

## **Required Crime Reporting**

All institutions of postsecondary education that participate in Federal student financial assistance programs are required to report campus crime statistics. The statistics tallied in this report include, but are not limited to: murders, assaults, burglaries and larcenies, drug and alcohol related crimes, and hate crimes. If you are or believe you are the victim of a campus crime (or witness to an on-campus crime), please report the incident immediately to any campus Administrator, or the Receptionist at any campus location, who will direct you to the proper persons for reporting. At this point, campus officials will assist you in determining how and whether or not the crime should be reported to law enforcement agencies. You may be asked to report assist college officials with recording the details of the crime on an internal campus document known as an "Incident report". These reports are used by college officials to verify crime statistics to the Federal Government. Incident Reports are available at all Cossatot campuses.

## **Emergency Response and Evacuation Procedures**

The College's Emergency Response Plan includes information describing the process to follow for Emergency Plan Activation, how the Emergency Command Process works, and the Standard Guidelines to follow in the event of an Emergency. Also included within the Plan are Procedures such as classroom lockdown procedures, a chart of collection points, and violence awareness and prevention information. The Emergency Plan also includes information on the College Disaster Preparation Team, and the role they will play during a crisis. The College's Administrative and Academic teams share responsibility for developing contingency plans and maintaining continuity of operations for their staff and areas of responsibility. Additionally, the College conducts numerous emergency response exercises each year, such as table top exercises, fire, tornado and active shooter drills, and sends messages via the notification system on campus. These tests are designed to not only to communicate with staff and students, but to verify and evaluate the emergency communication capabilities of the institution.

The College's Disaster and Safety Preparation Team leads the College faculty and staff through training on how to respond to Critical Incidents on Campus. In the event that a serious incident occurred posing an immediate threat to one of the campuses, the first responders to the incident would likely be members of the Disaster Team along with select members of the Administrative Group. They, along with outside EMS and Law Enforcement agencies, would share responsibility and work together to manage the incident. Depending upon the nature of the incident, other Cossatot Departments, along with local, state, or federal agencies could also be involved in responding to the incident.

All members of Cossatot Community College staff are informed through the college's Disaster Preparation Team as well as the College's Emergency Response Plan the steps to follow for any

situation or incident on campus that involves a significant emergency or dangerous situation involving an immediate or ongoing threat to the health and safety of student and /or employees on campus. College administration, along with select members of the Disaster Preparation Team, have the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the College has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community if the appropriate segments of the community that may be affected by the situation.

### **Administrator-In-Charge Tree**

Contact Administrator-in-Charge in the following order (if Steve Cole is not available, call Mike Kinkade, and so on down the list).

	Name	Ext.	Home phone**	Cell phone**	E-mail
1	Steve Cole	1173		582-2192	<a href="mailto:scole@cccua.edu">scole@cccua.edu</a>
2	Mike Kinkade	2220	845-2261	584-6607	<a href="mailto:mkinkade@cccua.edu">mkinkade@cccua.edu</a>
3	Charlotte Johnson	1115	642-3204	584-9485	<a href="mailto:cjohnson@cccua.edu">cjohnson@cccua.edu</a>
4	Maria Parker	1121		845-8704	<a href="mailto:mparker@cccua.edu">mparker@cccua.edu</a>
5	David Blackwell	1116	386-7271	582-2803	<a href="mailto:dblackwell@cccua.edu">dblackwell@cccua.edu</a>
6	Steve McJunkins	2238	845-5510	582-1836	<a href="mailto:smcjunkins@cccua.edu">smcjunkins@cccua.edu</a>
7	Barry Reed	5262		279-0580	<a href="mailto:breed@cccua.edu">breed@cccua.edu</a>
8	Barbara Lacefield	1104	642-5354	784-2862	<a href="mailto:blacefield@cccua.edu">blacefield@cccua.edu</a>
9	Robbie McKelvy	1105	642-7989	784-4334	<a href="mailto:rmckelvy@cccua.edu">rmckelvy@cccua.edu</a>
10	Marilyn Archer	1155	642-3913	584-6689	<a href="mailto:marcher@cccua.edu">marcher@cccua.edu</a>
11	Kim Dickerson	1147		784-1023 (580) 306-2085	<a href="mailto:kdickerson@cccua.edu">kdickerson@cccua.edu</a>
12	Tammy Coleman	1149	642-6130	582-2718	<a href="mailto:tcoleman@cccua.edu">tcoleman@cccua.edu</a>

\*\* Area code 870 unless specified otherwise.

Notes:

The Administrator in Charge should be on campus. Other contact information is provided only if needed to relay information.

In Nashville, call Mike Kinkade first, then Steve McJunkins, then on down the list.

In Ashdown, call Barry Reed first, then Steve Cole, then on down the list.

### **Notification to the Cossatot Community about an Immediate Threat**

In the event that a College employee witnesses or receives information from a department on campus that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the College Community, campus Administrators and members of the Disaster Preparation Team will collaborate to determine the content of the message and will respond with some or all of the systems described below to communicate the threat to the College's staff and students or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The College will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the responders (including, but not limited to: Local and State Police, Fire, and /or the Emergency Medical Service), without compromising efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the College community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text messages that can be sent to phone, tablets, or computers (students, faculty, and staff are automatically enrolled for this service), and emergency messages that scroll across the college's internal and external display signs. The College will post updates during a critical incident to the campus website at [www.cccua.edu](http://www.cccua.edu). Individuals can call the college switchboard: a recorded information telephone line at (870) 584-4471 for updates.

### **Procedures for Testing Emergency Response and Evacuation Procedures**

A fire drill is coordinated by the College Disaster Preparation Team each semester for all facilities on campuses. A second drill for tornados is coordinated each semester for all campuses. Thus, the emergency response and evacuation procedures are tested at least twice each year and, during one semester per year, an active shooter drill is conducted on each campus. Students learn the location of the emergency exits in the building and are provided guidance about the direction they should travel or where (or how) to take shelter depending on the situation.

The purpose of various drills is to prepare building occupants for an organized evacuation (or moving to collection zones) in case of a weather emergency. At Cossatot, drills are used as a method to educate and train occupants on issues specific to their building. During the drill, occupants "practice" evacuation procedures, exiting to safer collection zones within a building, or "shelter-in-place" practices, familiarizing themselves with the location of exits and the sound

of the fire alarm. Evacuation maps and emergency procedures are posted throughout the campuses with educational information concerning emergency operations to follow during the event or crisis. In addition to drills, the process provides the College an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the College Disaster Preparation Team to evaluate egress and behavioral patterns. Reports are prepared by participating committee members which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

### **Shelter-in-Place Procedures- What it means to “Shelter-in-Place”**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

#### Basic “Shelter-in-Place”

If an incident occurs and the building you are in is not damaged, stay inside - seeking an interior room - until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest building quickly. If police or fire department personnel are on the scene, follow their directions.

#### How You Will Know to “Shelter-in Place”

A shelter-in-place notification may come from several sources, including college personnel, emergency personnel, Police or Fire personnel, or other authorities utilizing the College emergency communications tools.

#### How to “Shelter-In-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
  - An interior room;

- Above ground level; and
  - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary
3. Shut and lock all windows (tighter seal) and close exterior doors.
  4. Turn off air conditioners, heaters, and fans.
  5. Close vents to ventilation systems as you are able. (College staff will turn off ventilation as quickly as possible.)
  6. Make a list of the people with you and ask someone (your instructor, or other staff) to call the list in to the local police so they know where you are sheltering. If only students are present, one of the students should call in the list.
  7. Turn on a radio or TV and listen for instructions.
  8. Make yourself comfortable.