



EMERGENCY ACTION PLAN

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Requirements for an Emergency Action Plan

Beckfield College places great emphasis on the safety of its employees and students. Any institution of higher education is responsible for compliance with all relevant federal, state and local regulations related to safety. The Occupational Safety and Health Act of 1970 (20. U.S.C § 651-678 and 29 C.F.R. § 1910.30) requires that each institution must have a written emergency action plan kept in the workplace and available for employee review upon request, as required by OSHA standards.

Written Action Plan

This document fulfills the institution's obligation to have a written emergency action plan (EAP), available to all employees for review through the Executive Director of Accreditation, Compliance and Student Services. Because Beckfield College has more than 10 employees, the Emergency Action Plan is required to be issued in writing and Beckfield College's plan is posted in the College's Accreditation Library via SharePoint.

Essential EAP Elements

Reporting Fire or Other Emergency

While the President of the college serves as the chief executive officer, the responsibility for coordinating safety procedures during an active emergency may be delegated to other college administrators or staff members, depending on the situation. The following individuals are recognized as administrators of the institution and may be tasked with or assume the responsibility for managing an emergency or crisis.

- President (x.1121)
- Director of Facilities (x. 1151)
- Director of Human Resources (x. 1112)
- Exec. Director of Accreditation, Compliance and Student Services (x. 2358)
- Vice President of Information Technology (x.1124)

Additional Administrative Contacts:

- Director of Admissions (x.1127)
- Director of Library Services/Librarian (x.1135)
- Director of Student Financial Services (x. 1134)
- Director of Student and International Services (x. 1192)

Procedure for Emergency Evacuation

When the fire alarm is activated in the building, the administrative support staff is responsible for dialing 911 and informing them of the active fire alarm before exiting the building (from 7am-7pm, Monday through Thursday; 7am-4pm Fridays and 8am-1pm on specific Saturdays before each quarter start).

Regardless of the time, when the fire alarm sounds, all non-administrative faculty and staff should immediately proceed to the nearest exit, assisting and directing other faculty, staff, students, and guests out of the building. Once outside, the faculty and staff should ensure everyone moves to a safe distance away from the building. It is crucial to keep driveways, lanes, and other access routes clear to allow unobstructed access for emergency services vehicles and personnel.

Steps to Evacuate after 911 has been called

- **Alert:** Activate the nearest fire alarm and alert others.
- **Evacuate:** Use the closest door to exit the building.
- **Close Doors:** Close doors behind you to slow the spread of fire.
- **Assembly Point:** Proceed to the designated assembly area. Keep all staff and students away from the area.
- **Report:** Inform Administration and emergency personnel of any missing persons or hazards.

If Trapped

- Close all windows and doors.
- Place a cloth under the door to prevent smoke from gaining entry.
- Signal for help by hanging a cloth out of a window.

In case of a fire that is contained in a specific small area (trash can, microwave, small equipment)

- Evacuate only the immediate area.
- Locate and use the nearest fire extinguisher according to the proper method if you have been trained, if not, leave.
- Notify Administration immediately.
- Fill out an incident report completely.

It is the goal of the institution to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The College will continue to assess potential risks and assess their impact. The College will review this plan on an annual basis. In the event of a campus emergency, students and employees will be notified via email, text message, college website, and through designated security authorities.

The College will work with local authorities and emergency personnel to confirm that there is a significant emergency or dangerous situation. Timely warnings will be sent to all students and

employees who the College and/or local authorities have deemed at risk. The College will, without delay, considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. In the event of an emergency, the following designated campus security authorities will be designated to assist and provide information.

The College will work with local authorities to determine the segments of the campus community to receive notification. If during this procedure it is determined that the emergency impacts the larger community, the College will work with local authorities to send the appropriate communication. Beckfield College will test its emergency response and evacuation procedures on an annual basis. Students and employees will receive an alert from one of the designated individuals above and will be expected to follow emergency and/or evacuation procedures. One of the designated campus security authorities will document the description of the exercise, the date, time and whether it was announced or unannounced.

In the event of a fire, tornado, severe weather, or other similar emergencies, the buildings may be evacuated for safety. If this occurs during in-class time, instructors need to take their daily attendance/roll sheet with them to the evacuation area and take roll once your class is lined up outside.

Department heads should note the location of their employees before the evacuation, then take attendance in the evacuation area once outside.

All faculty, staff, and employees should familiarize themselves with the posted evacuation maps and emergency guidelines located in every room on campus. If the evacuation maps are not in any room, please contact the Director of Facilities.

Your department/class should meet at a single point outside the building. This is recommended to help ensure everyone is accounted for and have made it safely out of the building.

When an alarm sounds you should:

- Walk quickly to the nearest available exit that can be reached safely. Alert others to do the same and, with their permission, help individuals requiring assistance.
 - Lead your class/department to a single location.
 - Go to the nearest evacuation area. (see Emergency Evacuation Areas)
 - Do not re-enter a building until it is directed by fire/rescue, an officer, or a clearly identified Designated Campus Security Authority.
 - Faculty should not allow students to leave campus during the evacuation. Faculty must take roll again upon re-entry to the classroom.
 - When an alarm sounds you should (cont.):
-
- If severe weather or a tornado is the reason for the evacuation, please report to the shelter sites designated on the evacuation maps located in each room.

Beckfield College conducts regular drills for your safety and to make sure in the event of an emergency, everyone knows what to do.

Individuals with Disabilities

The College emphasizes the importance of assisting individuals with disabilities during evacuations or emergency situations. Here are the key points to remember:

- **Encouragement for All:** All students are encouraged to assist individuals with disabilities during evacuations.
- **Faculty and Staff Responsibilities:** Faculty and staff should attempt to aid individuals with disabilities in emergencies.

Types of Assistance

- **Physical Assistance:** Some individuals may need physical help.
- **Varied Needs:** Assistance needs can vary. Some individuals may not require physical help but may need guidance or support.

Who May Need Assistance

- **Mobility Impairments:** Individuals using wheelchairs, crutches, or walkers.
- **Sensory Impairments:** Individuals with hearing or visual impairments.
- **Other Disabilities:** Individuals with mental impairments or other conditions that restrict mobility.

Important Considerations

- **Safety First:** Always ensure your own safety and the safety of others when providing assistance.
- **Communication:** Clearly communicate with the individual to understand their specific needs and how you can best assist them.

By following these guidelines, we can ensure a safer environment for everyone during emergencies.

Critical Plant Operations Designees

Federal law requires that critical plant operations personnel be designated and provided with procedures for any critical operations to be conducted before evacuation. These personnel area as follows:

- President (x.1121)
- Director of Facilities (x. 1151)
- Director of Human Resources (x. 1112)
- Exec. Director of Accreditation, Compliance and Student Services (x. 2358)
- Vice President of Information Technology (x.1124)

These designated personnel are responsible for sweeping areas to ensure evacuation and shutting doors as the building empties.

Post-Evacuation Account of Persons

Federal law also requires the College to provide procedures to account for all employees and students after evacuation. Each manager is responsible for accounting for the whereabouts of his or her direct reports after evacuation. This can be done electronically or in person, depending on the circumstances. Each manager should make a good faith effort to locate all direct reports and then report the status to the President. When reporting identify yourself, your role, and the number and status of your direct reports.

Ex. First Name Last Name, Executive Director of Accreditation, all 3 direct reports accounted for.

Faculty who are conducting classes are responsible for accounting for each student and reporting the information to the Program Chair of the program. The Program Chair is responsible for reporting this information to the President. Again, each party must first confirm whether every student has or hasn't been accounted for. If anyone is not accounted for, the name of this person must be provided immediately upon determination.

Ex. First Name, Last Name. DMS faculty. DMS1015 All 8 students accounted for. 2 were absent for today.

Employees Performing Rescue or Medical Duties

In the event that a rescue or medical attention is necessary, these functions should be performed only by adequately trained or certified personnel. Basic life support and first aid are allowable if performed by certified personnel who are wearing appropriate personal protective equipment and following standard precautions. Do not attempt procedures that you are not trained for and immediately seek assistance from more qualified personnel.

Designated Employee Contacts for EAP Information

Federal law requires the College to provide the job title of every employee who may be contacted by employees for more information about the plan or an explanation of their duties under the plan. This information is provided below:

- President (x.1121)
- Director of Facilities (x. 1151)
- Director of Human Resources (x. 1112)
- Exec. Director of Accreditation, Compliance and Student Services (x. 2358)
- Vice President of Information Technology (x.1124)

Employee Alarm System

As required by federal law, Beckfield College has and maintains a central alarm system that contains the required distinctive signal and complies with all requirements under [§ 1910.165](#).

Administrative Training and EAP Review

Federal requirements for this EAP indicate that certain employees are designated and trained to assist in a safe and orderly evacuation of other employees. These employees are listed as follows by job description:

- President
- Director of Facilities
- Director of Human Resources
- Executive Director of Accreditation, Compliance and Student Services
- Vice President of Information Technology
- Director of Admissions
- Director of Library Services/Librarian
- Director of Student Financial Services
- Director of Student and International Services
- Program Director for each program

Additionally, the College is responsible for reviewing the EAP with each employee falling under the plan under the following conditions:

- Upon development of the plan or the employee is assigned initially to job
- When the employee is assigned initially to a job
- When the plan is changed

The College will provide regular training on its EAP to all faculty and staff. Students, faculty, and staff undergo annual drills to test the intuition's response to emergencies. Students and employees will receive an alert from one of the institution's designated individuals above and will be expected to follow emergency and/or evacuation procedures. One of the designated campus security authorities will document the description of the exercise, the date, time and whether it was announced or unannounced. New employees will be given a copy of this plan upon hire.

Additionally, during orientation, new students and employees are informed about safety and security on campus. Several individuals from the college discuss the importance of safety on campus and students are informed about where and to whom to report a crime or incident to on campus.

Employees and students are provided with a copy of the annual safety and security report on an annual basis. This plan covers tornadoes, earthquake, fire, bomb threats, utility emergencies, and fallen aircraft as well as the KCTCS recommended procedures for handling anthrax and other biological agent threats. This plan continues to be distributed to the new faculty.

The Annual Safety and Security Report outlines greater details. This report may be located on the Beckfield College website at www.beckfield.com

Communication Plan

Communication is a critical part of incident management and response. Beckfield's communications supports the mission to provide clear, effective internal and external communication between the college, staff, students, emergency responders, the community, and the media. If communication needs to be shared with the media, the College will designate an individual to speak on its behalf.

The College President and/or Executive Director of Accreditation, Compliance and Student Services will communicate directly with emergency responders and the media. The College may provide communication templates for departments or staff who need to communicate with outside agencies.

In the event of an emergency, a designated staff member will serve as the primary communication agent for the College.

Hazardous Chemical Exposure

Please remain vigilant about the potential exposure to hazardous chemicals and biological agents.

Chemical and Biological Threats

Be aware of the potential for chemical or biological attacks. Follow these steps to minimize exposure:

- **Suspicious Packages:** Do not open containers, envelopes, or packages with unknown, suspicious, or no return addresses. Avoid investigating items leaking oil or powder. If in doubt, contact the Director of Facilities or President. Leave the item untouched and turn off any nearby fans or ventilation.

Chemical and Biological Threats (cont.)

- **Contaminated Items:** If an item is opened and suspected of being contaminated, turn off fans and ventilation immediately. Contact the contact the Director of Facilities or President, who will notify municipal authorities. A building evacuation may be initiated following the fire alarm policy.
- **Securing the Area:** Secure the hazardous area and wait for instructions from municipal authorities.
- **Evacuation:** Students and staff should remain in the parking lot, away from the building, until cleared by medical personnel.
- **Stay Calm:** Remain calm and follow all instructions.

Training and Supervision

Individuals handling hazardous chemicals must receive proper training before beginning their work. Supervisors are responsible for ensuring their employees are trained before assigning tasks involving hazardous chemicals.

If required, program director maintains Material Safety Data Sheets (MSDS) binders and information on chemicals stored and used on campus.

Hostage Emergency Situation

In the event of a hostage situation, it's crucial to remain calm and take appropriate actions to ensure your safety and the safety of others. Follow these steps to navigate the situation effectively:

If Not Directly Involved

- Quietly leave the area.
- Immediately notify 911.
- Stay away from the area and try to establish a wide perimeter to prevent others from entering the area.

If Part of the Situation

- Remain calm and avoid sudden movements.
- Cooperate with the hostage-taker.
- If you need to speak, ask for permission to avoid further agitation.
- Stay alert and follow the instructions given by the police or hostage negotiator.

In a Rescue Situation, Follow These Guidelines

- Stay calm and still. Do not run.
- If possible, drop to the floor and remain still.
- If dropping to the floor isn't an option, cross your arms, bow your head, and stand still.
- Avoid any sudden movements that could be misinterpreted as hostile or threatening.
- Wait for and follow all the instructions given by rescuers.
- Do not get upset, resist, or argue if rescuers are unsure whether you are a hostage or a threat.
- Even if you are handcuffed and searched, do not resist. Remain patient and wait for the situation to be clarified.

Remember, in any rescue situation, your safety and the safety of others depend on staying calm and following instructions. By remaining still, avoiding sudden movements, and cooperating with rescuers, you can help ensure a smoother resolution to the crisis. Stay patient and trust that the confusion will be sorted out. Your cooperation is crucial.

Medical Emergencies

All Medical Emergencies/Accidents/Incidents

If a medical emergency occurs, get the names of witnesses and information necessary for an accident report:

- Name of injured person
- Injured person's address and telephone number
- Date and time of injury
- Description of what happened
- Summary of action taken
- Names of any witnesses
- Conditions at site of accident (wet/dry, lights on/off, apparent hazards or absence of such, etc.).
- Report this information immediately to the Director of Facilities, President and Executive Director of Accreditation, Compliance and Student Services.
- Follow up written information and accident reports may be sent compliance@beckfield.edu

Employee Safety Responsibilities

All college employees are required to perform their duties with the utmost regard for safety. If an employee identifies a need for safety training or protective equipment, they should promptly inform their immediate supervisor to address the requirement.

Incident Reporting Procedures

In the event of an accident resulting in physical injury, follow these steps to ensure proper handling:

- **Immediate Reporting:** Report all incidents involving physical injury to the Director of Facilities, President or Executive Director of Accreditation, Compliance and Student Services without delay.
- **Ensure Safety:** Move faculty, staff, students, and guests away from any hazards at the accident scene. Do not approach the scene unless it is safe to do so. If the area is unsafe, keep everyone at a safe distance and wait for the Director of Facilities, President or Executive Director of Accreditation, Compliance and Student Services to arrive.
- **First Aid:** Kentucky law restricts the dispensing of medication or treatment of injuries to licensed or certified medical personnel. Faculty and staff may administer basic First Aid, if trained, when necessary.
- **EMS and Family Notification:** The decision to call Emergency Medical Services (EMS) and/or notify the student's parents or family members will be made by an administrator.
- **Injuries:** Accidents involving serious or life-threatening injuries must be reported to the President and Executive Director of Accreditation, Compliance and Student Services.]

Emergencies appear to be Life-Threatening

Examples: Altered mental status, unconsciousness, difficulty breathing, chest pain or discomfort, inability to move, potential head, neck, or spinal injuries, large broken bones, uncontrollable bleeding, stroke, etc.

- **Call 911** immediately: Provide your location and details of the emergency.
- Do not move the victim.
- **Contact Administration:** Inform them of the situation.
- **AED:** Retrieve an Automated External Defibrillator (AED) if needed.
- **CPR:** Administer CPR if trained and necessary.
- **Provide First Aid:** Administer to the level to which you are trained, after obtaining consent from the person.
- **Guide EMS:** Assign someone to guide emergency medical services to the location

NOTE: Although seizures are normally not a life-threatening medical emergency, College policy is to follow the procedures for life threatening emergencies UNLESS the individual responding has a specific, individualized medical protocol from the victim's doctor outlining medical steps to be taken in the event of a seizure.

If the Emergency Requires Medical Attention but Appears Not to Be Life-Threatening

Examples: minor cuts, abrasions, sprains, etc.

- Provide First Aid to the level to which you are trained after obtaining consent from the person.
- Every employee should have access to a first aid kit, each department is responsible for providing and maintaining these kits
- If personnel are not available to make a determination as to whether the injured person should be transported to a medical facility, allow the injured person to make that determination. Provide as much help and support as possible until transportation arrangements have been made. (Do not volunteer to transport the injured person, as this would increase personal and College liability.)

NOTE: If the injured person chooses not to be transported to a medical facility and you disagree with that determination, you may insist that a trained person be called to the scene to assist in making the determination; then call 911.

If Accident or Injury appears to require no first aid or medical attention

Occasionally accidents will occur where individuals, including the accident victim, will assume that no injury has occurred, and that no medical attention is required. However, symptoms may become evident later, and an accident report should still be filed with the Compliance Officer as soon as possible and always within 24 hours. If the accident victim is unwilling to provide his/her name and other information, please report time of day, incident location details and physical description of individual involved.

Robbery

What to Do During a Robbery

- **Comply with Demands:** If you are an employee handling institutional funds or assets and are confronted by someone demanding cash or valuables, comply immediately, especially if the perpetrator is armed with a weapon.
- **Ensure Safety:** Prioritize your safety and the safety of others by surrendering the demanded items without resistance.
- **Contact Authorities:** As soon as it is safe, contact the Director of Facilities or President, who will then notify local police authorities.
- **Observe and Remember:**
 - If possible, take note of the perpetrator's physical characteristics, such as height, weight, hair color and length, eye color, facial hair, and approximate age.
 - Look for any distinguishing features like tattoos, scars, or marks, and note any unique speech patterns, such as a lisp or stutter.
 - Pay attention to the individual's clothing, including the color and condition of their clothes and shoes.
- **Seek Support:** Coping.

By following these steps, you can help ensure your safety during a robbery and provide valuable information to authorities that can aid in their investigation.

Shelter in Place

Why Shelter in Place

- **Hazardous Materials Incident:** Seek immediate shelter if hazardous materials are released into the atmosphere.
- **Violent Person:** Stay indoors if there is a threat from a violent person on campus.
- **Severe Weather:** Take shelter during severe weather events like tornadoes or windstorms.

Steps to Shelter-in-Place

- Move to an interior room with no windows.
- Close and lock all windows and doors.
- Turn off ventilation systems if possible.
- Stay informed through college communication channels.
- Remain in place until authorities declare it safe to leave

Plan

Shelter in place means finding a safe location indoors and staying there until you are given an “All clear” or told to evacuate. You may be asked to shelter in place because of an active shooter; tornado; or chemical, radiological, or other hazards.

Tips:

- **Create safe location:** Does the door lock? Does it open out or in? Is there furniture nearby

that you can use to barricade the door? Can you close or block the windows?

- **Needs:** Think of what you might need (food, water, and medication) if the shelter-in-place notice lasts many hours.

Evaluation

In an active shooter situation: determine whether you need to barricade yourself. Know if the door opens outward or inward. Test the lock.

In a severe weather event: the rule of thumb is to put as many walls between you and the outdoors as possible and head to the lowest floor possible. The basement is an ideal location.

Respond

- Stay calm.
- Proceed to a location that can be secured, and lock or secure the door. If necessary, move something in front of the door to ensure it cannot be forced open.
- Turn off all lights, silence all phones, and wait for further instructions. Instructions will come via e-mail or text; so, keep your silent phone nearby.
- Do not open the door until instructed by responding authorities.
- Remember: contact 911 if you feel that your safety is in jeopardy.
- Wait in the safest location possible until you are given the “all clear” or told to evacuate.
- During an active shooter situation, the College will “lock-down” all exterior doors.

Threatening Phone Calls and Written Threats

When receiving a threatening phone call, it's crucial to remain calm and gather as much information as possible to assist authorities. Follow these steps to ensure your safety and help manage the situation effectively:

Stay on the Line: Do not hang up on the caller. Gather as much information as possible.

Document Important Details

- Note the time of the call.
- Record the phone number if available.
- Write down the caller's name if provided or known.
- Identify the type of threat (e.g., bomb threat, death threat, biological attack).
- If it's a bomb or gun threat, ask for the location of the bomb or weapon.
- For bomb threats, inquire about the timer or expected explosion time.
- Listen to background noises (e.g., music, traffic) that might help identify the caller's location.
- Ask the caller why they are making the threat and document their response carefully.

Handling Written Threats

Minimize handling of the document and avoid letting multiple people touch it.

Reporting the Threat: Immediately contact direct supervisor and the President. The President will notify the local police authorities and conduct an initial evaluation of the situation.

Decision Making

- The President will consult other member of administration and determine if evacuation is necessary.
- The President or their designee will decide on class cancellations.

Communication

- Do not inform anyone other than President and direct supervisor about the threat until the situation has been initially evaluated and authorities have been notified.
- If evacuation is required, various methods will be used to ensure it is done calmly and safely, minimizing panic and danger to the community.

By following these guidelines during a threatening phone call, you can help ensure your safety and provide valuable information to the authorities. Stay calm, document everything, and trust that the appropriate measures will be taken to handle the situation effectively. Your cooperation is essential in resolving the threat safely.

Utility Failure and Emergencies

When indoor flooding occurs, it's crucial to act quickly and safely to minimize damage and ensure everyone's well-being.

Indoor Flooding Occurs

- **Ensure Safety:** Immediately move to a safe area away from the flooding. Avoid contact with the water, as it may be contaminated with sewage, chemicals, or other hazardous materials.
- **Turn Off Utilities:** If it is safe to do so, the Director of Facilities will turn off electricity, gas, and water at the main switches or valves to prevent further damage and hazards.
- **Report on the Flooding:** Notify the Director of Facilities about the flooding situation.
- **Protect Belongings:** If possible, move valuable items and important documents to a higher, dry location.
- **Avoid Electrical Equipment:** Do not use electrical appliances or touch electrical outlets if you are wet or standing in water.

By following these steps, you can help ensure your safety and minimize damage during an indoor flooding event. Stay calm and take prompt action to protect yourself and your property.

In the event of a power outage, it's important to follow specific procedures to ensure safety and minimize disruption. Here are the steps you should take:

Power Outage

- **Report on the Outage:** Immediately notify the Director of Facilities about the power outage.
- **Turn Off Equipment:** Switch off all electrical equipment and appliances but leave the lights on. Secure or turn off all lab-related materials.
- **Do Not Interfere:** Do not attempt to fix the power outage or turn equipment back on until you receive authorization.
- **Classroom Protocol:** If the power outage is not related to any other emergencies, instructors should open the blinds if the classroom has windows and continue with class with minimal interruption. Power is usually restored quickly; so, stopping the learning process is generally unnecessary for non-weather-related outages.

Emergency Lighting: In the event of a widespread power loss, battery operated emergency lighting should activate, providing emergency lighting in the hallways.

By following these procedures during a power outage, you help ensure everyone's safety and maintain order. Stay calm, follow the guidelines, and wait for further instructions from authorized personnel. Your cooperation is essential in managing the situation effectively.

Weather and other Natural Disasters

- **Earthquake:** seek shelter under a hard surface such as a sturdy desk, counter, table or stand in a doorway or corner of a room.
- **Tornado:** Move to the lowest level of the building, away from windows.
- **Lightning:** Avoid using electrical equipment and stay indoors.
- **Flooding:** Move to higher ground and avoid walking or driving through floodwater.

Earthquake Procedures

During an Earthquake

- **Indoors:** Take cover under a sturdy piece of furniture like a desk, table, or counter. Alternatively, stand in a doorway or corner of the room.
- **Outdoors:** Move to an open area away from buildings, trees, light poles, and power lines.

After the Earthquake

- **Evacuate Safely:** Quickly gather your valuables and leave the building. Assist those with mobility, impairments or disabilities if needed.
- **Aid the Injured:** Help those with injuries, but do not move seriously injured individuals unless staying in the building poses a greater risk.
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After the Earthquake (cont.)

- **Prepare for Aftershocks:** Be aware that aftershocks may follow. These can still be strong enough to cause damage, so evacuate to a safe zone away from buildings, power lines, and trees.

Designated Safe Areas

An open area away from buildings, trees, poles, and power lines.

By following these procedures, you can help ensure your safety and the safety of others during and after an earthquake.

Inclement Weather Procedures

During inclement weather, it's essential to have clear guidelines to ensure the safety and well-being of everyone. This policy outlines the procedures to follow when severe weather conditions occur, helping to minimize risks and maintain order.

- **Purpose:** The purpose of this standard operating procedure is to ensure that all faculty, staff and students are properly notified within a timely manner of a decision to delay the opening of the building or closing the building entirely due to inclement weather.
- **Application:** As part of this procedure, named employees will have a specific duty in the event of inclement weather.
- **Definitions:** Inclement weather: Severe weather conditions that are unsafe or unreasonable for people to work in (not specific to snow).

Procedure Steps

Step 1: In the event of inclement weather specifically named employees (IT, HR, & President) will communicate and make a determination as to what determination will be made.

When necessary, this step will include receiving communications from fellow employees in alternate counties, accounting for other local colleges and universities in the area, local county school determinations, as well as looking at our enrollment geographic demographic weather conditions. For an overnight inclement weather situation, Vice President of IT, Director of HR, & the President, will make every effort to make a decision and communicate it by 5:15 am.

If the decision is made to proceed with normal operations, there will be no notification/update and normal business operations will proceed as usual.

Step 2: Notifications will be sent out.

- The HR representative will update TextAim Number to specific notification.
 - Specifically, notification will be updated to one of three settings:
 - Normal operations / Business as usual
 - 90-minute delay – Students: morning classes contact instructor for specific class details; clinicals contact your clinical instructor for specific details; Employees: report to campus by no earlier than 9:30 am.
 - Campus Closed – Students: Didactic Classes: contact your instructor for specific class details; Lab Classes: contact your instructor for specific class details; Clinical courses: contact you instructor for specific class details; Employees: HOURLY – PTO will be utilized, unless you have been notified by your direct supervisor that you can work from home, please clock in and out as usual); unless you have PTO available and decide to use it, Salary –

Unless you have taken/decide to take/previously requested time off you may work remotely.

- The HR representative will send out email to all faculty, staff, and students from announcements@beckfield.edu.
- The HR representative will notify appropriate local news channels.
- The marketing representative will update Facebook page.
- The IT representative will update the Canvas system with an announcement.
- The HR representative will notify Leadership representatives.
 - Leadership representatives will communicate via text to their direct reports.

By adhering to this inclement weather policy, we can ensure everyone's safety and maintain a sense of order during severe weather conditions. Your cooperation and attention to these guidelines are crucial in helping us navigate these situations effectively. Stay safe and informed.

Additional Resources: Beckfield College Inclement Weather Flyer. All students receive at New Student Orientation.

Tornado Safety Procedures

Tornado Overview

A tornado is a violently rotating column of air extending from a thunderstorm to the ground, often visible as a funnel cloud. Tornadoes can occur in any season and at any time, often accompanied by lightning and hail.

Key Facts: Wind speeds can exceed 200 mph, be over one mile wide and 50 miles long. The destruction and injury depend on the tornado's intensity, size, path, and duration. By understanding these key points, you can better prepare for and respond to tornado threats.

When a Tornado Threatens

- **Seek Shelter:** Move to the safest place available before the tornado hits. In a sturdy building, this means a small, interior, windowless room like a closet or bathroom on the lowest level. A basement is ideal.
- **Avoid Unsafe Locations:** Do not seek shelter in mobile homes, open-plan buildings (e.g., malls, big retail stores, gymnasiums), vehicles, or outdoors.

Advance Notice

Stay Informed: Pay attention to weather reports and sign up for text alerts or smartphone apps that provide weather warnings.

National Weather Service (NWS) Alerts

- **Tornado Watch:** Issued when conditions are favorable for tornadoes.
- **Tornado Warning:** Issued when a tornado has been sighted or indicated by radar. Warnings are typically issued 13 minutes before the event, but this can vary.

Immediate Actions

- **Take Immediate Action:** Always respond promptly to tornado warnings, even if previous warnings did not result in damage. Tornadoes are unpredictable.

Planning Ahead

- **Prepare and Practice:** Plan and practice your response to ensure you can act quickly. Identify and familiarize yourself with the safest places in your building.

Moderate Protection Areas

Sturdy Buildings: While not specifically designed for tornado protection, certain areas in sturdy buildings can offer moderate protection depending on the tornado's intensity and proximity.

Well-Being Check

Concern regarding a student, staff, faculty member, or visitor who seems to pose an immediate or potential threat to their own safety or the safety of others.

If there is an immediate threat:

- Call 911: Provide specific details about the situation to emergency responders.

If you are experiencing thought of suicide, please contact a suicide prevention resource immediately. For example, <https://988lifeline.org> offers many free and confidential support options, including, but not limited to:

Call 988 or Text 988

Online chat is also available through the website.

The Annual Safety and Security Report provides greater details. This report may be located on the Beckfield College website at www.beckfield.com

Workplace Violence: Recognizing Potential

An Active Shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources Department if you believe an employee or coworker exhibits potentially violent behavior.

Indicators of Potential Violence by an Individual

Individuals typically do not just “snap,” but tend to display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an individual may include one or more of the following (this list of behaviors is

not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Behavior, which is suspect of paranoia, (“everybody is against me”)
- Depression and/or withdrawal
- Explosive outbursts of anger or rage without provocation
- Increased severe mood swings
- Increased use of alcohol and/or illegal drugs
- Increasingly talks of problems at home
- decrease in attention to appearance and hygiene
- Noticeably unstable, emotional responses
- Repeated violations of company policies
- Resistance and overreaction to changes in policy and procedures
- Suicidal; comments about “putting things in order”
- Unexplained increase in absenteeism; vague physical complaints

Suspicious/Concerning Behavior

At times, you might notice a individual (student or employee) exhibiting unusual, suspicious, or alarming behavior. This could include sudden changes in appearance or hygiene, making threatening or inappropriate comments, expressing disturbing thoughts in writing or assignments, or being the subject of concerning rumors. If you believe the individual may pose a danger to themselves or others, it's important to report this to your direct supervisor and/or an administrator. Provide any relevant information or documentation to assist in assessing the situation.

Once your direct supervisor and/or an administrator is informed, the individual will escalate the concern to the President. This administrator will evaluate the situation, possibly seek input from others, and decide on an appropriate course of action. While predicting violence is not always possible, certain indicators can help guide the decision-making process.

When faculty and staff report concerning behavior to the administration, it's important to understand that privacy laws often prevent sharing detailed information about an individual's mental health. This means that updates or specific details about the situation may not be provided to the person who made the report.

If an individual is considered a potential threat to themselves or others, institutional officials may require them to undergo a psychological evaluation. However, the final decision on whether the student will be committed for treatment or allowed to continue their studies typically rests with the written opinion of a licensed physician or psychiatrist.

The Annual Safety and Security Report provides greater details. This report may be located on the Beckfield College website at www.beckfield.com

Workplace Violence: Weapons and Firearms

If you become aware that an individual has a firearm or other deadly weapon, immediately notify President or an administrator. Do not attempt to confront the individual yourself. If a weapon is displayed, stay calm and, without putting yourself in danger, try to alert an administrator, or another employee. Speak to the individual in a calm and controlled manner.

In the event of an active shooter situation, everyone should evacuate the building or area immediately and move to a safe location. Once safe, notify the President and call 911 to report the situation (See Active Shooter section of this plan for more detailed information).

U.S. Department of Homeland Security: Active Shooter

Direct Resource for this entire section:

U.S. Department of Homeland Security, Washington, DC 20528, cfsteam@hq.dhs.gov

https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

Profile of an Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active Shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because Active Shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an Active Shooter situation.

Good practice for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

CALL 911 - When it is safe to do so!

How To Respond When an Active Shooter is in the Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. **RUN:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. **HIDE:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

If the active shooter is nearby

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. **FIGHT:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items
- Yelling

How To Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and

other tactical equipment

- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety
-

How to react when law enforcement arrives

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Always keep hands visible
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s

Training Your Staff for an Active Shooter Situation

To best prepare your staff for an active shooter situation, create an Emergency Action Plan (EAP), and conduct training exercises. Together, the EAP and training exercises will prepare your staff to effectively respond and help minimize loss of life.

Components of an Emergency Action Plan (EAP)

Create the EAP with input from several stakeholders including your human resources department, your training department (if one exists), facility owners / operators, your property manager, and local law enforcement and/or emergency responders. An effective EAP includes:

- A preferred method for reporting fires and other emergencies
- An evacuation policy and procedure
- Emergency escape procedures and route assignments (i.e., floor plans, safe areas)
- Contact information for, and responsibilities of individuals to be contacted under the EAP
- Information concerning local area hospitals (i.e., name, telephone number, and distance from your location)

An emergency notification system to alert various parties to an emergency

- Individuals at remote locations within premises
- Local law enforcement
- Local area hospitals

Components of Training Exercises

The most effective way to train your staff to respond to an active shooter situation is to conduct mock active shooter training exercises. Local law enforcement is an excellent resource in designing training exercises.

Additional Ways to Prepare for and Prevent an Active Shooter Situation

Preparedness

- Ensure that your facility has at least two evacuation routes
- Post evacuation routes in conspicuous locations throughout your facility
- Include local law enforcement and first responders during training exercises
- Encourage law enforcement, emergency responders, SWAT teams, K-9 teams, and bomb squads to train for an active shooter scenario at your location

Prevention

- Foster a respectful workplace
- Be aware of indications of workplace violence and take remedial actions accordingly
- For more information on creating an EAP contact the U.S. Department of Labor, Occupational Health and Safety Administration, www.osha.gov.

Preparing For and Managing an Active Shooter Situation

Your human resources department and facility managers should engage in planning for emergency situations, including an active shooter scenario. Planning for emergency situations will help to mitigate the likelihood of an incident by establishing the mechanisms described below.

Human Resources' Responsibilities

- Conduct effective employee screening and background checks.
- Create a system for reporting signs of potentially violent behavior.
- Make counseling services available to employees.
- Develop an EAP which includes policies and procedures for dealing with an active shooter situation, as well as after action planning.

Facility/Facilities Manager Responsibilities

- Institute access controls (i.e., keys, security system pass codes).
- Coordinate with the facility's security department to ensure the physical security of the location.
- Distribute critical items to appropriate managers / employees, including:
 - Floor plans
 - Keys, internal and external
 - Facility personnel lists and telephone numbers
- Assemble crisis kits containing:
 - Radios
 - Floor plans

Reactions of Managers During an Active Shooter Situation

Employees and customers are likely to follow the lead of managers during an emergency. During an emergency, managers should be familiar with their EAP, and be prepared to:

- Take immediate action
- Remain calm
- Lock and barricade doors
- Evacuate staff and customers via a preplanned evacuation route to a safe area

Assisting Individuals with Special Needs and/or Disabilities

- Ensure that EAPs, evacuation instructions and any other relevant information address individuals with special needs and/or disabilities.
- Your building should be handicap-accessible, in compliance with ADA requirements.

Managing The Consequences of An Active Shooter Situation

After the active shooter has been incapacitated and is no longer a threat, human resources and/or administration should engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured.
- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties.
- Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly.
- Identifying and filling any critical personnel or operational gaps left in the organization because of the active shooter.

Lessons Learned

To facilitate effective planning for future emergencies, it is important to analyze the recent Active Shooter situation and create an after-action report. The analysis and reporting contained in this report is useful for:

- Serving as documentation for response activities
- Identifying successes and failures that occurred during the event
- Providing an analysis of the effectiveness of the existing Employee Assistance Program (EAP)
- Describing and defining a plan for making improvements to the EAP

Conclusion

The College is committed to ensuring a safe environment by proactively planning and implementing preventative measures for emergency and crisis situations. While it is impossible to anticipate every potential scenario, this Plan aims to provide faculty and staff with a structured framework to help mitigate damage and trauma during such events.

We value your input and encourage you to share any suggestions or ideas for improving the College's Emergency Preparedness Plan. Please reach out to the President or Executive Director of Accreditation, Compliance, and Student Services with your feedback. Your contributions are essential in enhancing our safety protocols.

Disclaimers

Although the editors of this Emergency Preparedness Plan have made every effort to ensure factual accuracy, no responsibility is assumed for editorial, clerical, or printing errors, or for errors caused by mistakes. The information presented in this Plan reflects the policies, procedures, regulations, and requirements of the College at the time of preparation. However, this publication does not establish contractual relationships.

The College reserves the right to alter the Emergency Preparedness Plan presented in this publication. These changes may include, but are not limited to, modifications such as additions, deletions, or revisions to policies, regulations, requirements, courses, tuition, and fees. All such changes can be made without prior notice. Additionally, the College may introduce, remove, or modify and implement policy changes to enhance the institution. This commitment to continuous improvement ensures the College Plan remains effective and up to date.

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