



# **EMERGENCY OPERATIONS PLAN**

**Adopted December 2019**

**Updated 6/17/2022**



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## Letter from the Chancellor

Arkansas State University-Newport places great emphasis upon providing a safe environment for students, faculty, staff and visitors in which to work and learn. Emergencies ranging from a tornado to an active shooter, a flood to a suicidal student, or a fire to a hazardous spill can occur without warning. Preparation is the key to safeguarding our campus community and ensuring a quick recovery. Planning for natural disasters and emergencies must be a priority for educational institutions regardless of size and location. ASU-Newport takes safety seriously, and we realize that advanced preparedness is pivotal to saving lives in the event of a disaster.



For that reason, ASU-Newport has enacted this Emergency Operations Plan. The Plan is intended to provide a framework for how the college will respond to an emergency including the hierarchy of authority on each of the three campuses, as well as specific guidelines covering some of the possible disasters we might encounter. While it is not possible to foresee every type of emergency or the specific circumstances that will exist, this Plan is intended to serve as a guide for any emergency or set of circumstances our institution might encounter.

Please familiarize yourself with the contents of this Plan and the specific role you play. As Benjamin Franklin said, “by failing to prepare, you are preparing to fail.” Let us not fall into that trap. Let us instead be prepared so that if and when the time comes, we are ready to act.

Sincerely,

*Johnny M. Moore, Ph.D.*

Chancellor



## Approval and Implementation

The Arkansas State University-Newport Emergency Operations Plan (EOP) is written and maintained under the authority of the Chancellor. This plan supersedes all previous emergency plans and shall be in full effect as of the date shown.

This Emergency Operations Plan has been reviewed and approved by:

_____ Johnny M. Moore Chancellor	_____ Date
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_____ Jeff Bookout Vice Chancellor for Economic and Workforce Development	_____ Date
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_____ Adam Adair Vice Chancellor for Finance and Administration	_____ Date
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_____ Dr. Typhanie Myers Interim Vice Chancellor for Academic Affairs	_____ Date
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_____ Dr. Allen Mooneyhan Interim Vice Chancellor for Student Affairs	_____ Date
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_____ Ike Wheeler Vice Chancellor for Leadership and Community Engagement	_____ Date
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## Record of Changes and Reviews

The Arkansas State University-Newport Emergency Operations Plan, including appendices, will be reviewed and approved by the Chancellor’s Executive Cabinet on an annual basis. All updates and revisions to the plan, excluding minor typographical and grammatical errors, will be tracked and recorded in the following table.

This plan is a “living document” and will be continuously updated as conditions change. This plan may be updated as a result of exercise lessons learned, as new guidelines are distributed, and as needed.

<b>CHANGE # or REVIEW</b>	<b>DATE</b>		<b>ENTERED BY</b>	<b>SUMMARY OF CHANGES</b>
1	1/21/2020		Kristen Smith	Replaced “Incident Command Center” with “Emergency Operation Center (EOC)” Replaced “Incident Commander” with “EOC Coordinator” Added escape clause and ethics statement to section 1.1 Added statement re: relinquishing control in section 1.3 Added Appendix C and D Changed Reports and Filing Officer
2	10/27/2020		Kristen Smith	Updated titles and employees where turnover has taken place Added “Leads” for Operations and Planning, Instructional Logistics, and Student Logistics
3	1/21/2021		Kristen Smith	Updated Chancellor’s letter and employees for turnover
4	4/13/2021		Kristen Smith	Updated for employee turnover



5	1/17/2022		Jeff Bookout	Updated Student Logistics for Jonesboro and Updated for employee turnover
6	6/6/2022		Jeff Bookout	Updated Emergency Response Team members as people have moved into other positions, or turnover has occurred. We have pulled out individual phone numbers from the plan and will include them as a separate appendix.
7	6/20/2022		Jeff Bookout	VC title changes
8	7/13/22		Johnathan Tubbs	Removed all personal names to avoid numerous edits upon departures and for web security purposes.



## Record of Distribution

The Arkansas State University-Newport Emergency Operations Plan has been distributed as a hard copy to each member of the Emergency Response Team (ERT) which includes Department of Campus Police personnel and the Facilities and Operations Leads at each campus.

Copies of this plan have been made available to the following ASUN external partners:

- A-State Emergency Management
- Newport Police Department
- Newport Fire Department
- Jackson County Sheriff's Department
- Jackson County Office of Emergency Management
- Jonesboro Police Department
- Jonesboro Fire Department
- Craighead County Sheriff's Department
- Marked Tree Police Department
- Marked Tree Fire Department
- Poinsett County Sheriff's Department

An electronic version of the EOP has been posted to the ASUN website at [https://www.asun.edu/campus\\_police](https://www.asun.edu/campus_police).





## Section 1: Overview

### 1.1. INTRODUCTION

This manual is a basic guide for providing responses to major disasters or disturbances occurring on or near an Arkansas State University – Newport (ASUN) campus or facility.

All personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined herein. The emergency response to any major disaster or disturbance will be conducted within the framework of this Plan. Arkansas State University – Newport will operate an Emergency Operations System (EOS) in the event of an emergency. The Emergency Operations System comprises major functional areas that include command, operations, planning, logistics, finance/administration and investigations. The Emergency Operation Center Coordinator for Arkansas State University – Newport shall be the Chancellor or Executive Cabinet member as noted in section 7.1. Exceptions or changes to the outlined procedures must be approved by the Emergency Operation Center Coordinator.

The Emergency Operation Plan is intended to provide specific direction for the college’s Emergency Response Team personnel. The Emergency Procedures listed in the second half of this policy are to be followed by everyone on campus at the time of an incident. Nothing in this Plan shall be construed in a manner that limits the use of good judgment and common sense. There are no provisions for suspension of state laws in an emergency. The ranking university official on the scene shall attempt to comply with laws if possible and shall maintain records where threat to life and property require extraordinary action.

### 1.2. PURPOSE

The Emergency Operations Plan is designed to effectively coordinate the use of college and community resources to protect life and property both during and immediately following a major natural or accidental disaster or major disturbance at or near Arkansas State University – Newport locations. It shall be placed into operation whenever an emergency affecting the college cannot be accommodated through normal operating procedures.

Since an emergency may be sudden and unforeseen, these procedures are intended to be sufficiently flexible to accommodate contingencies of all types and magnitudes.

The ASUN EOP provides:

- An organizational and conceptual framework for emergency management;



- Guidelines and procedures for responding to a broad range of natural and human caused emergencies;
- Key responsibilities and assignments; and
- Guidelines and procedures for recovery and continuity of operations following an emergency.

### **1.3. RESPONSIBILITY AND CONTROL**

The Emergency Operations Plan is under the control of the college's Executive Cabinet. The Plan is structured and operated under the Emergency Operations System (EOS) which is used by emergency services nationwide, as mandated by the National Incident Management System. The ICS is an all-risk system designed to be used in response to medical emergencies, technological accidents, natural disasters, and social emergencies.

The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. NIMS works hand in hand with the National Response Framework (NRF). NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management.

The primary objective of the Emergency Operations System is the management of assigned resources for effective control of any situation. The ICS organization expands in a modular fashion based upon the type and complexity of the incident. Functions are delegated to the command and operational staff, who are equipped to manage the "hands-on" details of the incident. Arkansas State University – Newport's Emergency Response Team (ERT) will be staffed and operated by personnel trained in ICS.

When an emergency arises, the college Chancellor or his/her designee will activate the Emergency Operations Plan. College personnel and equipment will be utilized to provide priority protection for:

- Health and safety of students, employees and visitors
- Shelter and recovery/preservation of property
- Restoration of the instructional program

The manner in which college personnel and equipment will be utilized will be determined by the Emergency Response Team under the direction of the Emergency Operation Center Coordinator. The Emergency Operation Center Coordinator will deactivate the Emergency Operations Plan when deemed appropriate.



Once outside emergency personnel arrive at the scene, ASUN will relinquish control of the area immediately involved in the incident to the ranking agency. ASUN personnel will continue to coordinate campus services as needed in accordance with priorities of protection.

#### **1.4. DEFINITIONS OF AN EMERGENCY**

The following definitions are provided as guidelines to assist administrators in determining the appropriate action.

**1.4.1. MINOR EMERGENCY:** An incident, potential or actual, which will not seriously affect the overall functional capability of the college.

**1.4.2. MAJOR EMERGENCY/DISTURBANCE:** An event, potential or actual, which affects an entire building or buildings and which will disrupt the overall operations of the college. Outside emergency services will be required as well as major efforts from all service organizations within the college. Major considerations and decisions will usually be required from administrative officials or designated employees during times of a crisis. In many such cases the Emergency Operations System may be activated and the appropriate support and operational plans will be executed.

**1.4.3. DISASTER:** An event or occurrence which seriously impairs or halts college operations. In some cases, casualties and property damage may be incurred. The coordinated effort of all designated personnel and available equipment is required to effectively control the situation. Outside emergency services will be necessary. In all such cases the Emergency Operations System will be activated and the appropriate support and operational plans will be executed.

#### **1.5. ASSUMPTIONS**

Success of the Emergency Operations Plan is dependent on a realistic approach to the problems likely to be encountered and on the personnel available during an emergency or disaster. The Emergency Operations Plan is, therefore, based on the following assumptions:

**1.5.1.** The succession of events in an emergency is not predictable; therefore, support and operational plans may be modified to meet the requirements of the situation.



- 1.5.2.** Disasters may affect residents in the geographical vicinity of the ASUN locations; therefore, city, county and federal emergency services may not be available.
- 1.5.3.** A major emergency will be declared if information indicates that such a condition is developing or is probable
- 1.5.4.** There is a good chance that an emergency or disaster such as one envisioned by this Plan may occur before or after regular college office hours, on a holiday or weekend when many departments are not operating. While the structure of this Plan remains the same, its implementation may vary depending on available resources and staff until the proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will be those persons who are available at the time. These individuals should seek to follow as nearly as possible the guidelines discussed in this Plan, while simultaneously making an effort to notify the college Executive Cabinet of the situation so as to obtain verification or advice on their actions.

#### **1.6. DECLARATION OF COLLEGE STATE OF EMERGENCY**

A Campus State of Emergency is a declaration which usually suspends a few normal functions of the college, alerts staff, faculty and students to change their normal behaviors, or implements parts of the Emergency Operations Plan. The college would normally declare a Campus State of Emergency during a time of natural or man-made disaster.

The authority to declare a campus state of emergency rests with the college Chancellor or designee. If a Campus State of Emergency is declared, it may become necessary to restrict access to specific areas on campus to authorized individuals. Only those authorized individuals who have been assigned emergency or resource duties will be allowed to enter the area or building affected by the incident.

During periods of campus emergency, only Arkansas State University – Newport students, faculty, staff, and persons required by their employment are authorized to be present on the campus locations. Those who do not have legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the State of Arkansas Criminal Code.

In addition, only those faculty and staff members who have been assigned duties in this Plan will be allowed to enter the immediate area of the emergency.



## **1.7. PROCEDURES REVIEW, PRACTICE AND NOTIFICATION**

### **1.7.1. EMERGENCY PROCEDURES REVIEW**

Annually the ERT will meet, evaluate and recommend to the Chancellor's Executive Cabinet any updates or changes to the plan.

Changes will be documented on the Record of Changes and Reviews page at the beginning of this document.

Major revisions must be promptly distributed.

### **1.7.2. EMERGENCY PROCEDURES PRACTICE**

Practice drills will be conducted once a year under the direction of the Emergency Operation Center Coordinator or designee.

All college emergency personnel and occupants of the affected building(s) are to participate fully in the drills.

Any procedural changes found necessary through conducting the drills are to be submitted to the members of the ERT.

Supervisor should provide time to employees for assisting in emergency preparedness planning and training.

Supervisor should allow time for training employees in emergency techniques such as fire extinguisher usage, first aid, and CPR.

### **1.7.3. EMERGENCY PROCEDURES NOTIFICATION**

During the fall of each academic year, the Vice Chancellor for Economic and Workforce Development or his/her designee will disseminate to each faculty and staff member information reflecting changes to the college Emergency Procedures Plan.

The Operations and Planning Director or his/her designee will distribute emergency preparedness information to all employees with follow-up discussions, training, or explanation as required.



## Section 2: Organization and Assignment of Responsibilities

### 2.1. EMERGENCY OPERATION CENTER

#### 2.1.1. EMERGENCY OPERATION CENTER COORDINATOR (EOCC)

The Chancellor is considered and shall serve as the Emergency Operation Center Coordinator (EOCC) unless he or she relinquishes it to emergency personnel or an Emergency Response Team (ERT) member. The Emergency Operation Center Coordinator shall be the “decision maker” for issues during the declared emergency. The EOCC will use these procedures for guidance, all available resources, and his or her best professional judgment to protect the health, welfare, and safety of the college and its community.

The Emergency Operation Center Coordinator will be (in order of delegation):

- Chancellor
- Vice Chancellor for Economic and Workforce Development
- Vice Chancellor for Finance and Administration
- Vice Chancellor for Academic Affairs
- Vice Chancellor for Student Affairs
- Vice Chancellor for Leadership and Community Engagement
- Other Members of the Emergency Response Team

If any of the above (as members of the ERT), are delegated the Emergency Operation Center Coordinator role, they will be responsible for their ERT roles or designating a capable replacement for their ERT role.

Once the EOCC relinquishes that role to external emergency personnel, the Executive Cabinet and other members of the ERT will continue to make decisions regarding college operations and policies.

#### 2.1.2. EMERGENCY OPERATION CENTER

The Emergency Operation Center is a designated location from which the ASUN Emergency Response Team (ERT) will coordinate and gather the appropriate resources for the emergency situation. The operations center should remain active until the Emergency Operation Center Coordinator has downgraded the emergency. The Emergency Operation Center should be staffed by at least one person from each of the ERT areas. When an emergency occurs or is imminent, it shall be the responsibility of the college Executive Cabinet to set up and staff an appropriate Emergency Operation Center.



### **2.1.2.1. Newport**

- 2.1.2.1.1.** Primary Location: The primary location for the Emergency Operation Center is the Chancellor's Conference Room in the Student Community Center.
- 2.1.2.1.2.** Secondary Location: The secondary location for the Emergency Operation Center is the Academic Affairs Conference Room in Walton Hall.
- 2.1.2.1.3.** Third Location: In the event that the two buildings listed above are part of the emergency or are unsafe or unavailable, the third location will be Room 108 in the Center for the Arts.

### **2.1.2.2. Jonesboro**

- 2.1.2.2.1.** Primary Location: The primary location for the Emergency Operation Center is the Conference Room in the Main Building.
- 2.1.2.2.2.** Secondary Location: The secondary location for the Emergency Operation Center is the Hospitality Dining Area in the Fowler Family Hospitality Building.
- 2.1.2.2.3.** Third Location: In the event that the buildings listed above are part of the emergency or are unsafe or unavailable, the third location will be the Nursing Classroom in the Nursing Building.
- 2.1.2.2.4.** Fourth Location: In the event that the buildings listed above are part of the emergency or are unsafe or unavailable, the fourth location will be the Workforce Training Center.
- 2.1.2.2.5.** Fifth Location: In the event that the buildings listed above are part of the emergency or are unsafe or unavailable, the fifth location will be the Adult Education Building.

### **2.1.2.3. Marked Tree**



- 2.1.2.3.1.** Primary Location: The primary location for the Emergency Operation Center is the Multipurpose Room in Building A.
- 2.1.2.3.2.** Secondary Location: The secondary location for the Emergency Operation Center is Building D (Business).
- 2.1.2.3.3.** Third Location: In the event that the two buildings listed above are part of the emergency or are unsafe or unavailable, the third location will be the Collision Repair Classroom in Building E.
- 2.1.2.4.** Outdoor Location: If no safe areas are available in existing buildings, the location will be outdoors in an area central to, but a safe distance from the area of the emergency.

**2.2. EMERGENCY RESPONSE TEAM (ERT)**

In addition to setting up the Emergency Operation Center, the college’s Executive Cabinet shall immediately begin contacting all necessary members of the Emergency Response Team, which consists of the following personnel:

<b>Emergency Operation Center Coordinator</b>	Chancellor
<b>Operations and Planning Director</b>	Lead: VC for Finance and Admin. NP: VC for Finance and Admin. JB: VC for Econ./Workforce Dev. MT: VC for Econ./Workforce Dev.
<b>Instructional Logistics Director</b>	Lead: VC for Academic Affairs NP: Vice Chancellor for AA JB: Assoc. Dean for Applied Science MT: Assoc. Dean for Applied Science
<b>Student Logistics Director</b>	Lead: VC for Student Affairs NP: Dean for Admissions JB: Associate Director for Financial Aid MT: Campus Manager
<b>Communications Tech. Director</b>	NP: Director of IT JB: Computer Support Technician MT: CNT Faculty
<b>Public Safety Leader</b>	NP: Chief of Police JB: Campus Police Officer MT: Campus Police Officer
<b>Medical Unit Leader(s)</b>	NP: Dean for Nursing/Health JB: Science Faculty MT: Science Faculty



<b>Facilities Unit Leader</b>	NP: Director of Physical Plant JB: Maintenance Assistant MT: Maintenance Supervisor
<b>Public Information Leader</b>	Exec. Director of Marketing/Comm.
<b>External Liaison Leader</b>	VC for Economic and Workforce Dev.
<b>Internal Liaison Leader</b>	VC for Leadership/Community Engage.
<b>Instructional Officers</b>	NP: Deans for Gen. Ed and Applied Science JB: Dean for Student Success MT: CRT Faculty
<b>Student Affairs Officer</b>	NP: Dean for Admissions JB: Navigator/Transfer Advisor MT: ECT Faculty
<b>Reports and Filing Officer</b>	NP: Chief of Staff
<b>Employee Affairs Officer</b>	Director of Human Resources
<b>Financial Reports</b>	Controller
<b>Procurement</b>	Director of Procurement
<b>Building Monitors</b>	NP SCC: Institutional Services NP WH: Institutional Services NP WRH: Institutional Services NP IGNITE: IGNITE Faculty NP CFA: VC for Leadership/Community Engagement NP HVLT: HVLT Faculty NP Range: Institutional Services NP Diesel: Diesel Tech Faculty JB Main: Inst. Services JB Nursing: Inst. of Nursing JB Hospitality: Instructor of Hospitality JB WTC: Advanced Manu. Faculty JB Adult Ed: Instructor JB Portables: Math Faculty MT A: Maintenance Specialist MT B: AST Faculty MT C: Energy Control/CNT Faculty MT D: Math Faculty MT E: Collision Repair Faculty
<b>Runners</b>	NP: Director of Financial Services NP: Director of Budgets and Grants NP: Assistant to the VC for SA NP: Assistant to the VC for AA NP: Computer Support Technician JB: Navigator JB: Advanced Manufacturing Faculty JB: Adult Ed Faculty



	MT: Cosmetology Faculty MT: English Faculty MT: Business Faculty
<b>Other Employees as Assigned</b>	

### 2.3. EMERGENCY RESPONSE TEAM (ERT) RESPONSIBILITIES

**ERT members are responsible for the implementation and coordination of the Emergency Operations Plan** and support as they pertain to their areas. ERT members are to keep in constant communications with the college Executive Cabinet.

The Emergency Operation Center Coordinator or the Operations and Planning Director may make adjustments, appointments, or substitutions as they deem necessary. Overall responsibilities of the ERT members are listed below: Tasks shall be predetermined and assigned as possible.

<b>Emergency Operation Center Coordinator (EOCC)</b>	<ul style="list-style-type: none"> <li>• Serves as the coordinator of the emergency plan operations.</li> <li>• Reviews reports and directs decisions.</li> <li>• Communicates with ASU System President.</li> </ul>
<b>Operations &amp; Planning Director</b>	<ul style="list-style-type: none"> <li>• Coordinates operations of emergency plan.</li> <li>• Serves as an executive officer to the Emergency Operation Center Coordinator</li> <li>• Assesses the type and magnitude of the emergency and directs the setup of an appropriate Emergency Operation Center.</li> <li>• Maintains incident documentation. Helps insure regular updates and status reports are submitted to the Emergency Operation Center (EOC).</li> <li>• Supervises the arrangement of provisions (food and water).</li> <li>• Serves as the Emergency Operation Center Coordinator in the Chancellor’s absence.</li> </ul>
<b>Instructional Logistics Director</b>	<ul style="list-style-type: none"> <li>• Acts as the contact point for all faculty.</li> <li>• Collaborates on decisions related to faculty including reporting to work or class versus staying at home.</li> <li>• Arranges for temporary relocation of educational programs (to be done in conjunction with the Operations and Planning Director).</li> <li>• Coordinates faculty to organize the resuming of classes as soon as possible following an incident.</li> <li>• Arranges for electronic/distance learning classes.</li> <li>• Establishes communications for notifying family members of injured faculty, students and employees (to be done in conjunction with the Student Logistics Chief and Administration Chief). Recruits and coordinates volunteer assistance from faculty, students and employees (to be done in</li> </ul>

	<p>conjunction with the Student Logistics Director and Student Affairs Officer).</p>
<p><b>Student Logistics Director</b></p>	<ul style="list-style-type: none"> <li>• Acts as the contact point for all students.</li> <li>• Collaborates on decisions related to students including reporting to class versus staying at home.</li> <li>• Arranges for the notification to students of temporary relocation of educational programs.</li> <li>• Establishes communications for notifying family members of injured faculty, students and employees (to be done in conjunction with the Instructional Logistics Director and Administration Officer and counselors).</li> <li>• Recruits and coordinates volunteer assistance from faculty, students and employees (to be done in conjunction with the Instructional Logistics Director and Administration Officer).</li> <li>• Assists with the mental health and counseling of students during and after the incident.</li> <li>• Provides updates and status to the Emergency Operation Center on all student related matters.</li> </ul>
<p><b>Communications Technology Director</b></p>	<ul style="list-style-type: none"> <li>• Develops an IT disaster recovery plan and activates IT recovery teams as needed.</li> <li>• Establishes initial communications capability (e.g., voice and data) within the Emergency Operation Center and between ERT members.</li> <li>• Provides for enhanced telephone capabilities with the Emergency Operation Center and as needed within various campus sites.</li> <li>• Directs, controls, and prioritizes Information Technology (IT) recovery efforts following the protection of life and property.</li> <li>• Determines and acquires IT recovery resources.</li> <li>• Conducts an annual IT incident planning and recovery exercise (including a post incident review).</li> <li>• Provides updates and status to the Emergency Operation Center on all communications technology related matters.</li> <li>• Is responsible for maintaining an emergency notification system.</li> <li>• If needed, establishes and manages a team of runners for communication purposes between incident response areas.</li> </ul>
<p><b>Public Safety Leader</b></p>	<ul style="list-style-type: none"> <li>• Maintains order during the emergency.</li> <li>• Responsible for coordinating placement of barriers for unsafe areas and zones of investigation.</li> <li>• Requests assistance from other law enforcement if necessary.</li> <li>• Directs and restricts vehicle and pedestrian traffic.</li> <li>• Investigates and/or provides assistance with investigation.</li> </ul>

	<ul style="list-style-type: none"> <li>● Gathers, organizes and relays pertinent emergency information to Emergency Operation Center Coordinator and Emergency Response Team.</li> <li>● Investigates and evaluates campus hazards to health and safety. Provides technical health and safety assistance to reduce hazards prior to and during emergency or disaster conditions.</li> <li>● Establishes and coordinates search and rescue and emergency medical response as appropriate to the incident including coordination with Facilities Unit Leader as to safety of buildings</li> <li>● Requests assistance from and directs outside emergency agencies to scene.</li> <li>● Performs liaison duties with other law enforcement entities.</li> </ul>
<p><b>Medical Unit Leader(s)</b></p>	<ul style="list-style-type: none"> <li>● Determines appropriate space (as required) for triage, treatment, transport and morgue. Communicates with instructional Logistics Director, Student Logistics Director and Operations and Planning Director regarding identity of injured or deceased faculty, students and employees.</li> <li>● Reports outbreaks of any infectious diseases.</li> <li>● Provides updates and status to the Emergency Operation Center on all medical related matters.</li> </ul>
<p><b>Facilities Unit Leader</b></p>	<ul style="list-style-type: none"> <li>● Equips the Emergency Operation Center with tables, chairs, and necessary furniture items.</li> <li>● Assists Medical Unit Leader(s) in identifying appropriate space for triage (if required), removes debris, perform emergency repairs; perform temporary construction, and equipment protection.</li> <li>● Gathers, organizes and relays pertinent emergency information to Emergency Operation Center Coordinator and Emergency Response Team</li> <li>● Perform emergency repairs, temporary construction, and equipment protection.</li> </ul>
<p><b>Public Information Leader</b></p>	<ul style="list-style-type: none"> <li>● Develops and implements a crisis communications plan.</li> <li>● Identifies issues, suggests to the Emergency Operation Center Coordinator what information should be released, to whom it should be released and when it should be released.</li> <li>● In collaboration with the ERT, prepares official statements, public announcements and develops key messages.</li> <li>● Releases information to the college community, media and other college constituent groups as necessary.</li> <li>● Responds to special requests for information.</li> <li>● Monitors media coverage for accuracy of reports.</li> <li>● Establishes liaison with the local radio and television services and the news media for dissemination of information and public announcements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Arranges for photographic and audio visual services. Advises the Emergency Operation Center of all news concerning the extent of a disaster outside campus.</li> <li>• Provides updates and status to the Emergency Operation Center on all public relations related matters.</li> </ul>
<b>External Liaison Leader</b>	<ul style="list-style-type: none"> <li>• Notifies and conducts liaison activities with appropriate outside response organizations such as fire, law enforcement, Emergency Control Center, bomb squad, HAZMAT teams, etc.</li> <li>• Coordinates with local, state and federal public officials for assistance with emergency management.</li> <li>• Develops plans with local officials regarding responses to disasters.</li> <li>• Conducts trial notification tests with local agencies.</li> </ul>
<b>Internal Liaison Leader</b>	<ul style="list-style-type: none"> <li>• Assesses and coordinates support services for employees.</li> </ul>
<b>Instructional Officer</b>	<ul style="list-style-type: none"> <li>• Serves as Administrative Officers to Instructional Logistics Director.</li> <li>• Assists with duties of Instructional Logistics Director.</li> <li>• Assists with various academic and student-related reports.</li> <li>• Coordinates and performs various academic and student-related functions.</li> </ul>
<b>Student Affairs Officer</b>	<ul style="list-style-type: none"> <li>• Serves as Administrative Chief to Student Logistics Director.</li> <li>• Provides information as authorized pertaining to students.</li> <li>• Informs staff of FERPA restrictions.</li> </ul>
<b>Reports and Filing Officer</b>	<ul style="list-style-type: none"> <li>• Maintains files on emergency reports.</li> <li>• Completes external and internal reports.</li> <li>• Maintains up-to-date template for reporting.</li> <li>• Requests and gathers information for reports.</li> <li>• Provides training on needed report information</li> </ul>
<b>Employee Affairs Officer</b>	<ul style="list-style-type: none"> <li>• Provides information pertaining to employees.</li> <li>• Generates necessary reports pertaining to employees.</li> <li>• Maintains employee contact information.</li> <li>• Maintains certain employee information off-site if damage to Human Resources office.</li> <li>• Informs staff of HIPPA restrictions.</li> <li>• Ensures employees and students are paid.</li> </ul>
<b>Financial Reports</b>	<ul style="list-style-type: none"> <li>• Prepares necessary financial reports.</li> <li>• Analyzes financial data.</li> <li>• Provides contract reviews.</li> <li>• Presents and explains financial data.</li> </ul>
<b>Procurement</b>	<ul style="list-style-type: none"> <li>• Makes procurements as needed.</li> <li>• Obtains cost estimates.</li> <li>• Assists in maintaining itemized costs of emergencies.</li> </ul>

<b>Building Monitors</b>	<ul style="list-style-type: none"> <li>● Ensures buildings are evacuated when necessary.</li> <li>● Checks for and reports injuries within the building.</li> </ul>
<b>Runners</b>	<ul style="list-style-type: none"> <li>● Transports supplies.</li> <li>● Carries notes.</li> <li>● Other duties as assigned.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>● Personnel not specifically designated to an ERT role in this Plan may be assigned appropriate responsibilities and duties resulting from emergencies. They may also be delegated any ERT role in the absence of the designated members.</li> <li>● This group shall have as many tasks predetermined and assigned as possible.</li> </ul>
<b>Faculty and Staff Responsibilities</b>	<ul style="list-style-type: none"> <li>● Arkansas State University – Newport employees shall become familiar with this Emergency Plan.</li> <li>● Employees shall be familiar with nearest phone and emergency contact numbers should an emergency event occur.</li> <li>● Employees shall take necessary action during an emergency situation to protect students, other employees and themselves.</li> <li>● Employees shall actually participate, if possible, in training exercises.</li> <li>● Employees shall gather and submit information as needed resulting from emergencies.</li> <li>● Faculty, if possible, shall direct students to safe locations.</li> <li>● Faculty shall help account for students.</li> <li>● Supervisors shall assist the Emergency Response Team by informing all employees under their direction of the emergency situation and initiating emergency procedures as outlined in this Plan.</li> <li>● Supervisors shall assist the Emergency Response Team in their efforts to meet Incident objectives, strategies and priorities.</li> <li>● Supervisors shall evaluate the impact the emergency has on their area and, in collaboration with the ERT, take appropriate action.</li> <li>● Supervisors shall maintain official communications from their own area (or from alternate area if necessary).</li> </ul>

#### 2.4. EMERGENCY COMMUNICATION

The RAVE notification system is the primary means of immediate emergency notification at Arkansas State University – Newport locations. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the college. If the RAVE system is out of service, messages will be delivered via the telephone system, computer system, intercom system, or by other



means including runner(s) if necessary. Only follow official ASUN emergency messages.

The college Executive Cabinet is the focal point for the two-way transmission of official emergency telephone communications to college administrators.

A listing of all college employees, including college cell, and home telephone numbers, will be maintained by the Chief of Police. Upon receiving notification of a college emergency, all college administrators are to pass the same information along to all those departments/offices under their supervision/direction.

## **2.5. EMERGENCY PLAN PRIORITIES**

The Emergency Response Team will concentrate efforts on Priority I objectives until these objectives are substantially met. Priority II and III objectives will be addressed as resources become available. The ERT will keep a record of all activities and decisions.

### **2.5.1. PRIORITY I – Health and Safety of Students, employees and Visitors**

- **Evacuation / Lockdown / Secure in Place** – Deploy campus warning system as warranted.

Resources:

- ASUN Police
- City Police Department
- City Fire Department
- Ambulance Services
- Building Alarms
- Phone Announcement System
- ERT Members
- ERT Facilities Unit
- Trained Volunteers

- **Site Survey** - Evaluate campus buildings and surrounding grounds for structural (snow/ice, broken glass, collapsing/unstable buildings, rooms, stairways, walkways, etc.) and non-structural hazards (hazardous substance spills, steam, gas and sewer line ruptures, faulty electrical wiring, unstable/falling shelving, etc.) and deploy resources to mitigate.

Resources:

- ASUN Police
- City Fire Department
- ERT Members
- ERT Facilities Unit
- Trained Volunteers



- **Fire Suppression** - Evaluate fires or fire hazards and deploy resources to control and evacuate.

Resources:

- ASUN Police
- City Fire Department
- ERT Members
- ERT Facilities Unit
- Trained Volunteers

- **Campus Search and Rescue** - Appoint search and rescue teams and provide equipment and vehicles as required.

Resources:

- ASUN Police
- City Fire Department
- City Police Department
- ERT Members
- ERT Facilities Unit
- Medical unit
- Trained Volunteers

- **Medical Aid** - Evaluate medical services needed and available and direct rescue forces regarding location of treatment areas for injured.

Resources:

- ASUN Police
- City Fire Department
- ERT Medical Unit
- Trained Volunteers
- American Red Cross
- Ambulance Service

- **Communication Network** - Establish an emergency communication network using available resources.

Resources:

- RAVE notification system
- Cisco telephone system
- ASUN email system
- Intercom system
- ASUN Website
- ASUN Sharepoint
- Social media
- Cell phones
- Volunteers as runners
- Handheld radios
- Bullhorns





## 2.5.2. PRIORITY II – Shelter and Building Recovery

- **Facility Survey** - Evaluate facilities for occupancy and seal off hazardous areas.

Resources:

- ASUN Police
- City Fire Department
- City Police Department
- ERT Members
- ERT Facilities Unit
- Trained Volunteers

- **Shelter** - Identify usable locations and organize personnel moves as needed.

Resources:

- ERT Administration Officers and Facilities Unit Leader
- ERT Members
- ERT Facilities Unit
- Trained Volunteers

- **Drinking Water and Food** – Identify/ inventory supplies and establish distribution and rationing system.

Resources:

- ERT Operational and Planning Director
- ERT Facilities Unit
- Food Services
- Trained Volunteers

- **Utilities Survey** - Evaluate condition of utilities systems (water, sewer, gas, electric, steam, etc.) and shut-down or restore as able. Install alternatives (latrines, generators, portable lighting & heating, etc.) if needed.

Resources:

- ERT Operations and Planning Director
- ERT Facilities Unit
- Utilities providers
- Vendors
- Trained Volunteers

- **Communications** - Establish a communications system with the campus community and advise everyone regarding status and availability of basic services.



Resources:

- RAVE notification system
- Cisco telephone system
- ASUN email system
- Intercom system
- ASUN Website
- ASUN Sharepoint
- Social media
- Cell phones
- Volunteers as runners
- Handheld radios
- Bullhorns

- **Constituent Relations** - Establish a communications system with the media, other agencies and college constituents as appropriate.

Resources:

- ERT Public Information Leader
- ERT Communications Technology Unit

- **Criminal Activity Control** - Establish security system to control potential crime.

Resources:

- ASUN Police
- City Police Department
- ERT Facilities Unit
- Outside Security vendors
- Trained Volunteers

- **Psychological Assistance** - Establish a system to deal with cases of psychological trauma and crisis intervention.

Resources:

- City Fire Department
- ERT Student Logistics Officer
- College Counseling Services
- College Human Resource Officer
- Trained Volunteers

### 2.5.3. PRIORITY III – Recovery of Valuables and Records

- **Valuable Materials Survey** – Identify, survey and secure valuable campus materials, supplies and equipment.

Resources:

- ASUN Police
- Communications Tech Director
- ERT Administration Officers



- ERT Facilities Unit
  - Library Staff
  - Trained Volunteers
- 
- **Records Survey** – Identify, survey and secure all college records.  
Resources:
    - ASUN Police
    - ERT Administration Officers
    - Staff from all administrative areas
    - Director, Human Resources
    - Trained Volunteers
  
  - **Instructional Survey** - Survey instructional departments and determine requirements to begin academic operations.  
Resources:
    - ERT Instructional Logistics Director
    - Deans
    - Instructional Faculty and Staff
    - Trained Volunteers
  
  - **Supplies and Equipment** - Develop system to renew flow of supplies and equipment from outside sources.  
Resources:
    - ERT Administrative Support and Director of Procurement
    - Procurement Staff
    - Business Services Staff
    - ERT Facilities Unit
  
  - **Return to Normal Operations** - It is expected that, as operations progress from Priority I through Priority II and III, the administrative control of the college will move from the Emergency Response Team back to the normal college organizational structure. The Chancellor or Acting Chancellor will determine when to deactivate the Emergency Operations Plan.



## Section 3: Evacuation Procedures

Protecting lives and clearing nonessential persons from critical areas are of primary concern.

### 3.1. BUILDING EVACUATION

- 3.1.1. All building evacuations will occur when an alarm sounds continuously and/or upon notification by college personnel.
- 3.1.2. All faculty, staff, students and visitors will immediately evacuate the buildings upon the sounding of the evacuation alarm or when instructed to do so by college personnel. Information regarding the nature of the emergency will be provided as soon as possible or after occupants are outside the buildings.
- 3.1.3. When the building evacuation alarm is sounded, or when told to leave the buildings, walk quickly to the nearest marked exit and alert others to do the same.
- 3.1.4. ASSIST THE DISABLED IN EXITING THE BUILDING.
- 3.1.5. Once outside, proceed to a clear area away from the affected building as deemed by the circumstances. Keep the street and walkways clear for emergency vehicles and personnel.
- 3.1.6. AFTER THE EVACUATION:
  - 3.1.6.1. Faculty shall account for students assigned to their respective classes.
  - 3.1.6.2. Building Coordinators shall account for staff assigned within their building of responsibility.
  - 3.1.6.3. Deans and faculty shall account for other faculty assigned to the respective buildings.
  - 3.1.6.4. Assist emergency personnel if requested.
  - 3.1.6.5. **DO NOT return to an evacuated building unless directed to do so.**

### 3.2. CAMPUS EVACUATION

- 1.7.3 Evacuation of all or part of a campus will be announced.
- 1.7.4 All students and employees are to immediately vacate the area in question and either leave or move to another part of campus as directed.



**APPENDIX A**

**SOURCES OF ASSISTANCE DURING EMERGENCIES**

**Law Enforcement, Fire, Poison Control**

**1. Call 911.**

- a. 911 operator may not answer immediately – do not hang up.
- b. Clearly state the type of emergency to the dispatcher.
- c. Clearly state the location of the emergency and your name, location, and telephone number. Our campus address is 7648 Victory Boulevard (Newport), 5504 Krueger Drive (Jonesboro), or 33500 US 63 (Marked Tree).
- d. Describe the emergency and follow the dispatcher’s instructions.

**2. Call a Campus Police Officer: 7866 (Newport); 8950 (Jonesboro); 8633 (Marked Tree).**

**3. DO NOT HANG UP UNTIL TOLD TO DO SO BY THE DISPATCHER.**

<b>Off-campus contacts:</b>	<b>Phone</b>
Newport Police and Fire (emergency)	911
Newport Police (non-emergency)	870-523-2722
Newport Fire (non-emergency)	870-523-3331
Jackson County Sheriff’s Office	870-523-5842
Jonesboro Police and Fire (emergency)	911
Jonesboro Police (non-emergency)	870-935-5551
Jonesboro Fire (non-emergency)	870-932-2428
Marked Tree Police and Fire (emergency)	911
Marked Tree Police (non-emergency)	870-358-2024
Marked Tree Fire (non-emergency)	870-358-3131
Arkansas State Police	870-777-4641
Poison Control Center	800-376-4766



## SPECIFIC EMERGENCY PROCEDURES

### ARMED INTRUDER / ACTIVE SHOOTER

#### Faculty and Staff

1. Call 911
2. Call a Campus Police Officer: 7866 (Newport); 8950 (Jonesboro); 8633 (Marked Tree).
3. Notify the Chancellor: 870-512-7850.
4. Shut down or completely silence all cell phones.
5. Remain calm.
6. Avoid heroics; don't threaten.
7. Keep a safe, non-intimidating distance.
8. Avoid abrupt sporadic movements.
9. Look for a place to be protected.
10. Remain in your concealed location until the situation is declared safe by law enforcement or campus police.

Every situation is different and the threatened individual will have to rely on his/her best judgment as to the best course of action, given the unique situation. Don't let curiosity mislead you. Assume the worst first. Do not assume, for instance, that the popping sound you hear must be a firecracker or sound from a movie being played in another classroom and go out to investigate. Wait, listen, and if you believe that a dangerous situation is evolving, put this plan into action. Your own safety and the safety of others are the top priority. At no time should any faculty, staff, or student confront an armed intruder.

#### General guidelines include:

##### 1. IMMEDIATE OR IMMINENT VIOLENCE



- Upon hearing shots or being notified an active shooter or armed intruder is on campus, take the following steps:
  - Immediately clear all students and staff from hallways. But do so only if safety permits.
  - Close and lock all office and classroom doors.
  - Shut off all lights.
  - Pull blinds down on windows if blinds are available and do so only if it can be done safely.
  - Get yourself and others down on the floor and up against a solid interior wall.
  - Stay out of sight and out of the line of fire of any windows.
  - If possible, place yourself and others behind a solid object between you and any doors or windows (desks, file cabinets, chairs, and tables).
  - If a door cannot be locked, begin piling and interlocking tables, chairs, and desks—anything available—against the door to block it and create a barrier.
  - After securing the room, maintain absolute silence. Turn off radios, computer monitors, and silence all cell phones.
  - Allow no one to leave the secured area.
  - If you find yourself in an open area and unable to find a secure office or room in which to lockdown, run away from the sounds of gunfire as fast and far as possible.
  - If running away may somehow put you in danger, try to get behind a solid barrier. If possible, try to hide in a location that is out of sight.
  
- If you have been alerted that a shooter or armed intruder is on campus, assume police have been notified. However, if you are responding to hearing shots being fired, immediately call 911 when you are in a secure area. Realize the 911 lines may be jammed with other callers and you may receive a busy signal. If you do get through, say:

“This is Arkansas State University – Newport. We have an active shooter on campus. Gun shots fired. I’m calling from \_\_\_\_\_ building.”

If you have the information, you may inform the dispatcher of:

- Exact location of the incident and if the suspect is still shooting.
- Number of shooters(s).
- Direction of travel through or from building.
- Race and gender of shooter(s).
- Color of clothing and garment type.
- Physical features: height, weight, hair color, facial hair, glasses, tattoos.
- Type of weapon.



- Name of the shooter(s) if known.
  - Number of injured.
  - Types of injuries.
- 
- Follow law enforcement instructions. Remain in your secure location, and do not come out until the all-clear has been given by law enforcement or an administrator known to you. An unfamiliar voice or voices may be the shooter or shooters attempting to lure you from your place of safety. Do not respond to any voice commands until you can verify with certainty that the commands are being issued by a police officer or administrator whose voice you recognize.
  - Additionally, once you are aware an active shooter is on campus, ignore any fire alarms. The alarm may be a trick to draw you out into the open. Again, stay in your secure area, be quiet, and wait for the all-clear to be given.

### **3. IF CONFRONTED BY A THREATENING PERSON:**

- Do not take any unnecessary chances.
- Remain as calm as possible. Be cooperative and patient. Time is on your side.
- Offer to listen. Do not judge or argue with perceptions. Treat each concern as important and valid. A person in a crisis will only respond to someone who is willing to listen, understanding, respectful, and non-threatening.
- Allow the hostile person his or her personal space (at least 3 feet).
- If you are standing, stand at an angle to the individual rather than face-to-face.
- Keep your hands in plain view, preferably at your sides.
- Do not make gestures of physical contact that might seem threatening.
- Maintain polite eye contact. Keep gestures and body language open and non-threatening. Use a low, soft, slow voice when speaking. Ask/tell the person before you make any moves.
- Be truthful - to lose credibility can be catastrophic. Assure the person you will do everything you can to resolve his or her grievances in a fair manner.
- Ask the aggrieved party to suggest a solution. A person in crisis will be more accepting of a solution that he or she helped formulate.
- Always look for a win-win outcome. Retaining dignity (saving face) is important to the person in crisis.





- Be observant. Note as much as possible about the aggressor, including type and number of weapons, state of mind, what was said. Pay attention to details about the space you are in. If you are released or decide to escape, this information will be needed by police to ensure the safety of others.

**ARMED INTRUDER/  
ACTIVE SHOOTER**



## **BOMB THREAT**

### **Faculty and Staff**

1. **DO NOT USE A RADIO OR CELL PHONE.**
2. **Call 911**
3. Call a Campus Police Officer: 7866 (Newport); 8950 (Jonesboro); 8633 (Marked Tree).
4. Notify the Chancellor: 870-512-7850.
5. If you evacuate:
  - Leave lights on.
  - Take your roster – faculty must account for students on the roster

### **Director, Leader, Officer or Designee**

1. Contact appropriate law enforcement/emergency personnel. They will provide any directions you need.
2. The ERT representatives will conduct a visual inspection of all common areas.
3. Ask staff to make a visual check of their area and send information to the Chancellor or an Executive Cabinet member as noted above.
4. Law enforcement officials will decide if fire or medical personnel need to be called.
5. If evacuation is necessary, ask staff to:
  - Leave lights on.
  - Take your roster – faculty must account for students on the roster
6. Ensure all personnel answering telephones are aware of the policies and procedures implemented by the college and the local law enforcement regarding obtaining information from a caller (On following page).

**BOMB THREAT**



**BOMB THREAT CALL CHECKLIST**

1. **Call 911**
2. Call a Campus Police Officer: 7866 (Newport); 8950 (Jonesboro); 8633 (Marked Tree).
3. Notify the Chancellor: 870-512-7850.
4. **Fill out completely immediately after bomb threat call.**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Phone #/Ext. called:

\_\_\_\_\_

**Enter Exact Words of Caller:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Questions to Ask:**

**Record the exact wording of the threat**

When is the bomb going to explode?

1. Where is the bomb right now?
2. What kind of bomb is it?
3. What does it look like?
4. Is there more than one bomb? How many?
5. Why did you place the bomb?
6. What is your name?

**Instructions or directives made by caller:** \_\_\_\_\_

\_\_\_\_\_



**BOMB THREAT CALL CHECKLIST Cont.**

**Description of Caller's Voice:**

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Young: \_\_\_\_\_ Middle age: \_\_\_\_\_ Old: \_\_\_\_\_

Accent? \_\_\_ No \_\_\_ Yes

Is voice familiar? \_\_\_ No \_\_\_ Yes If so, whom did it sound like?

Speech pattern or abnormality:

Other characteristics:

**Background Sounds:**

\_\_\_\_ Street noises \_\_\_\_ House noises \_\_\_\_ Factory machinery \_\_\_\_ PA system \_\_\_\_ Motor vehicles \_\_\_\_ Animal noises \_\_\_\_ Clear \_\_\_\_ Music \_\_\_\_ Other \_\_\_\_\_

**Threat Language:**

\_\_\_\_ Foul \_\_\_\_ Irrational \_\_\_\_ Message Read By The Threat Maker

\_\_\_\_ Taped \_\_\_\_ Incoherent \_\_\_\_ Well Spoken (Educated)

**Time caller hung up:** \_\_\_\_\_

**Remarks:**

**Name of person receiving threat:**

**Name/Title:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Date and time reported:** \_\_\_\_\_ **How reported:**



## **CRIMES IN PROGRESS**

Everyone is asked to assist in making the college a safe place by being alert to suspicious situations or persons and by reporting them as outlined below.

If you are the victim or are involved in any on campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., **DO NOT TAKE ANY UNNECESSARY CHANCES!**

### **Faculty and Staff**

1. **Call 911**
2. Call a Campus Police Officer: 7866 (Newport); 8950 (Jonesboro); 8633 (Marked Tree).
3. Notify the Chancellor: 870-512-7850.
4. Be prepared to provide the following information:
  - Nature of incident
  - Location of incident
  - Description of person(s) involved
  - Description of property involved
5. If you witness a criminal act or whenever you notice a person(s) acting suspiciously on campus, immediately call 911 or Campus Police and provide the information outlined above.
6. Assist police or college representatives when they arrive by supplying them with all additional information and ask others to do the same.
7. In the event of gunfire on or near campus you should take cover immediately using all available concealment. After the shooting stops and/or if possible, follow steps 3, 4 and 5 above.

### **Director, Leader, Officer, or Designee**

1. Upon arrival to the scene, take appropriate actions to assist the victim; however, do not take actions that may result in unnecessary changes to further harm the victim or yourself.
2. Call for emergency assistance.

**CRIMES IN PROGRESS**



## **DEATH**

### **Faculty and Staff**

- 1. Call 911**
2. Call a Campus Police Officer: 7866 (Newport); 8950 (Jonesboro); 8633 (Marked Tree).
3. Notify the Chancellor: 870-512-7850.
4. Notification should also be made to areas indirectly involved, such as faculty and staff with offices in the building where the death occurred.
5. The scene of the death should be secured immediately. This should be done by anyone available until security officers can arrive to assist. Assessment should be made to determine if anyone else is in danger, if a wrongful or suspicious death is involved, if the suspect could still be in the area, and if any buildings or other areas need to be evacuated or neutralized. Beyond this, if a Police Department investigation is warranted, it should be monitored and assistance offered.

### **Director, Leader, Officer or Designee**

1. Prepare a fact sheet with accurate, up-to-date information.
2. Once the family of the deceased have been notified, an administrator and/or crisis team member should visit the family at home and offer assistance.
3. Arrange for crisis intervention and counseling of students and staff.
4. Notify the Director of Human Resources if an employee.

**DEATH**



## **DISASTER**

**Destruction of part of or entire building (e.g., storm, vehicle crash, or bomb)**

### **Faculty and Staff**

1. **Call 911**
2. Call a Campus Police Officer: 7866 (Newport); 8950 (Jonesboro); 8633 (Marked Tree).
3. Notify the Chancellor: 870-512-7850.
4. Stay with your class, even if evacuated.
5. Keep students calm.
6. If you evacuate:
  - Leave lights on.
  - Take your roster – faculty must account for students on the roster.

### **Director, Leader, Officer or Designee**

1. Determine the need to evacuate or shelter in place.
2. If there is no danger outside the building, use fire alarm to evacuate building.
  - Safe areas: Identify locations away from the problem area and routes to be taken by classes to reach identified safe areas.
  - Designate areas to which classes, groups, or students should relocate.
3. Attend to injured:
  - Assign First Responders/CPR-certified persons to attend to injured, with one designated as “in charge.”
4. Meet rescue personnel:
  - Have staff direct rescue personnel to problem area and assist in providing access as needed by rescue personnel.

**DISASTER**



## **EARTHQUAKES**

### **Faculty and Staff**

1. **Call 911**
2. Call a Campus Police Officer: 7866 (Newport); 8950 (Jonesboro); 8633 (Marked Tree).
3. Notify the Chancellor: 870-512-7850.
4. Stay with your class, even if evacuated.
5. Keep students calm.
6. If you evacuate:
  - Leave lights on.
  - Take your roster – faculty must account for students on the roster.

### **If Indoors:**

1. Stay inside while the earthquake is occurring. Running outside increases the risk of being injured.
2. Take cover next to or under a heavy piece of furniture (such as a desk or table) or against an inside wall and hold on. Avoid areas where glass, mirrors, pictures, could shatter or where heavy bookcases, shelving or other furniture could fall. Do not stand in doorways, as they are not a reliable area for safety.
3. When it is safe to do so, evacuate the building to an evacuation assembly area as noted in the Appendix. Do not use elevators.
4. Identify and assist the injured and handicapped in exiting the building. Do not move an injured individual unless there is serious danger to the person's safety.
5. Do not return to an evacuated building unless directed to do so.

### **If Outdoors:**

1. Move into an open area away from trees, buildings, walls, light poles and utility lines.





**If Driving:**

1. Pull over to the side of the road and stop. Avoid overpasses, light poles and utility lines. Stay inside the vehicle until the shaking is over.
2. Follow the procedures in this manual for fire, hazardous materials leaks/spills and serious injury if necessary.
3. In the event of major damage or disruption the college will announce and implement evacuation and emergency closure procedures.

**Director, Leader, Officer, or Designee**

1. Upon arrival to the scene, take appropriate actions to take care of the students at the scene.
2. If necessary, contact any health personnel available or call for outside emergency help.



## **FIGHTING**

**Do not physically intervene if personal harm can come to you.**

### **Faculty and Staff**

1. **Call 911** should you feel the situation is escalating, and there is eminent danger.
2. Call a Campus Police Officer: 7866 (Newport); 8950 (Jonesboro); 8633 (Marked Tree).
3. Notify the Chancellor: 870-512-7850
4. Send a responsible student to the nearest classroom or faculty office to ask for assistance. Appraise the situation:
  - verbal
  - pushing and shoving
  - blow and body contact
  - weapons
5. Take charge:
  - Address students by name, if possible; talk calmly, telling students to separate.
  - Disperse crowd – address students by name if possible, asking them to leave the scene.
6. Intervene, using physical intervention as a last resort:
  - Separate combatants, respecting personal space.
  - Settle down the aggressor remaining calm, rational and professional.
  - Calmly talk to students, asking them to settle down.
  - Do not take any unnecessary chances.

### **Director, Leader, Officer, or Designee**

1. Upon arrival to the scene, take appropriate actions to take care of the students at the scene.
2. If necessary, contact any health personnel available or call for outside emergency help.

**FIGHTING**



## FIRE

### Faculty and Staff

1. Call 911
2. Call a Campus Police Officer: 7866 (Newport); 8950 (Jonesboro); 8633 (Marked Tree).
3. Notify the Chancellor: 870-512-7850
4. If the fire alarm has sounded:
  - Take your roster – faculty must account for students on the roster.
  - Instruct students where to gather once outside to allow for accountability.
  - Instruct students NOT to leave the area until everyone is located.
  - Close all doors and windows.
  - Turn lights off.
  - Exit from the building quickly and quietly from the nearest safe exit.
  - Move at least fifty feet from the building. Avoid parking lots or areas that would impede emergency vehicles and personnel.
  - Verify attendance of all students under your supervision.
  - If you cannot account for a student who should be in attendance, report the absence to an immediate supervisor. **Do not re-enter the building.**
  - Wait for all-clear signal before returning to the buildings.

### Director, Leader, Officer or Designee

1. Once the fire alarm is sounded:
  - a. Ensure that 911 has been called.
  - b. Check for:
    - Any students remaining in the building.
    - Closed doors, windows and fire doors.
    - Lights turned off.

FIRE



## **GAS LEAKS**

Gas leaks are identified by an odor similar to rotten eggs. If a gas leak is suspected, do the following:

### **Faculty and Staff**

1. If you evacuate:
  - Leave lights on.
  - Take your roster – faculty must account for students on the roster
2. Call a Campus Police Officer: 7866 (Newport); 8950 (Jonesboro); 8633 (Marked Tree).
3. Notify the Chancellor: 870-512-7850

### **Director, Leader, Officer or Designee**

1. Determine the need to evacuate or shelter in place.
2. Determine if 911 call is necessary.
3. If evacuation is necessary:
  - Assign staff member(s) to check halls, restrooms, locker rooms, etc. for students.
  - If inside and if possible, allow fresh air ventilation.
  - If outside, move up wind from any odor.
4. Establish a need for first aid.
5. Determine whether a normal routine may be followed at school.
6. Establish safe places for classes to reconvene.

**GAS LEAKS**



## **HAZARDOUS SPILLS**

### **Faculty and Staff**

#### **1. Call 911**

**THE LOCAL FIRE DEPARTMENT IS DESIGNATED AS THE INCIDENT COMMAND.**

2. Call a Campus Police Officer: 7866 (Newport); 8950 (Jonesboro); 8633 (Marked Tree).
3. Notify the Chancellor: 870-512-7850
4. Avoid direct or indirect contact with material spill.
5. Remove contaminated clothing.
6. If you evacuate:
  - Leave lights on.
  - Take your roster – faculty must account for students on the roster.

### **Director, Leader, Officer or Designee**

1. Determine the need to evacuate or shelter in place.
2. Determine need to call 911
3. Evacuate the area:
  - If the spill is outside, move students inside.
  - If the spill is inside, move students to alternate location without common ventilation system to avoid fumes.
  - Assign staff member(s) to check halls, restrooms, locker rooms, etc. for students.
  - Avoid direct or indirect contact with material spill.
  - Remove contaminated clothing.
4. Establish a need for first aid.
5. Determine whether a normal routine may be followed at school.
6. Establish safe places for classes to reconvene.

**HAZARDOUS SPILLS**



## **INJURY**

### **Faculty and Staff**

1. **Call 911** if injury is serious.
2. Call a Campus Police Officer: 7866 (Newport); 8950 (Jonesboro); 8633 (Marked Tree).
3. Promptly contact nearest CPR/First Aid-Certified staff to render first aid.
4. Notify the Chancellor: 870-512-7850

### **Director, Leader, Officer or Designee**

1. See that proper first aid has been rendered. If not, arrange for that immediately.
2. **Call 911** if injury is serious.
3. Notify next of kin if judged necessary, based on severity of injury. If next of kin is not notified at the time of the accident, contact at a later time.
4. If the injury is severe:
  - Notify next of kin of action taken as soon as possible.
  - The Vice Chancellor for Student Affairs or designated representative should accompany the student to the hospital and remain with the student until next of kin, or physician assumes charge.
5. Record actions taken in order to document proper procedures were followed.

**INJURY**



## **SUICIDAL STUDENTS**

### **Faculty and Staff**

1. **Call 911**
2. Call a Campus Police Officer: 7866 (Newport); 8950 (Jonesboro); 8633 (Marked Tree).
3. Notify the Chancellor: 870-512-7850
4. Do not give promises of confidentiality.
5. Refer the student to the Dean for Student Development or designee. (Either walk the student there or contact an administrator or counselor to intervene).

**\*\*NOTE: These actions can be viewed as violating FERPA; however, we should place actions that provide protection for the student and others as a priority.**

### **Director, Leader, Officer or Designee**

1. Contact the Chancellor or designee if suicide is completed at school.
2. Provide support when needed during crisis situation.
3. Follow up with appropriate departments and document all actions taken.

**SUICIDAL STUDENTS**



## **UNSTABLE PERSON**

### **Identify the Emergency**

A psychological crisis (unstable person) exists when an individual is threatening harm to one's self or to others. They may be out of touch with reality due to severe drug reactions or a psychotic breakdown. A psychotic break may be manifested by hallucinations or uncontrollable behavior.

Do not attempt to handle a situation on your own that you feel could be dangerous. The person dealing with the unstable person should first call Campus Police.

### **Faculty and Staff**

- 1. Call 911**
2. Call a Campus Police Officer: 7866 (Newport); 8950 (Jonesboro); 8633 (Marked Tree).
3. Notify the Chancellor: 870-512-7850
4. If the person at issue is a student, they will be referred to the CARE Team.
5. If the person at issue is an employee, they will be referred to the employee Assistance Program by Human Resources.

### **Director, Leader, Officer or Designee:**

Follow same list as the staff.

**UNSTABLE PERSON**





## **VIOLENT SITUATIONS**

### **Faculty and Staff**

1. **Call 911**
2. Call a Campus Police Officer: 7866 (Newport); 8950 (Jonesboro); 8633 (MT).
3. Notify the Chancellor: 870-512-7850
4. If the person at issue is a student, they will be referred to the CARE Team.
5. If the person at issue is an employee, they will be referred to the employee Assistance Program by Human Resources.

### **When dealing with a violent individual, the following actions should be considered:**

- Be empathetic. Try not to be judgmental of the person's feelings. They are real – even if not based on reality – and must be attended.
- Clarify messages. Listen to what is really being said. Ask reflective questions, and use both silence and re-statements.
- Respect personal space. Stand at least 1 ½ - 3 feet from the acting-out person. Encroaching on personal space tends to arouse and escalate an individual.
- Be aware of body position. Standing eye-to-eye, toe-to-toe with the person sends a challenge message. Standing one leg length away and at an angle off to the side is less likely to escalate the individual.
- Permit verbal venting when possible. Allow the individual to release as much energy as possible by venting verbally. If this cannot be allowed, state directives and reasonable limits during lulls in the venting process.
- Set and enforce reasonable limits. If the individual becomes belligerent, defensive, or disruptive, state limits and directives clearly and concisely.
- Avoid overacting. Remain calm, rational, and professional. How you, the staff person, respond will directly affect the individual.
- Use physical techniques as a last resort. Use the least restrictive method possible. Employing physical techniques on an individual who is only acting out verbally can escalate the situation.
- Ignore challenge questions. When the client challenges your position, training, policy, etc., redirect the individual's attention to the issue at hand. Answering these questions often fuels a power struggle.
- Keep your nonverbal cues non-threatening. Be aware of your body language, movement, and tone of voice. The more an individual loses control, the less he listens to your actual words. More attention is paid to nonverbal cues.

***-From the National Crisis Prevention Institute***



**Director, Leader, Officer or Designee**

Follow same list as the staff.

**VIOLENT SITUATIONS**



## **WEATHER, SEVERE**

Campus Police will monitor weather services to detect severe weather conditions surrounding ASUN campuses and facilities. When severe weather conditions are observed or an alert has been given by the National Weather Service, the following procedures will be followed:

### **1. Tornado Warning**

A Tornado Warning means that a tornado has been sighted. If you see or hear the tornado coming, do not wait for directions. Go to pre-designated storm-safe locations in your building and protect yourself. Campus Police will notify campus personnel by email, phone or in person (if safely possible) of the tornado warning. Building Coordinators (primary and secondary) will assist in the notification including those without computers or electronic devices.

Campus Police will monitor impending danger and direct personnel along with the assistance of Building Coordinators to pre- designated safe locations.

Individuals should remain inside the protected areas and refrain from going outside to watch. Campus Police will announce an "all clear" as soon as conditions improve and the danger has passed.

### **2. Tornado Watch**

A Tornado Watch means that weather conditions exist that could cause the creation of a tornado. In the event a tornado watch has been received, Campus Police will notify campus personnel by email, phone or in person (if safely possible) of the warning. Building Coordinators (primary and secondary) will assist in the notification including those without computers or electronic devices. Campus personnel will not be alerted to take cover unless weather conditions warrant.

Campus Police will monitor weather reports impending danger, and if necessary direct personnel along with the assistance of Building Coordinators to safe pre-designated locations.

Individuals should remain inside the protected areas and refrain from going outside to watch. Campus Police will announce an "all clear" as soon as conditions improve and the danger has passed.

### **3. Severe Weather Storm Warning**

A Severe Weather Storm Warning means that severe weather is imminent. In the event a severe weather warning has been received, Campus Police will notify campus personnel by email, phone or in person (if safely possible) of the warning. Building Coordinators (primary and secondary) will assist in the notification including those without computers or electronic devices.



Campus Police will monitor weather reports impending danger, and if necessary direct personnel along with the assistance of Building Coordinators to pre-designated safe locations.

Individuals should remain inside the protected areas and refrain from going outside to watch. Campus Police will announce an "all clear" as soon as conditions improve and the danger has passed.

#### **4. Severe Weather Storm Watch**

A Severe Weather Storm Watch means that severe weather may affect the local area. Campus Police will notify campus personnel by email, phone or in person (if safely possible) of the watch and monitor the situation. Building Coordinators (primary and secondary) will assist in the notification including those without computers or electronic devices

#### **5. Cancellation of Campus Activities**

Campus Police will consult with the Executive Cabinet if weather conditions appear to warrant cancellation of normal college activities.

#### **6. Safe Locations**

The college has pre-designated shelter areas; however, below are general guidelines to follow in seeking safe locations:

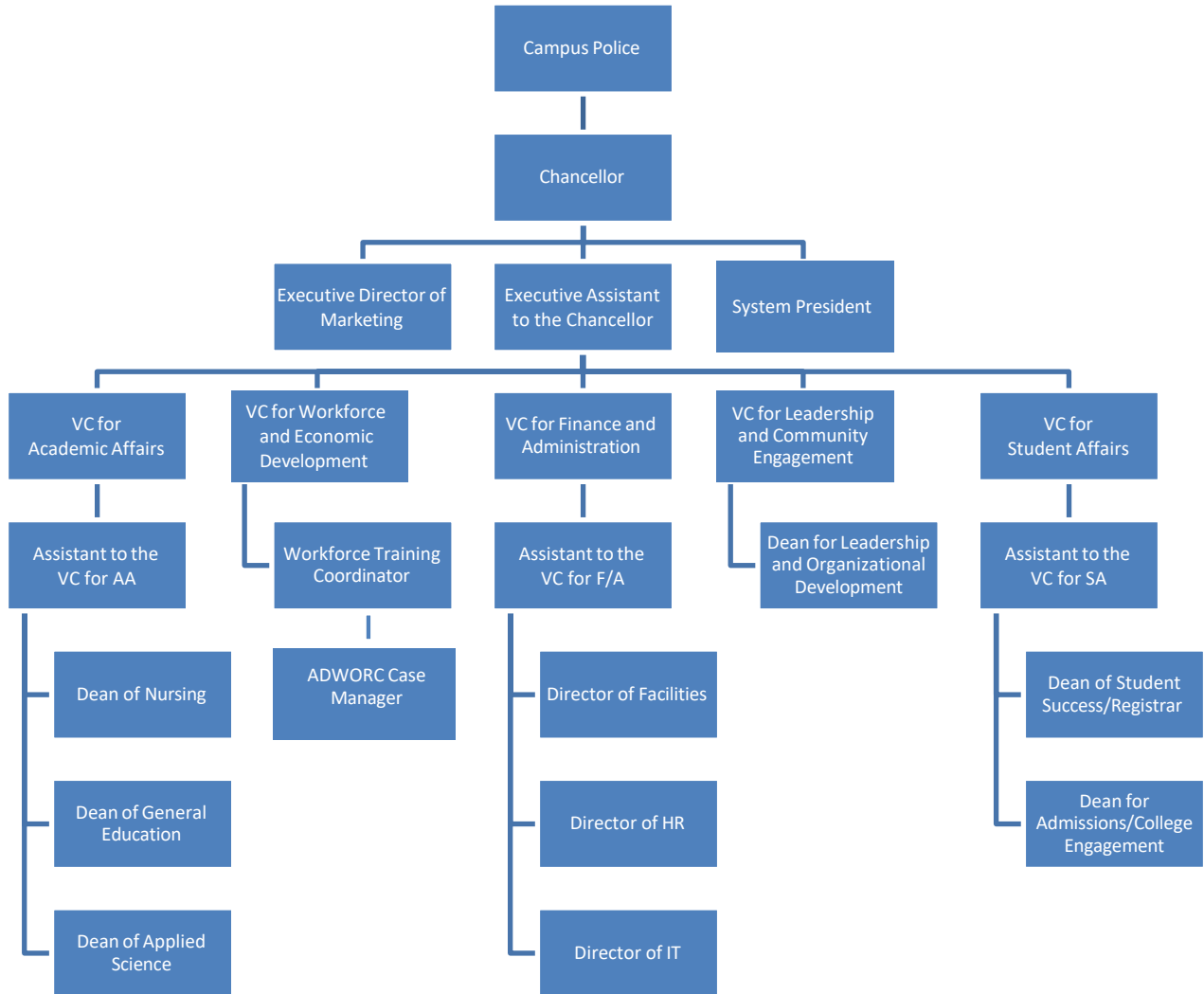
- a. Seek shelter in a basement, if possible. If no basement is available, go to a first floor, small interior room, or room on the opposite side from a severe storm. First floor interior halls may provide protection; however, avoid halls that are open to the outside.
- b. Safer locations are generally away from outside walls, glass, and large rooms (atrium, auditorium, etc.). Shelter may be sought under tables, counters, small storerooms, or restrooms.
- c. If the storm is in the immediate area, your vehicle may NOT offer the best protection.

**7. Personnel with limited mobility:** Building coordinators, faculty, and staff shall plan to assist individuals with limited mobility to safe areas.

**8. Conference Center:** Primary and/or secondary building coordinators must be designated for evening and weekend events.

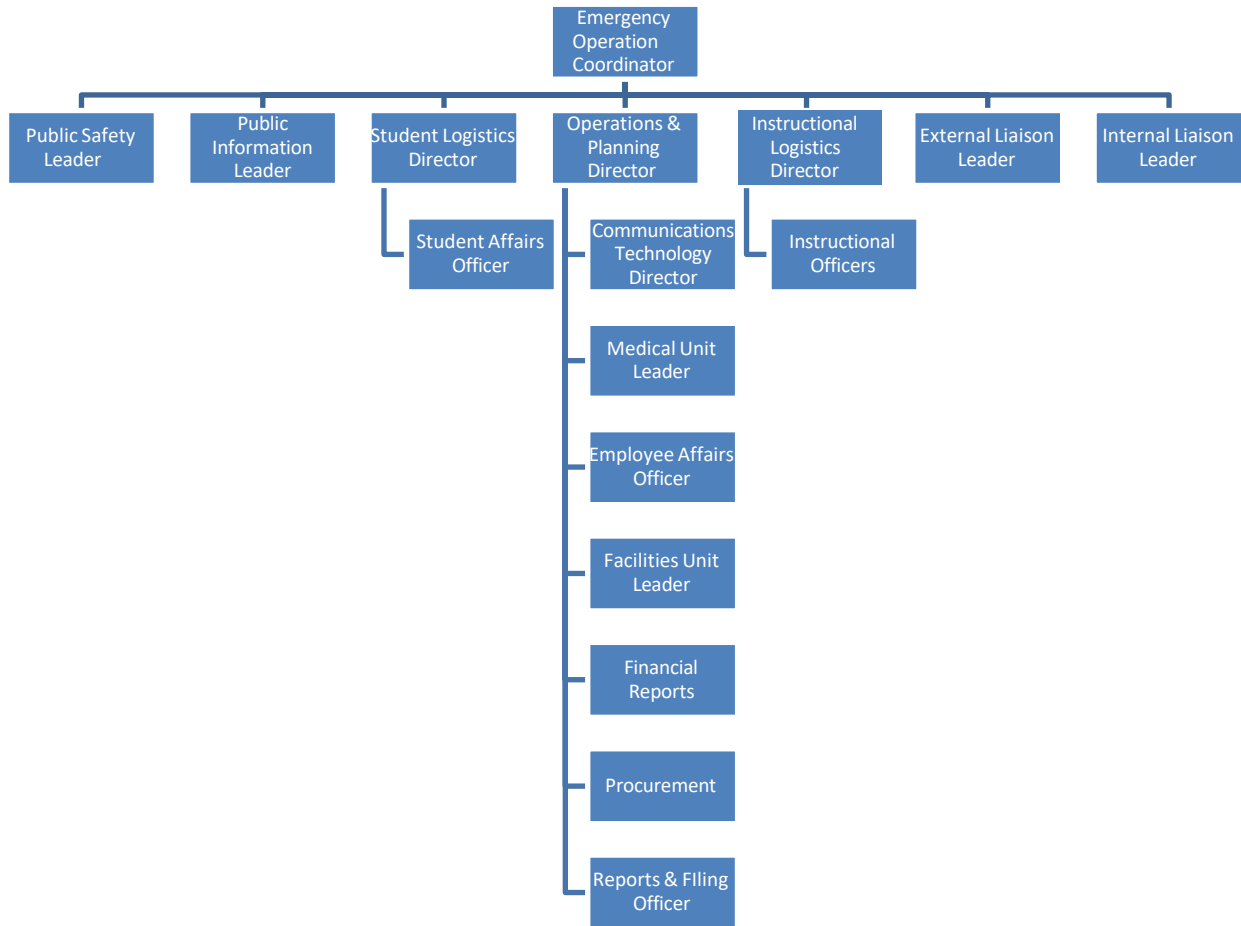
**WEATHER, SEVERE**

**EMERGENCY CALLING TREE**



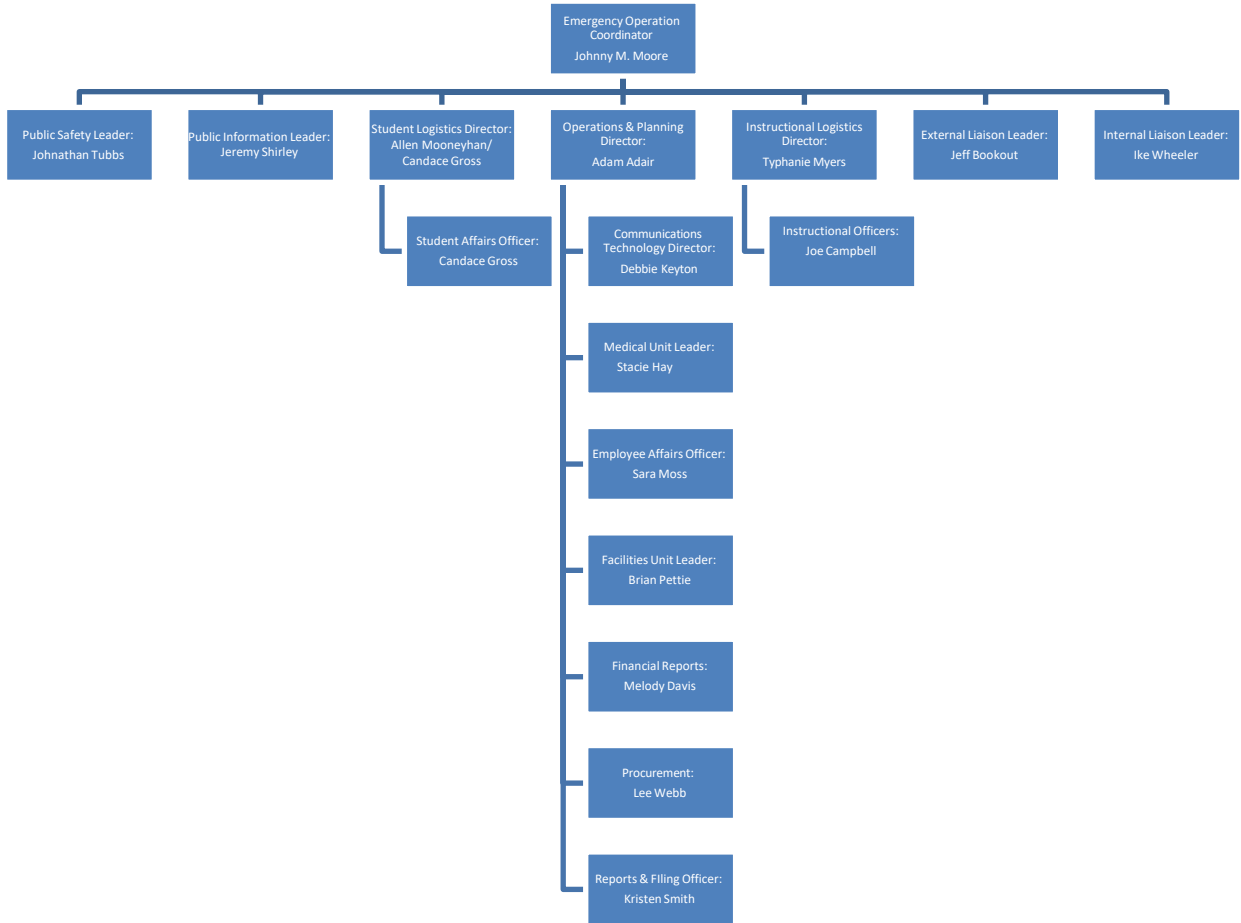


EMERGENCY RESPONSE TEAM ORGANIZATION CHART



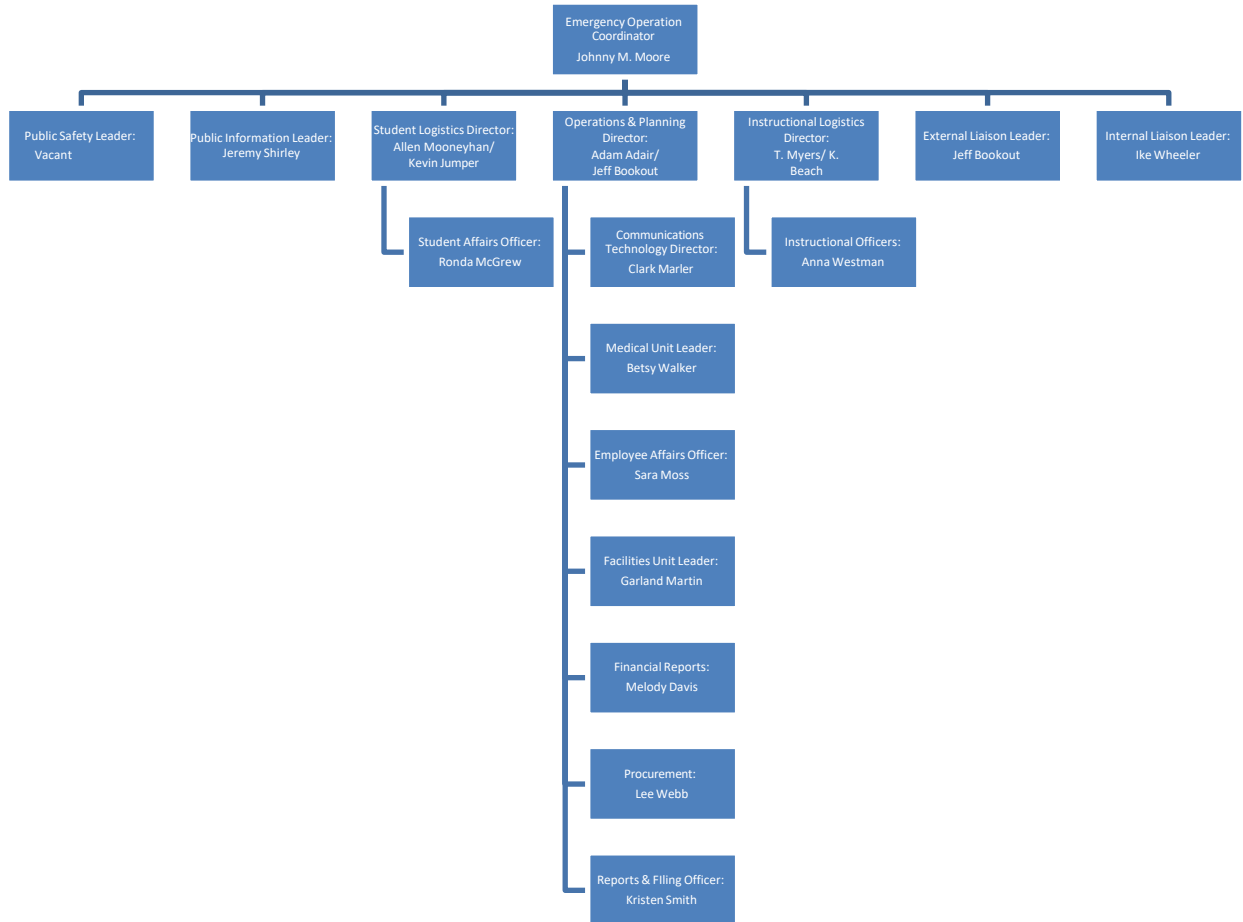


# Newport





# Jonesboro







### Marked Tree

