emergency Response Team will meet to communicate the plan to close the campus and discuss all pertinent paths forward details.	President
2	If instructed to do so by their supervisor, employees will unplug their computers, place them on their desks, and cover the computers with plastic provided. Not all employees will need to do this (i.e., employees required to work remotely). Supervisors will provide instructions for their employees.  All users should backup their desktops. Office365/OneDrive is one of several options for backups in addition to USB drives.	Employees & Supervisors
3	Make sure athletes have transportation to an area shelter if necessary.	Athletics
4	Activate emergency web page. If campus closes, issue emergency alert.	Marketing & Public Affairs
5	Place message on main phone line.	IT/Mailroom

6	Provide cash to Emergency Response Team/Campus Security Ride Out Team. This petty cash is for emergency supplies when ATMs and credit cards do not work.	Financial Services & Security Chief
7	Verify campus building are evacuated.	Campus Security
8	Lock down buildings and post signage on inside of doors.	Campus Security

**During the Hurricane**

The Emergency Response Team/Campus Security Ride-Out Team will be located in Rundell Hall during the hurricane. An emergency generator will maintain power if/when power is lost. They will coordinate with the City of Baytown Emergency Management Office to ensure accurate emergency information is in place. They will also notify any appropriate emergency agencies in the event that they are needed during the emergency.

When the campus is closed, employees must leave campus immediately and not return to campus without clearance from the President or the President’s designee. Employees must continue to communicate with their supervisor during the hurricane.

**Post Hurricane**

The Emergency Response Team shall provide a facility damage report to the President, Chief Financial Officer, and Emergency Preparedness Team every 2 hours utilizing the Damage Assessment Log (Appendix D). If work is needed after the storm, Facilities will contact specified maintenance personnel and third-party contractors as soon as it is safe for them to return to campus.

**Return to Campus**

The President or the President’s designee will direct a staged return to campus taking into consideration the following groups:

- Essential and non-essential personnel
- Faculty/Staff
- Students

Employees are not to return to campus without clearance from the President or the President’s designee.

Revision No.	Scope of Change
1	<ul style="list-style-type: none"> <li>• Replaced Emergency Response Team with the Campus Emergency Response Team.</li> <li>• Replaced Rebel Alerts with Navigator Alerts.</li> <li>• Deleted Step 10 under Condition A – Verification of AT&amp;T Teleconference System.</li> <li>• Added Facilities to the steps in Conditions O, A, B, C and D.</li> </ul>



## Appendix E - College Action Plan: Tornado

### Scope

The Tornado Response Plan is intended to minimize personal injury, loss of life and property damage through proactive measures associated with tornado damaging high winds. This document provides guidelines and establishes protocols for an organized response to potential tornado activity. It addresses:

- Preparation before tornado season
- Action items for tornado watch
- Action items for tornado warning
- What to do during a tornado (on campus)
- Action items post tornado

### General Information

Tornadic activity occurs mostly during severe weather. The most active period for Texas and the Lee College area is March through June and again during hurricane season August through October. The development of tornadoes can develop rapidly and sometimes without notification. However, local weather monitoring (Storm Prediction Center) informs the public of its potential using watches and warning alerts.

### Understanding Tornado Alerts

- **Tornado Watch:** Tornadoes are possible in and near the watch area. If you are not in a Safe Haven Building, you should relocate to one. If you are in a Safe Haven Building, be prepared to move to a safer location (interior rooms/hallways on the ground floor with no windows closing doors behind you). Stay alert to changing conditions and be ready to act quickly if a warning is issued or you suspect a tornado is approaching. Acting early helps save lives.

Watches are issued by the Storm Prediction Center (<https://www.spc.noaa.gov/>) for counties where tornadoes may occur. The watch area is typically large, covering numerous counties or even states.

- **Tornado Warning:** Take action! A tornado has been sighted or indicated by weather radar in your immediate area. There is imminent danger to life and property. You should **now** move to the safer location within the Safe Haven Building (interior room/hallways on the ground floor with no windows on the lowest floor closing doors behind you).

Warnings are issued by local forecast offices. Warnings typically encompass a much smaller area (around the size of a city or small county) that may be impacted by a tornado identified by a forecaster on radar or by a trained spotter/law enforcement who is watching the storm.

### Emergency Preparedness Team

The Emergency Preparedness Team consists of the following:

- President
- Safety Committee Chair
- Safety Committee Weather Team

The recommendation to close the campus or continue some level of operation is the responsibility of the Emergency Preparedness Team. The President makes the final decision to close the campus.

## Tornado Condition Plan

Condition		Preparedness Condition
0		Preseason
A	Tornado Watch	Plan Activation
B	Tornado Warning	

### Condition 0 Plan

Preseason – Although tornadoes can happen anytime, the most active period in Texas is March through June with an increase potential during hurricane season August through October. Condition 0 should be performed by March 1.

Item	Action	Responsibility
1	Prepare messages to inform the Lee College Community that March through June is an active season for tornadoes in our area. Provide Watch and Warning definitions.	Marketing & Public Affairs
2	Request employees become familiar with the Emergency Response Management Procedure on Tornadoes.	Marketing & Public Affairs
3	Identify members of the Emergency Preparedness Team who can initiate emergency alerts in the case of a tornado warning.	President & Chair of Safety Committee
4	Selected members of the Emergency Preparedness Team complete training to properly send emergency alerts through the campus' software.	Select Emergency Preparedness Team Members
5	Review the designated Safe Haven Buildings for sheltering in place in case of a tornado.	Safety Team
6	Communicate the designated Safe Haven Buildings in case of a tornado to employees.	Marketing & Public Affairs

### Condition A Plan

Tornado Watch issued for College area.

Item	Action	Responsibility
1	Notify Emergency Preparedness/Weather Team.	Chair of Safety Committee
2	Emergency Preparedness/Weather Team members communicate frequently to monitor weather conditions and que communications. They will provide updates as conditions develop.	Select Members of the Emergency Preparedness/Weather Team
3	Activate College's communication plan. <ul style="list-style-type: none"> <li>Communicate to employees and students the College is monitoring the weather condition and will communicate the College's plan as it develops.</li> </ul>	Marketing & Public Affairs

	<ul style="list-style-type: none"> <li>Share general communication to College community about what to do on campus during a tornado watch (provide the information from the Employee Emergency Response Plan ERP for tornado watch).</li> <li>All individuals should be in a Safe Haven Building and be prepared to move to their designated safe location within the building if a tornado warning is issued.</li> </ul>	
4	The President or designee will monitor conditions and decide whether to close the campus.	President or Designee
5	Listen to local radio and TV stations listed for updates regarding weather conditions.	All Employees

### **Condition B Plan**

Tornado Warning issued for College area.

<b>Item</b>	<b>Action</b>	<b>Responsibility</b>
1	Update provided to Emergency Preparedness Team.	Chair of Safety Committee
2	Communicate the campus is under a tornado warning (provide the information from the Employee EMP for tornado warning).	Marketing & Public Affairs
3	Campus Security shall actively monitor the weather.	Campus Security
4	<ul style="list-style-type: none"> <li>Direct occupants to proceed to an interior room/hallway on the ground floor with no windows with all doors closed.</li> <li>Instruct occupants not to leave the building.</li> <li>Provide assistance to persons with disabilities.</li> </ul>	Faculty members/supervisory personnel
4	In the event of an actual tornado, a designated member of the Emergency Preparedness Team will initiate the College-wide emergency alert.	Select Members of the Emergency Preparedness/Weather Team
5	The President or designee will monitor conditions and decide whether to close the campus.	President or Designee

### **In an Actual Tornado**

All individuals are to be located in a Safe Haven Building during a tornado warning. Per the Employee Tornado Employee Emergency Response Plan ERP, you should be located in an interior room/hallway on the ground floor with no windows and all doors closed behind you. Remain calm and wait patiently until you are sure the tornado has passed (or you hear the all-clear message).

- Remember - If possible, use heavy furniture, such as a large desk or table to shield yourself from debris or a collapsed roof. (People who get under something usually survive.) Get behind a counter if one is available. If wearing a heavy jacket or have access to a blanket or mat, use it to cover the upper body and head. Lie flat or crouch on your knees with your head down and use your arms to protect the head and neck.



Campus Security will coordinate with the City of Baytown Emergency Management Office to ensure accurate emergency information is in place. They will also notify any appropriate emergency agencies in the event that they are needed during the emergency.

**Post Tornado**

The President, Marketing & Public Affairs or the designated members of the Emergency Preparedness Team will sound the all-clear alarm and issue an updated communication to the College community.

Check yourself and those around you for injuries. Contact Campus Security by calling extension 6888 or 281-425-6888 or 911 for help post tornado or to report injuries requiring medical assistance.

The Emergency Response Team (i.e., Maintenance, Campus Security & IT) will provide a facility damage report to the President, Chief Financial Officer, and Emergency Preparedness Team every 2 hours utilizing the Damage Assessment Log (Appendix D). If work is needed after the storm, Facilities will contact specified maintenance personnel and 3<sup>rd</sup> party contractors as soon as it is safe for them to return to campus.

If the campus was closed during the event, employees will continue to monitor and follow guidance from the College and local officials regarding any directives and/or procedures that may be in place following a tornado.

Marketing will provide updated communications and notices, including information about the status of the campus and when the College will resume normal operations. If applicable, Marketing will communicate with the media.

**Return to Campus**

The President or the President’s designee will direct a staged return to campus taking into consideration the following groups:

- Essential and non-essential personnel
- Faculty/Staff
- Students

Employees are not to return to campus without clearance from the President or the President’s designee.

Revision No.	Scope of Change

## **Appendix F - College Action Plan: High School Students Enrolled in Dual Credit Program: Emergency Management Plan**

### **Scope**

Lee College strives to provide a safe learning environment for all students. The addition of High School students enrolled in the Dual Credit Program at Lee College/Satellite Campuses has required the need for additional measures to ensure the safety of all our students. This Appendix F outlines the action steps that shall be taken to manage the safety of Dual Credit students in the event of an emergency situation at Lee College or its satellite campuses.

### **Incident Notification Management**

If an incident occurs on Lee College/Satellite Campuses where Dual Credit students are attending class, immediate notification to all necessary parties shall be made. Such incidents may include campus evacuation, lockdown, evacuation of the building where students are attending class (i.e., power outage, building evacuation due to fire, etc.).

The Director of Dual Credit Programs for Lee College shall contact the appropriate High School ISD in order that they may follow their procedures in such an event.

### **High School ISD Responsibilities**

Where Dual Credit students are attending class on the Lee College/Satellite Campus, the high school responsibilities are:

- Ensure all students are accounted for at all times.
- Must provide transportation to and from Lee College/Satellite Campuses. Transportation services must be available at all times that students are on campus.
- Those students who are chaperoned to the campus via close walking distance, must be chaperoned back to the ISD site.

### **Lee College Responsibilities**

Lee College provides the following:

- Provide training and safety education on the Lee College web site under Emergency Preparedness/What to Do.
- Provide a campus Emergency Alert System that is designed to enhance and improve communication to all campus community in the event of an emergency. Depending on the situation, the College may use different methods to communicate important information and updates with employees and students.
  - Lee College Website
  - Alerts — Emergency Text Notifications (must register to receive text notifications)
  - Lee College Email
  - Social Media
  - Facebook
  - Twitter
  - Video/Television Screen Displays Across Campus

### **Emergency Management Situation Occurs at the High School ISD**

In the event an emergency situation occurs at a high school campus (lock down or shelter in place) that would affect the Dual Credit students from returning to their high school, the affected High School ISD shall notify the Lee College Director of Dual Credit. The affected high school shall make arrangements for returning their

students to a safe location based on their procedures.

Revision No.	Scope of Change

## Appendix G - Train Derailment

### Scope

The Lee College Main Campus is located near a large petrochemical facility and adjacent to train tracks that carry chemical rail cars. Although incidents are rare, the potential could be very impacting to the campus community.

### General Information

There are two scenarios that could impact the College:

#### **1. Train derailment**

A significant number of trains travel by the campus daily. Some of these trains contain large containers of extremely hazardous chemicals. The safety record for these trains has been excellent. The tracks and the railcars are maintained and are in good repair. The chance for an accident with a hazardous materials release is small. However, if such a release does occur, it could present a very serious risk to classrooms, administration buildings, and other campus facilities. This information is intended to provide a guide to being prepared to survive such an event.

If a train derailment occurs the following action steps must be taken:

1. Shelter in place
2. Call 911
3. Turn off all HVAC systems
4. Do not turn on or off lights, fans, or any electronic switches
5. Baytown Fire Department shall direct the affected campus buildings if an evacuation is required. Evacuation, when directed shall be upwind of the release.

#### **2. Chemical release from nearby petrochemical facility**

Lee College's Main Campus is located in the Baytown Community that has a large petrochemical complex. Although it is rare, there are times when a fire or chemical release could happen at one of the chemical facilities. These facilities maintain excellent safety records and protocols; however, odors or smoke may be noticeable. The Lee College Campus is approximately 1.36 miles from the nearest location of a chemical facility. The Baytown Emergency Response Coordinator shall notify the Lee College of appropriate actions required.

Chemical emergencies can originate from a chemical release in the air or a chemical spill. For this reason, all Lee College employees at Main Campus should familiarize themselves in what to do in case of a chemical emergency.

### Protecting Yourself in a Chemical Emergency

You can protect yourself during a chemical emergency by:

- 1. Evacuation** – Evacuate to a safe location away from any hazardous chemical plume or any explosive fumes. Remember, some vapor releases can be flammable. Starting an automobile or spark could result in an explosion.
- 2. Shelter in Place** – Shelter in place (e.g., classroom or office) if needed.

Which option you choose will depend on several factors and recommendations by emergency response personnel.

If there appears to be imminent danger, the first responders on scene will inform Campus Security, who will in

turn notify the College's administration. Because time is critical, the communication to evacuate any part or all of the campus, or order shelter in place procedures will be given by Campus Security through the emergency alert system.

If evacuation is required, employees should assist Campus Security in evacuating buildings and clearing the area as instructed by emergency response personnel.

**After a Train Derailment Incident**

The Lee College Public Affairs shall communicate to students, faculty and staff that the campus may return to normal activity.

A post incident review shall be performed to determine areas of improvement. The improvements noted shall be made to the Emergency Response Plan (ERP), Annexes and Appendices based on this review.

Revision No.	Scope of Change

## Appendix H - Disruptive, Threatening and/or Violent Behavior on Campus

### Scope

During campus emergencies, it's vital that students and faculty are prepared to react quickly. When situations occur due to disruptive, threatening, and/or violent behavior on campus and/or a serious threat exists that can risk the safety of the college community, a lockdown will occur.

### General Information

School lockdown procedures require the cooperation of the faculty, staff and students. Faculty or staff in control of students at the time of the lockdown are responsible for those students. Faculty and staff members are responsible for accounting for the students and ensuring that no leaves the safe area during the lockdown. When the condition causing the lockdown has been cleared, an "ALL CLEAR" announcement will be made through the campus emergency notification system.

### Communication During a Lockdown Situation

During an event that results in a lockdown, security, law enforcement, and the command center are actively working the situation. These events are fluid and it may not be possible to share details during the lockdown. Once the event is under control and the lockdown is "ALL CLEAR" the college will provide information as to what caused the lockdown.

Do not contact the Security Department unless you have information pertinent to the situation. Do not call to ask why we are on lockdown or attempt to get details. Security phones should remain open and not take dispatch away from handling the event.

The President, the President's designee, and/or the Marketing and Public Affairs Office will communicate with the media.

Marketing and Public Affairs will also provide updated communications and notices to the campus community, including information about the status of the campus and when the College will resume normal operations.

Item	Action	Responsibility
1	Notify campus community via emergency alert system. <ul style="list-style-type: none"><li>Provides timely and accurate updates on the situation to the President and Safety Committee Chair.</li><li>Acts as the College's point of contact with law enforcement and first responders.</li><li>Once law enforcement declares the situation is "ALL CLEAR," communicate the information to the President and Safety Committee Chair.</li></ul>	Campus Security
2	Mitigate threat and save lives.	Campus Security and Local Emergency Responders
3	Secure scene of the incident.	Campus Security and Local Emergency Responders
4	Activate Campus Emergency Response Team (CERT). Coordinate with supporting agencies.	President, Campus Security, Emergency Management Specialist, or Safety Committee Chair
5	Assist local emergency responders as directed. <ul style="list-style-type: none"><li>Provide access to locked doors, surveillance cameras, etc.</li></ul>	Campus Security

6	Provide building and facility plans as requested to support law enforcement.	Maintenance or Campus Security
7	Provide access to utility shut offs as requested by law enforcement.	Maintenance
<b>Item</b>	<b>Action</b>	<b>Responsibility</b>
8	<p>Serve as the primary point of communication during and after the event.</p> <ul style="list-style-type: none"> <li>• During the lockdown, send updated communications to the college campus every 15 minutes.</li> <li>• Communicate the ALL CLEAR once it is officially declared by law enforcement.</li> <li>• Approve public information releases and manage press conferences.</li> <li>• Update appropriate websites and maintain the College's social media.</li> </ul>	Marketing & Public Affairs
9	Provide support in custodial clean-up in the recovery process.	Maintenance
10	Provide counseling and crisis intervention services.	Student Success & Wellbeing and Employee EAP

Revision No.	Scope of Change
1	<ul style="list-style-type: none"> <li>• Added this appendix.</li> </ul>

## Appendix I - Alertus Desktop Panic Buttons

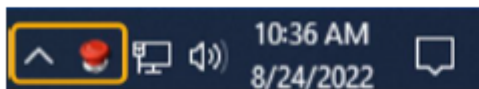
### Where is the panic button located on my computer?

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Note: At this time, the panic buttons are only available on computers that are part of the College's domain (i.e., an IT-managed computer). They are not available on Macs, laptops, tablets, etc. If you are not sure if your computer is part of the domain, contact the Help Desk at [helpdesk@lee.edu](mailto:helpdesk@lee.edu).

On computers running Windows, the desktop panic button is located in two places:

- 1.) A red panic button is located in the system tray in the bottom, right-hand corner of your screen near the digital clock. You can also access this button by clicking the upward arrow (^) on the taskbar, then selecting the red panic button.



- 2.) A yellow icon with a red panic button, as shown below, will also be installed on your desktop.



### How do I pre-fill my information for the emergency alert?

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The first time you log into a computer after IT installs the program, you will automatically be asked to pre-fill your applicable information in the "Request Lee College Security Emergency Assistance" box. Please enter the building name/campus and room # in which the computer is located, as well as your full name and phone # where Security can reach you.

A screenshot of a web form titled "Request Lee College Security Emergency Assistance". The form has a red "HELP" button on the left. The text "Enter information about your emergency. In a life threatening emergency, call 911." is at the top. The form contains several input fields: "Building:" with the value "Rundell Hall / Main Campus", "Room #:" with "Room 216", "Name:" with "Mary Smith", and "Phone Number:" with "281-425-9999". Below these is a section for "Incident Type" with a list: "1. Active Shooter", "2. Physical Threat", "3. Medical-Call 911", and "4. Other". There is also an "Incident Description:" field. At the bottom right is a "Send Alert" button.

The alerts are set up per computer location. If you use multiple computers on campus, you will need to pre-fill your information for each location. For instance, as an instructor, you may teach in 2 different classrooms that have computer podiums, in addition to your office desktop. You will be asked to enter this information each time you log into a new device. Once your information is entered, it is automatically saved and will be pre-filled when you open the program to send an alert.

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## How do I use the panic buttons to send an alert to Security?

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- 1.) Click one of the panic button icons to open the program. The "Request Lee College Security Emergency Assistance" box will pop up.
- 2.) If possible, fill in as much information as you can regarding the emergency (i.e., select an incident type and/or describe the situation in the Incident Description field). If you previously pre-filled your location, name and phone #, the information will automatically appear.
  - If you do not have time to enter any information during the emergency, simply click Send Alert.
  - If time permits, please enter as much information as possible on the form. Providing more information about the emergency helps Security understand the situation, determine what resources may be needed, and provide a quick and appropriate response.
- 3.) Click Send Alert when you are finished.
- 4.) An alert message is immediately sent to the Security Department.

## Frequently Asked Questions

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### What if the panic button does not work properly?

If the panic button malfunctions in an emergency, please call the Lee College Security Department at (281) 425-6888. Remember, always call 911 immediately in the event of a life-threatening situation.

### What if my computer is not supported by IT? Can I still get the panic button installed?

No. The panic button is only available for computers that are part of the College's domain.

### Does my work laptop have the panic button?

No. The panic button is only available for computers that are part of the College's domain.

### Will the panic button work if I am at home?

The panic button feature may work while you are at home if you have VPN access. You must be connected to the College's network. However, the panic button is only intended to be used for emergencies occurring at one of the college's locations in which the Security Department can respond (i.e., Main Campus, McNair Center, or Liberty Education Center).

The Security team does not respond to emergencies occurring at your home. If you experience an emergency while you are at home, please call 911 immediately.

### What if I don't know my room number?

If you do not know your room number, enter the best description you can to help guide Security to your location. Any information you can provide to help narrow down your location is helpful (e.g., computer lab in the back of the library).

### Questions?

For technical/installation questions, please contact the IT Help Desk at [helpdesk@lee.edu](mailto:helpdesk@lee.edu) or (281) 425-6952. For all other questions, please contact the Security Department at (281) 425-6888.

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Revision No.	Scope of Change
1	<ul style="list-style-type: none"><li>• Added this appendix.</li></ul>