



Emergency Response Plan

Tohono O'odham
Community College

Important Contacts

Call 911 to report any
emergency

Campus Security
• 520-993-9061

Tohono O'odham Police Dept.
• 520-383-3275

Tohono O'odham Fire Dept.
• 520-383-8276

Facilities Maintenance
Department
• 520-383-0004

**As amended by the Tohono O'odham Community College
Board of Trustees on September 14, 2017**

This policy supersedes and replace any prior policies approved. None of these polices or procedures may be amended or altered in any way by oral statements. Only written amendments by authorized management officials and approved by the Tohono O'odham Community College Board of Trustees will constitute changes to statements made in this and any TOCC approved policies.

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A. Introduction and Purpose

Tohono O'odham Community College (TOCC) is committed to the safety and well being of its staff, students, faculty and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the College.

1. Goals

The goals of Tohono O'odham Community College in responding to an emergency situation include:

- Ensure safety of all staff, students, faculty, and guests.
- Ensure physical and emotional well-being of staff, students, faculty, and guests.
- Quick and effective handling of an emergency situation.
- Protection of TOCC facilities, property, and belongings of staff, students, faculty, and guests.

2. Applicability and Scope

This plan applies to all employees of TOCC and any person occupying TOCC to include students, employees, and guests.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation, which has not been expressly addressed in this plan use good judgment.

3. Responsibility

Overall responsibility for the TOCC emergency plan lies with the Vice President of Student Services. The VP Student Services will review and update this plan annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to VP Student Services.

4. Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:

1. President
2. Vice President Student Services
3. Vice President Administrative Services and Finance

B. Communication Protocols

1. **During an emergency** the following methods of communication will be used to reach staff, faculty, students, and guests:

Employees who identify an emergency situation, including fire, violence, active shooter, or other threat endangering life or property should call 911 if they can safely do so;

Email messages will be sent to All Users by designees of Vice Presidents and President to include Administrative Assistants in the President’s office, Vice President’s divisions;

Text messages will be sent by IT Manager or designee.

2. Media Inquiries

Inquiries from the media during or after an emergency will be addressed by the President or designee. The President’s office will be consulted in releasing any information to the media.

C. Test, Training, and Exercises

This section is best developed on a departmental basis. It is recommended that the department spend time, at the very least, discussing the contents of this and other emergency plans with employees. It is also recommended that at least once annually the department exercise the plan by practicing all or part of it.

D. Emergency Contact Directory

Name	Primary Phone	Secondary Phone
Paul Robertson	520-383-0010	520-312-0155
Sylvia Hendricks	520-383-0011	520-360-6094
Juana Jose	520-383-0044	520-360-4683
Security	520-993-9061	
In Emergency – fire, active shooter, Immediate threat	911	

E. Emergency Protocols:

1. Fire and Evacuation

a. In the Event of a Fire:

Pull the Fire Alarm and Call 911

b. If you see smoke or flames Use CARE:

- **Contain** the fire by closing all doors as you leave
- **Activate** the nearest Fire Alarm pull station (Pull stations are located near all building exits)
- **Report** the fire by dialing 911
- **Evacuate** or extinguish (In most cases, it is best to Evacuate)

c. Use a Fire Extinguisher only if:

- You have been trained
- You have your back to an unobstructed exit
- You have a fully charged and proper type unit for the fire you are fighting
- The fire is contained, and you have reported the fire by **Fire Alarm** or **911** activation
- Everyone else has left the area
- There is little smoke or flames

d. Never fight a fire if:

- You lack a safe way to escape should your efforts fail
- It has left its source of origin
- You are unsure of the type of extinguisher you need or have
- If you can't control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.

2. Building Evacuation

You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/emergency personnel and:

- Take only keys, wallets and essential belongings with you
- If possible wear weather appropriate clothing
- If you are the last one to exit your room close, and lock doors
- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don't run, to the nearest exit

- Assist people with special needs
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call Campus Security at 520-993-9061 to report location and number of people needing assistance
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- If you are unable to evacuate, call Campus Security at 520-993-9061 and report your location
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of the Department of Safety and Security or other identified emergency personnel
- Wait for instructions before returning to your building after an evacuation

3. Medical Emergency

If someone is injured or becomes ill:

- Stay Calm
- Dial **911** and explain the type of emergency, the location, condition, and number of victims
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury if s/he is not moved
- Render first-aid or CPR only if you have been trained
- Do not leave the injured person except to summon help
- Comfort the victim until emergency medical services arrive
- Have someone stand outside the building to flag down the ambulance and/or Safety and Security when they reach the vicinity

4. Bomb Threat

If you receive a bomb threat, remain calm and:

- a. Obtain as much information as possible:
 - Write down the number from where the call is coming
 - Write down the exact time of the call
 - Write down as accurately as possible the statements made
 - Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)
 - Listen for background noises
 - Try to signal for someone else to also listen on the telephone line, if possible
 - Do not hang up and stay on the line as long as possible; wait for the caller to hang up

- b. Keep the bomb threat caller talking, and ask as many questions of the caller as you can:
 - When will the bomb go off? How much time remains?
 - Where is the bomb located?
 - What does it look like?
 - What kind of bomb is it?
 - How do you know about this bomb?
 - Why was it placed here?
 - Who are you?
 - What is your name?
- c. Call **911** immediately and then call the Tohono O'odham Nation Department of Safety at 520-383-3275 and TOCC Security at 520-993-9061

5. Hostile Intruder/Active Shooter

a. **If a hostile intruder/active shooter is Outside your building:**

1. Get to a room that can be locked; close and lock windows and doors
2. Turn off the lights
3. Try to get everyone down on the floor (so that no one is visible from outside the room)
4. Call 911. The Dispatcher will ask for, at least, the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
6. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Campus Security Officer

b. **If a hostile intruder/active shooter is INSIDE your building:**

1. Exit (get out of) the building immediately
2. Notify anyone you may encounter to exit the building immediately
3. Call 911. The Dispatcher will ask for at least the following information:

- a. Your name
- b. Location of the incident (be as specific as possible)
- c. Number of shooters (if known)
- d. Identification or description of shooter
- e. Number of persons who may be involved
- f. Your location

If exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office
 - a. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet
2. Close and lock the door and/or block it (try barricading the door with desks and chairs)
3. Cover the door windows
4. Call 911 (the Dispatcher will gather information from you)
5. Keep quiet and act as if no one is in the room (silence cell phones)
6. DO NOT answer the door
7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
8. Do not respond to any voice commands until you are sure that they come from a Police Officer, and/or a Campus Security Officer

c. If a hostile intruder/active shooter Enters your office or classroom:

1. Remain calm
2. Dial 911 (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place)
3. Try to escape, but if unable, you must take action to survive!! Make a quick survival decision, either:
 - a. Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or
 - b. Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or
 - c. Play dead (pretend to be unconscious), or
 - d. Try to overpower the hostile intruder/active shooter by force if there are no other options (use anything at your disposal and fight for your life);

- e. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival.

d. If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:

1. Close and lock the door and/or block it (try barricading the door with desks and chairs)
2. Call 911 (if not on the line already)
3. DO NOT answer the door and stay in place behind cover
4. Do not respond to any voice commands until you are sure that they come from a Police Officer, and/or a Campus Security Officer

e. If you decide to flee during a hostile intruder/active shooter situation:

1. No matter what the circumstances, make sure you have an escape route and plan in mind
2. Do not attempt to carry anything while fleeing
3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
4. Move quickly, keep your hands up high and visible
5. Follow the instructions of any Police Officers you may encounter

f. What to expect from responding police officers:

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

1. Remain calm
2. Do as the officers tell you
3. Put down any bags or packages you may be carrying

4. Keep your hands up and visible at all times
5. If you know where the hostile intruder/active shooter is, tell the officers
6. Once out of harm's way remain at whatever assembly point authorities designate
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
8. Do not leave until you have been interviewed and released

6. Utility Failure and Natural Disaster

a. Utility Failures

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. Facilities Maintenance Department has procedures and personnel to deal with utility failures and resumption of service. For your personal safety, in the event of a utility failure:

- Remain calm
- Immediately notify Safety and Security at 520-993-9061
- If the building must be evacuated, follow the instructions posted near exits in each building
- Unplug all electrical equipment (including computers) and turn off light switches
- Use a flashlight: Do not light candles or use other kinds of flames for lighting
- Laboratory personnel:
 - Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating
 - Close all fume hoods and chemical containers

b. Floods

Minor or area flooding on campus could occur as a result of a flash flood event, or major multiple rainstorms. Security monitors the National Weather Service and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to Campus Security at 520-993-9061
- Move to higher, safer ground

- Shut off all electrical equipment
- If in a lab, secure all laboratory experiments
- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediate action from Security
- If the building must be evacuated, follow the instructions on Building Evacuation
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by College personnel
- If you are assisting with flood cleanup, report immediately to Facilities Maintenance Department any oil, chemical, or radioactive materials suspected of mixing with flood waters

c. Shelter in Place/Safe Shelter

Shelter in Place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows.

It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder on campus.

- Stop classes and/or other operations in the building.
- If there are guests in the building, provide for their safety by asking them to stay—not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately, where they are.
- Close and lock all doors, windows, and other openings to the outside.
- If necessary/possible, turn off heating or cooling system.
- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- Ideally, choose room(s) with landlines as cellular networks may be unavailable. Use these phones to report any emergencies.
- Stay away from windows and doors.
- In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the “Hostile Intruder/Active Shooter” section.
- Remain calm and await further instructions.

ABOVE ALL, DO NOT leave the room until directed to do so by a public safety official.

7. Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. Call Campus Security immediately at **520-993-9061**

- **DO NOT** touch the package or object
- **DO NOT** tamper with the package or object
- **DO NOT** attempt to move the package or object
- **DO NOT** open the package or object
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box
- Isolate the package or object and evacuate the immediate area

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail
- Restrictive markings such as “Confidential” or “Personal”
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Misspelled words
- Stains or discoloration on the package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or aluminum foil
- Excessive tape or string
- Visual distractions such as illustrations
- No return address