

# **CRISIS PROCEDURE MANUAL**

FORT SCOTT COMMUNITY COLLEGE

2108 South Horton

Fort Scott, KS 66701

Phone - 620-223-2700

Administrative Office Fax - 620-223-4927

Academic Office Fax - 620-223-6530

Web - [www.fortscott.edu](http://www.fortscott.edu)

*GUIDELINES FOR EMERGENCY RESPONSE*

# FORT SCOTT COMMUNITY COLLEGE

The Crisis Response Team at Fort Scott Community College will consist of the following individuals:

Administration Building - Clayton Tatro, Karla Farmer

Burris Hall Building - Scott Flater

Arnold Arena - J.D. Ettore

Vocational Technology Building - Rob Minor, Ryan Edgecomb

Academic Building - Steve Armstrong, Donna Estill

Burke Street Campus - Bill Rhoads

# CRISIS RESPONSE TEAM

## FORT SCOTT COMMUNITY COLLEGE

General Emergency	911
Non-Emergency Ambulance	223-5050
Fire Department	223-2140
Police Department	223-1700
Mercy Hospital	223-2000
Poison Control Centers	
Freeman Poison Control Center, Joplin	1-800-392-9111
KU Poison Control Center, Kansas City	1-800-332-6633
Area Utilities	
KG&E	1-800-794-6101
Water Department	223-0550

# EMERGENCY DIRECTORY

# FORT SCOTT COMMUNITY COLLEGE

President

Clayton Tatro

Home Phone - 620-223-2772

Cell Phone - 620-224-9856

Dean of Finance

Karla Farmer

Home Phone - 620-223-2217

Cell Phone - 620-224-4778

Dean of Students

Steve Armstrong

Home Phone - 620-223-0416

Cell Phone - 620-224-4995

Dean of Instruction

Donna Estill

Home Phone - 205-267-6056

Cell Phone - 251-593-0046

# FSCC ADMINISTRATORS

## FORT SCOTT COMMUNITY COLLEGE

In case of serious injury or illness on campus, the immediate concern is to aid the injured/sick employee or student.

1. Contact medical resources immediately. If illness requires immediate medical attention, call 911.
2. All incoming calls will be directed to one available designated person.
3. Contact family member.
4. President or designee will notify administrative staff.
5. Administrative personnel will notify their entire staff.

# SERIOUS INJURY/ILLNESS

# FORT SCOTT COMMUNITY COLLEGE

Any employee aware of any utility failure should notify the Dean of Finance or the Maintenance Director immediately. Procedures to follow are:

## GAS LEAK

1. Evacuate the building using the established fire alarm procedure.
2. Notify the Dean of Finance or the Maintenance Director.

## ELECTRICAL FAILURE

1. Notify the Dean of Finance or the Maintenance Director.
2. Evacuate the building if necessary.
3. Notify Information Systems personnel.

## WATER LEAK

1. Notify the Dean of Finance or the Maintenance Director.

# UTILITIES

## FORT SCOTT COMMUNITY COLLEGE

In the event of an off-campus drowning, car wreck, bus wreck, suicide, serious health problems of a student or an instructor, the following actions will be taken:

1. Gather facts and relay informations to an appropriate administrator.
2. Notify support staff.
3. Communicate with family members of the victim.
4. Issue statement of known facts.
5. Recommend how staff should respond to student questions.
6. Inform staff of support available for those who need it.
7. Remove victim's name from mailing lists, billing lists, memos, rosters, etc.
8. Arrange for family to gather victim's personal belongings.

**WRECK - DROWNING - SUICIDE - etc.**

## FORT SCOTT COMMUNITY COLLEGE

FSCC employees will receive notice of possible approaching tornadoes or severe thunderstorms by the Fort Scott Storm Alert. Buildings will be evacuated as follows:

### ACADEMIC BUILDING

Everyone go to the inside hallway between the Round Rooms outside of A 130 and A 132.

### ARNOLD ARENA

All go the band room in the lower level of the administration building. If time does not permit, move to the bathrooms in Burriss Hall.

### BURRIS HALL

Move to the band room in the lower level of the administration building. If time does not permit, move to the bathrooms in Burriss Hall.

### ADMINISTRATIVE BUILDING, BOILEAU HALL, & GREYHOUND HALL

Take shelter in the band room in the lower level of the administration building.

### VOCATIONAL TECHNOLOGY BUILDING

Leave the building and move to the academic building inside hallway on the east side of the Round Rooms. If time does not permit, move to the electronics classroom outside the break area for maintenance employees.

### BURKE STREET CAMPUS

Take shelter in the main corridor in the Nursing area on 1st floor, with all office and classroom doors closed and the east fire barrier door closed.

### FSCC COSMETOLOGY

Take shelter in the dispense area.

Once in shelter, supervisors shall account for every person within his/her authority.

Outside, or in a car or truck, leave your vehicle, lie flat in a ditch or low place, and protect your head.

# TORNADO OR SEVERE THUNDERSTORM



## FORT SCOTT COMMUNITY COLLEGE

Upon the discovery of fire or smoke, every person shall vacate the building by shortest route to the exterior. Once outside, employees must remain at least 100 feet from the building until notified by an administrator that it is safe to return to the building.

If the automatic alarm system has not sounded, the person who observed the fire will proceed to the nearest pull station and activate the alarm system, and then notify the switchboard operator.

### BURKE STREET CAMPUS

Persons will vacate the building by the nearest exit. Once outside, persons will gather on the north lawn along the nearest exit; do not use the elevator to exit during a fire. Once outside, persons will gather on the north lawn along 8th street.

# Fire

## FORT SCOTT COMMUNITY COLLEGE

A majority of bomb threats are hoaxes and result in nothing more than a disruption of routine. However, there is always a chance a threat may be authentic and appropriate action must be taken in each case.

1. All personnel, especially those who answer the telephone, must be instructed in the sequence of action to be followed in the event a bomb threat is received.
2. The person receiving the threatening call should make every attempt to prolong the conversation, identify background noises, note distinguishing voice characteristics, interrogate the caller as to the description of the bomb, determine the caller's knowledge of the facility. **DON'T HANG UP THE PHONE.** Use another phone to call authorities. **DO NOT USE TWO WAY RADIOS OR CELL PHONES.** They can trigger explosive devices.
3. The person receiving the call will immediately notify the building coordinator who will then call 911 or the police department at 223-1700.
4. The president will confirm notification of police and notify the administrative team.
5. The administrative team will decide whether to evacuate the school immediately and search the facility or make a preliminary search prior to any other action.
6. If the threat is valid, the standard fire evacuation with possible modifications will be announced for evacuation of the facility. Ask students to take belongings with them.
7. Evacuate the Academic Building, Library, Administration Building, Cafeteria and Dorm to the north side of the north parking lot, at least 300 feet away from building. Evacuate Burriss Hall, Arnold Arena, Transportation, Maintenance to the soccer fields. During inclement weather and a possible prolonged search, move students to an alternate location.
8. After students have evacuated, take a moment to look around, and note any strange or unusual items. The bomb can be almost anything, ranging from the most overt bundle of dynamite and a clock to a cleverly concealed, perfectly ordinary object like a briefcase, toolbox, or piece of pipe. You will be looking for something that doesn't belong. If what appears to be a bomb is found, do not touch it. Law enforcement authorities will take charge.
9. After all students have been evacuated, lock the doors to the building and do not unlock until the building is considered safe.
10. Check absentee lists for possible clues as to who might have phoned in the bomb threat.

### BURKE STREET CAMPUS

Persons will evacuate the building and gather on the north lawn along 8th street.

## BOMB THREAT

## FORT SCOTT COMMUNITY COLLEGE

1. Closest administrator or designee shall call 911 and make general warning throughout the campus.
2. Administration with the assistance of law enforcement officers will attempt to contain the movement within the building.
3. Administrators shall decide whether to evacuate the building, move employees and visitors to another location, or remain in offices with doors locked.
4. An information blackout shall be imposed. All requests for information will be referred to one designated person.

### FACULTY GUIDELINES

1. Close and lock classroom doors.
2. Stay in room and keep students in room to stop hall traffic.
3. Take a roll count and make sure a class list is available and taken with you if ordered to leave the room.
4. If ordered to evacuate, follow the fire drill plan unless other instructions are given, such as tornado drill procedures.
5. If unable to receive instructions and the building seems to be in danger, get students into the safest possible environment (away from windows, under desks, take to hall).
6. Do not comment to students until you are notified of the facts. After receiving verification from the person in charge, acknowledge what has happened and explain the situation in appropriate terms.
7. Model appropriate expression of feelings and allow students to express their feelings.
8. Be alert for students who seem to be experiencing more than normal stress who may need to be given special counseling. Notify counselors as soon as possible.
9. Allow students to talk out their feelings when they are in a secure place and/or the facts have been relayed to them.
10. When class resumes, you may need to adjust assignments, postpone tests, and provide an opportunity for student to discuss what happened.
11. It may be appropriate to allow students to write about their feelings and vent their frustrations in a constructive way.

## BUILDING INTRUDER

# FORT SCOTT COMMUNITY COLLEGE

## Bomb Threat Report

Be calm, courteous, listen to the caller and notify your supervisor immediately.

Your name \_\_\_\_\_ Date \_\_\_\_\_ Time Received \_\_\_\_\_

Male \_\_\_\_\_ Females \_\_\_\_\_ Adult \_\_\_\_\_ Child \_\_\_\_\_ Familiar? \_\_\_\_\_

EXACT WORDS OF CALLER:

Try to keep caller on phone and ask: 1. Where is it? 2. When will it go off?  
3. What does it look like? 4. What kind of bomb is it? 5. Why did you place the bomb?  
6. What is your name?

### VOICE

\_\_\_\_\_ Loud \_\_\_\_\_ Soft  
\_\_\_\_\_ High Pitch \_\_\_\_\_ Deep  
\_\_\_\_\_ Raspy \_\_\_\_\_ Pleasant  
\_\_\_\_\_ Intoxicated \_\_\_\_\_ Other

### SPEECH

\_\_\_\_\_ Fast \_\_\_\_\_ Slow  
\_\_\_\_\_ Distinct \_\_\_\_\_ Distorted  
\_\_\_\_\_ Nasal \_\_\_\_\_ Stutter  
\_\_\_\_\_ Lisp \_\_\_\_\_ Slurred

### ACCENT

\_\_\_\_\_ Local  
\_\_\_\_\_ Foreign  
\_\_\_\_\_ Other

### LANGUAGE

\_\_\_\_\_ Foul  
\_\_\_\_\_ Good  
\_\_\_\_\_ Poor

### MANNER

\_\_\_\_\_ Calm \_\_\_\_\_ Angry  
\_\_\_\_\_ Rational \_\_\_\_\_ Irrational  
\_\_\_\_\_ Coherent \_\_\_\_\_ Incoherent  
\_\_\_\_\_ Deliberate \_\_\_\_\_ Emotional  
\_\_\_\_\_ Righteous \_\_\_\_\_ Laughing

Have you heard the voice before? \_\_\_\_\_ What did it sound like? \_\_\_\_\_

### BACKGROUND SOUNDS

\_\_\_\_\_ Machines, typewriters, printers \_\_\_\_\_ Other voices  
\_\_\_\_\_ Trains \_\_\_\_\_ Party Atmosphere  
\_\_\_\_\_ Cars \_\_\_\_\_ Music, radio, TV  
\_\_\_\_\_ Airplanes \_\_\_\_\_ Other

Have police been notified? \_\_\_\_\_ What time? \_\_\_\_\_

Who else has been notified? \_\_\_\_\_

Name of operator who took the call? \_\_\_\_\_

What phone line did the call come in on? \_\_\_\_\_

Is the call being held? \_\_\_\_\_ Being traced? \_\_\_\_\_

Signed \_\_\_\_\_ Title \_\_\_\_\_

Send a copy of this form to Chief of Police, 1604 South National, Fort Scott, KS 66701

# BOMB THREAT CALL CHECKLIST