

## Procedure 4.1507

### Comprehensive Emergency Management Plan -- Overview

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**This safety practice is intended as a guideline. It cannot cover every possibility. All divisions and persons involved must be alert and use common sense to ensure that injuries do not occur.**

#### **A. PURPOSE**

Beaufort County Community College (BCCC) has established plans to help prepare for, respond to, and recover from emergencies. This document will give a basic outline of how the Comprehensive Emergency Management Plan will be activated and carried out.

BCCC responds to emergencies in three levels. These are called Emergency Action Levels (EAL). They are as follows:

##### *Level 1*

A minor event which can be handled by personnel in the immediate area. Typical incidents would include a small fire, which can be put out with a hand held fire extinguisher, or an employee or student, who is slightly hurt and may only need basic first aid. An environmental incident, at Level 1, would be a small spill, which could be properly cleaned up and disposed of by one or two people.

##### *Level 2*

An incident that requires response by outside agencies, but the impact of the incident is limited to the campus. Examples would include: small fire which is contained by the Bunyan Fire Department, or an injured employee or student requiring medical treatment. Anytime an employee, student, or contractor requires medical treatment, Human Resources for employees or Student Services for students, will be notified. Environmentally, a Level 2 event would be a spill or release of hazardous materials, which cannot be handled by people in the immediate area. The specially trained members of an outside hazardous materials response team will be called in to handle the spill.

*Level 3*

Level 3 is a major event, such as a large fire, toxic gas release, major spill, multiple serious injuries, a fatality, or severe weather, i.e., hurricane, tornado, severe thunderstorm, which either has, or has the potential to impact any part, or all, of the campus. The Emergency Management Group will be activated in all Level 3 emergencies.

**B. NOTIFICATIONS AND WARNINGS**

If an employee, student, contractor, or visitor has identified an emergency situation on campus, they will notify the BCCC Police Department. The Police Officers will dispatch the proper response to the emergency.

If the emergency is a spill or a chemical release that poses a hazard to personnel, the notifier will call 9-1-1 and then the BCCC Police Department by phone (252-943-8721). If the chemical poses no threat to personnel, it will be cleaned up on campus using personal protective equipment (PPE).

**BCCC Police Department** -- Once the Police Department has been notified of an emergency, they will follow the proper procedures to respond to the emergency. They will notify appropriate senior staff. The Police Officers have been trained in National Incident Management System (NIMS) and will stand-in as Incident Commanders, if the Emergency Coordinator is not on campus. All Police Officers are sworn officers, per North Carolina General Statutes.

**C. EMERGENCY MANAGEMENT**

BCCC Emergency Management will function under the concept of the Incident Command System (ICS). The ICS provides for a unified command structure for emergency response and specifies responsibilities for command, safety, planning and logistics, operations (tactics), public information, and finance. At BCCC, the functions of public information, planning and logistics, and finance will be performed by the Emergency Management Group (EMG). The functions of incident command, safety, and operations (tactics) will be conducted by internal and external agencies.

The Incident Commander can request the Emergency Director to activate the EMG. The EMG will automatically be activated for any Level 3 Emergency Action Level (EAL). The Emergency

Director may activate the EMG at a lower EAL. The EMG will perform all managerial (non-response or non-tactical) functions during an emergency

#### **D. SPECIAL NOTIFICATIONS AND FATALITY PROCEDURE**

If there has been an accident resulting in an injury or fatality, BCCC will have the next of kin notified as soon as possible. There will be no press releases allowed before the next of kin is notified. The Human Resources Department will utilize its HR Emergency Management Manual for these functions.

#### **E. EVACUATION AND PERSONNEL ACCOUNTABILITY**

In the event of a major fire, chemical release, or other emergency affecting the campus only, an evacuation may be implemented for the potentially affected areas. It may only be a small area of the campus or the entire campus. If an evacuation order is given, the BCCC Police Department or the EMG may activate the BCCC Notification System to inform personnel of the areas to evacuate and where the evacuation safe zone will be located. Personnel will report to the designated safe zone to be accounted for by the Evacuation Coordinator. Every division has its own Divisional Evacuation Plan, which appoints evacuation wardens and gives detailing emergency shut down procedures. The extent of the evacuation is based on conservative estimates provided by the EMG or the Incident Commander. Every employee will be taught their Divisional Evacuation Plan the first day they are hired and have a refresher once a year.

#### **F. SEVERE WEATHER GUIDELINES**

Eastern North Carolina is subject to many forms of severe weather. We may experience hurricanes, tornadoes, floods, drought, and snow/ice. When severe weather causes safety concerns or disrupts the College operations, the Administration makes a decision to:

- 1) Continue classes and operations,
- 2) Postpone classes and/or operations, or
- 3) Cancel classes and continue operations.

BCCC Administration tries to make a decision whether to continue, postpone, or cancel classes by 06:00 a.m. the day of severe weather, but this may not always be possible. When a decision is made, the Emergency Information Distribution Team will be activated and information is posted on the BCCC Website, Campus Delays or Closings, and an announcement is recorded on the main phone number to BCCC (252-946-6194.)

BCCC will also send out text alert messages to citizens that have registered for this service - <http://www.beaufortccc.edu/general/police/contact.htm>

# Procedure

## References

**Legal References:** *OSHA 29 CFR 1910.38*

**SACSCOC References:** *CS 3.11.2*

**Cross References:** **CEMP Prevention; CEMP Preparedness; CEMP Recovery & Business Continuity**

## History

**Senior Staff Review/Approval Dates:** *11/9/2015*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *11/9/2015*