



# EMERGENCY MANAGEMENT PLAN

October 2001

Revised: March 10, 2011

# St. Louis Community College-Florissant Valley Emergency Operations Plan

## I. Purpose

The purpose of this plan is to provide general guidelines to the Florissant Valley campus community in the event of an emergency situation.

## II. Emergency Management Team (EMT)

The Emergency Management Team will be responsible for the implementation of strategies and plans for the recovery phase of the emergency.

### Emergency Management Team Members

College President	
Executive Assistant to the President	Dean, Business
Vice President, Academic Affairs	Dean, MSET
Vice President, Student Affairs	Dean, Liberal Arts
Community Relations Coordinator	
Buildings/Grounds Manager	
Buildings/Grounds Supervisor	
Maintenance Supervisor	
Chief of Police	
Business Manager	
Sr. Manager TESS	

The emergency management team will be activated by notification from the Campus President or a person designated to act in their place.

**In an emergency, the conference room of the Administration Building (A245) will serve as the Emergency Operations Center (EOC).** If it is impossible to occupy the Administrative Building conference room, the College President or a designee will establish an alternate site.

Depending on the nature of the emergency, members of the EMT will report to the EOC for further instructions and assignments.

## **DUTIES AND RESPONSIBILITIES OF THE EMT**

The Emergency Management Team will be responsible for developing plans to prevent, respond, mitigate and recover from emergency situations.

## **TYPES OF EMERGENCIES**

### **Level 1 Emergency:**

An unforeseen event or condition requiring prompt action, short-term, is not likely to adversely affect life, health, property, the environment or the functional capacity of the college. External emergency response is not routinely necessary except in the case of fires that require notification of the fire department.

**Activation of the Emergency Operations Center is not necessary.**

### **Level 2 Emergency:**

An unforeseen event or condition requiring prompt action, may adversely affect some college operations; threaten life, health or property within a small or isolated area. It has a predictable duration. Control of the event is usually within the capabilities of the college, but may require outside assistance. Short-term evacuation of an area may be necessary.

**Activation of the Emergency Operations Center is not necessary.**

### **Level 3 Emergency:**

An unforeseen event or condition requiring prompt action, may threaten life, health or property at one or more locations with the college. The event has an unpredictable duration and will likely cause the disruption of the overall operations of the college. Evacuation of one or more buildings may be necessary. Off-campus assistance is needed to control the emergency..

**Activation of the Emergency Operations Center is necessary.**

### **Level 4 Emergency:**

An unforeseen event or condition adversely affecting life, health, or property on a large scale. A catastrophic event involving the entire campus and the surrounding community, and typically involve multiple emergencies. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort involving campus and community resources are required to effectively control the situation. Evacuation of an entire campus may be necessary. The purpose of the level 4 emergency is to initiate predetermined protective measures to be taken by the campus community and the general public.

**Activation of the Emergency Operations Center is necessary .**

### **III. OVERALL RESPONSIBILITIES**

#### **A. ST. LOUIS COMMUNITY COLLEGE AT FLORISSANT VALLEY**

1. The Florissant Valley Campus Police Department will respond to all emergency incidents. It will be the responsibility of the College Police to be in compliance with the Incident Command System mandates of the National Incident Management System (NIMS) guidelines:
  - a. Respond to the area of the incident and first ascertain the type of response necessary.
  - b. The campus police will notify the appropriate agencies within St. Louis County which can provide support activities.
  - c. Secure the area and take the appropriate actions necessary to minimize the dangers to persons.
  - d. Notify the Campus President and all other appropriate staff.
  - e. Provide necessary information to Community Relations Coordinator.
2. The Florissant Valley Chief of Police will be responsible for managing the incident, until the Campus President arrives on the scene.
3. The Campus President will be responsible for the overall emergency response. The Campus President will exercise control over the emergency operation and provide guidance on matters of basic policy and decision making authority.
4. The Community Relations Coordinator or (designee) shall have the responsibility to co-ordinate the release of all information to the media.

## **IV. EMERGENCY PROCEDURE**

### **EVACUATION PROCEDURES** (Fire, Gas Leak, Hazardous Material, Fire Alarm)

1. Evacuate building immediately using the posted evacuation routes or by using the nearest exit.
2. Move away from hazardous area.
3. Evacuate to safe areas outside building.
4. Headcount to be taken in designated assembly area.

### **EVACUATION PROCEDURES FOR PERSON WITH DISABILITIES**

Emergency personnel are usually available to assist with evacuation. However, this may not always be the case. It is not always possible to know the location of each person with a disability on campus. Pre-planning and advance arrangements by persons with disabilities are recommended to increase the chances of their safe evacuation from a building in an emergency situation. The following are suggestion:

#### **PRE-PLANNING**

- Students should register with the ACCESS Office, discuss emergency evacuation needs and sign a release allowing the college to include their schedule in a master schedule for emergency personnel.
- Students should discuss the following with your instructor.
  - a. Identification of possible volunteers or buddies that can assist you
  - b. Explanation of the safest method for assisting you.
  - c. If you have difficulty being understood, develop a card containing all appropriate instructions. Show it to your instructor and keep it with you.
- Staff who have special emergency evacuation needs should fill out an Emergency Evacuation Form and send it to Campus Police.
- Persons with disabilities should become familiar with the exits, ramps, stairways, emergency phones and elevators in building they occupy.
- Persons with disabilities should become familiar with identified safe areas in the event they are unable to exit the building or use the elevators.

#### **DURING AN EMERGENCY**

- The preferred method is to immediately leave the building, with or without assistance. Use pre-designated volunteers(s) to assist.

## **WEAPONS AND/OR SHOTS FIRED ON CAMPUS**

If you see a person(s) with weapons on campus or hear shots being fired:

1. If it is safe to do so, notify campus police at 513-4300 or by using a campus emergency phone.
2. Warn others in the vicinity of the threat
3. Safety should be the main concern. Everyone in an area should remain under cover, concealed and quiet. Keep away from windows and openings. If you are in a room, lock, barricade or secure doors if possible.
4. If the shooter is seen – do not engage the shooter. This could lead to a hostage situation.
5. Campus police and/or other law enforcement officials will take control of the building and situation as soon as possible. Comply fully with these officials.
6. At no time should you leave a locked room or classroom unless advised so by police or appropriate campus official.

### **Information Police Dispatcher Will Need When You Call to Report Weapons or Shots Fired.**

- Your name
- Location of person with weapon or where firings occurred
- Description, including number of suspects and their identity if known
- Any known injuries

## CRIME

If you discover a police emergency (i.e., crime in progress):

1. Do not attempt to apprehend or interfere with a criminal except in self-defense.
2. If it is safe to do so, try to get a detailed description of the criminal noting:
  - Height
  - Weight
  - Sex
  - Race
  - Age
  - Clothing
  - Weapons, if any
  - Direction of travel or current location
3. If the criminal enters a vehicle, note its:
  - License number
  - Make, model, color
  - Any other identifiers
4. Call Campus Police (513-4300)
5. Remain where you are until contacted by a Campus Police Officer

## **BOMB THREAT**

### Telephoned Threats

1. Call Campus Police ext. 4300
2. If told to, evacuate the building using the fire drill procedures. Do not announce that the evacuation is due to a bomb threat. Avoid panic. People may be unnecessarily injured.
3. Keep the person talking as long as possible.
4. Secure as much information as possible.

### Suspicious Devices

1. Do not touch the device in any way. Evacuate and seal off the area using the fire drill procedures.
2. Call campus police ext. 4300
3. Wait a safe distance away from the area for trained people to examine and dispose of the device.



## **CHEMICAL SPILLS**

### **At the time of the spill**

1. Evacuate the area using normal fire evacuation procedures.
2. Call Campus Police ext. 4300

### **If a spill is discovered and it appears that action has not been taken**

1. Do not touch if you are not sure of what it is.
2. Keep people away from the area.
3. Call campus police ext. 4300

## **EARTHQUAKE**

### **If inside during the Earthquake**

1. Stay inside if inside
2. Crawl under sturdy furniture
3. Move to inside wall or doorway
4. Stay away from glass and other items on the walls

### **After the Shaking Stops**

1. Do not use open flames (candles, matches or lighters)
2. Evacuate the area using normal fire drill procedures.

### **If outside during the Earthquake**

1. Stay in the open if outside
2. Keep away from buildings, trees, and electrical poles and wires

### **After the Shaking Stops**

1. Do not use open flames (candles, matches or lighters)
2. Do not enter buildings until it is determined that they are safe.

## **TORNADO**

### **If inside during the tornado**

1. Evacuate to specific indoor locations
2. Avoid windows, and glass doorways
3. Stay away from bookshelves that might fall on you.
4. Protect your head and make yourself as small a target as possible by crouching down.
5. If the lights go out, use a flashlight only; do not use a match, lighter, or any open flame.

### **If outside during tornado**

1. Lie in a gully, ditch, or low spot in the ground
2. Protect your body and head with anything available
3. Do not go into damaged buildings; they may collapse completely.

A **TORNADO WATCH** is given when weather conditions are favorable to the formation of tornadoes, for example during severe thunderstorms. During a TORNADO WATCH, keep an eye on the weather and be prepared to take shelter immediately if conditions worsen.

A **TORNADO WARNING** is given when a tornado funnel is sighted or indicated by radar. **You should take shelter immediately.** Because tornadoes can form and move quickly, there may not be time for a warning. That's why it's important to stay alert during severe storms.

## **FIRE**

1. Sound the fire alarm. Do not attempt to put out any fire before sounding the fire alarm.
2. Evacuate building using the fire evacuation plan.
3. Move people a safe distance away from the building.
4. Have someone notify campus police at 513-4300.

## **SEVERE WEATHER**

The following procedures will be used when severe weather threatens or warnings are issued by the National Weather Service.

1. The campus Police Chief (or assigned shift officer) will monitor the National Weather Station and call the State Highway Department to determine the weather forecast and conditions. He also will call the Highway Patrol to check on road and highway conditions.
2. If conditions warrant, the Chief of Police should contact the Building and Grounds Manager (or Assistant Manager). Contact should be no later than 3 a.m., or 2:30p.m. (Suggested times will allow announcements on radio stations in early morning before day classes or drive times before the evening schedule.) If severe weather threatens after 5 p.m., the night administrator also should be informed by campus police.
3. The Building and Grounds Manager (or Assistant Manager) notifies the campus President of forecasted conditions and suggested actions.
4. Manager calls campus President no later than 4:30 a.m., or 3 p.m. to discuss weather, campus conditions and the advisability of opening/closing campus.
5. If campus is to be closed or if placed on a snow schedule, the President calls the Community Relations Coordinator (or campus Police Chief) who notifies radio stations and calls Police Chief to put message on the weather line 513-4949. If campus is closed after 5 p.m., the President (or designee) also notifies the night administrator.
6. President notifies Cabinet members.
7. Cabinet members call personnel under their area of supervision with the decision. If classes are cancelled after 5 p.m., campus police will notify all departments and offices of the closing.

## **POWER OUTAGE**

When an electrical power outage occurs on campus:

1. The Building and Grounds manager determines the reason for the outage, and whether telephone service has been affected.
  - a. If outage in service is AmerenUE's responsibility, Building and Grounds manager (or designee) contacts AmerenUE to determine anticipated time of recovery.
  - b. If outage is campus responsibility, Building and Grounds manager checks with staff to determine anticipated time of recovery.
2. Building and Grounds manager notifies the campus president (after 5 p.m. the night administrator also should be contacted).
3. The campus president (or designee) contacts the Campus Police Chief. Campus Police Chief (assigned officer) contacts departments and offices with information about conditions on campus and expected time of repair. Campus Police will check elevators to determine if anyone is inside. Police also will determine if students or staff with disabilities require special assistance. (If telephone service is disrupted, police staff will contact campus buildings and offices.) Information should be conveyed quickly and clearly across the campus, especially to the affected areas.
4. If conditions warrant class cancellation or postponement, the president notifies the Community Relations manager (or police chief) who will contact radio stations. If appropriate, campus and College Center Community Relations staff will arrange for signs to be posted on campus buildings. If cancellation or postponement occurs after 5 p.m., the Campus Police Chief (or designee) should contact night administrator.

## **PROCEDURE FOR REQUESTING STATE AND FEDERAL ASSISTANCE**

### **STATE AND FEDERAL ASSISTANCE**

- A. Assistance from State and/or Federal agencies such as the Department of Conservation, Department of Natural Resources, U.S. Army Corps of Engineers, etc. can be requested directly by calling the appropriate agency. State and/or Federal assistance may also be requested through the State Emergency Management Agency (SEMA)
- B. Prior to calling for State or Federal aid, St. Louis County Office of Emergency Management (EMA) should be notified at (314) **628-5400**. The St. Louis County EMA will determine if the required resources are available locally.
- C. **SEMA Notification**
  - 1. SEMA has a 24-hour telephone number to request assistance in a disaster or emergency: **573-751-2748**.

### **LOCAL ASSISTANCE**

The Florissant Valley Campus is located within the jurisdiction of the City of **Ferguson, Missouri**.

Telephone Numbers:

Ferguson Emergency Services Dispatch Center: 9-1-1

Ferguson Police Station: (314) 522-3100

**St. Louis County** Police Department: (314) 889-2341

Code 1000 Activation (See The Code 1000 Plan for St. Louis County and  
Municipal Law Enforcement Agencies) (314) 889-2341

### **UTILITY COMPANIES SERVING FERGUSON (Florissant-Valley)**

#### A. **Water and Wastewater**

Missouri-American Water Company  
535 N. New Ballas  
St. Louis, MO. 63141  
(314) 991-3404

Metropolitan Sewer District  
2350 Market St.  
St. Louis, MO. 63103  
(314) 768-6200

B. Electric

Ameren UE  
P.O. Box 529  
St. Louis, MO. 63166  
(314) 342-1000

C. Natural Gas

Laclede Gas Company  
720 Olive Street  
St. Louis, MO. 63102  
(314) 342-0670

D. Telephone

AT&T  
100 N. Tucker  
St. Louis, MO. 63101  
(314) 235-9800

**American Red Cross St. Louis Chapter  
Activation Procedures**

Red Cross resources are mobilized by contacting Disaster Services Staff directly or the 24-hour telephone number.

Red Cross 24-hour number: (314) **516-2700**

Director Disaster Services: (314) 516-2755 Office (Business Hours)

Manager Disaster Services: (314) 516-2754 Office (Business Hours)

Red Cross Daytime Number (314) 516-2750