



# Shawnee Community College

**Massac County Extension Center Safety Plan**

**5385 Industrial Park Dr., Metropolis, IL 62960**

**Revised: Aug 1, 2023**

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## Introduction

This Campus Safety Plan provides Shawnee Community College's Massac County Center faculty, staff, and students with a management system to respond to major disturbances affecting the Massac County campus. All personnel assigned to carry out specific responsibilities are expected to know SCC's policies and procedures. The Campus Safety Plan was created to meet the Illinois Campus Security Enhancement Act of 2008 (110 I LCS 12/).

It shall further be the policy of Shawnee Community College to train extension campus officials, whom are responsible for campus emergency management in how to respond in certain situations.

Extension campus officials will partner with emergency service agencies in their jurisdictions to review this policy periodically and train with these agencies when possible. Each extension campus shall execute training exercises at least annually, testing the effectiveness of this plan (i.e. severe weather drills which are scheduled annually by the National Weather Service).

The Shawnee Community College main campus operates an Incident Command System (ICS) in major emergencies. Those appointed by the Shawnee Community College President to serve in ICS roles are recognized as members of the Shawnee Community College Emergency Response Team (ERT). The directors of each Shawnee College extension campus shall create an Emergency Response Team (ERT) utilizing staff members employed by Shawnee College at their center. This team will guide others to safety during a crisis on campus.

The Shawnee Community College Campus Violence Prevention/Threat Assessment Team, also known as the Shawnee Community College Campus Safety Committee, shall meet periodically to review both the main campus and extension center safety plans and make recommendations to the president to improve campus safety on all Shawnee Community College campuses.

## Signatory Page

This Shawnee Community College Massac County Safety Plan is hereby approved and is effective as of this date.

X

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Dr. Timothy L. Taylor  
President

## **Purpose**

The Campus Emergency Plan outlines the college's procedures for managing major emergencies and incidents that may threaten the *health, safety, and welfare of the campus community* or disrupt its programs and activities. This Plan places a strong emphasis on prevention, intervention/response, and post-emergency/incident activities. Further, this Plan identifies individuals who are directly responsible for emergency responses and critical support services that are aimed at addressing the specific events/incidents outlined in this document. It also provides a management structure by delineating the roles and responsibilities of college employees so that the coordination and deployment of essential resources are facilitated in the event of an emergency or incident.

## **Assumptions**

This Campus Safety Plan is based on assumptions that provide a basic foundation for establishing the operating policies and procedures. The "general" considerations used to formulate this plan include the following:

- The emergency plan is based on events most likely to occur near the Massac County Extension Center.
- Most emergencies will occur with little or no warning.
- Emergencies may require coordination of internal and external departments, organizations, and city, county, state and federal agencies.
- Local services may not be available.
- Basic services, including utilities may be interrupted.
- Structural damage may occur to buildings and highways.
- Normal supplier/vendors may not be able to deliver goods.
- Students, faculty, staff, and administration may need to remain on the campus for extended periods of time.
- The Campus Safety Plan will be reviewed and evaluated frequently (campus walk-through/drills) to ensure the operational readiness and effectiveness of the plan.

## First Aid Kits

- Located in the Receptionist's office under the counter near the fax machine.
- If further help is needed, call 618-524-3003 so that 911 can be called to summon an ambulance to the center.

## AED location

- Located in the front lobby/atrium area, to the left of the bulletin board.
- Notify the front desk at 618-524-3003 so that 911 can be called to summon an ambulance to the center.

## Emergency Response Kit

Located at the Massac County Extension Center and includes:

(6) 5"x9" sterile pads	(4) Triangular Bandages	Penlight	(20) 4'x4" sterile pads
(2) Narcan	Trauma Sheers	Blood Pressure Cuff	(2) Cold Packs
Multi Trauma Dressing	(10) Ammonia Inhalants	4 Latex Free Gloves	(2) 6" Roller Gauze
1 S.A.M. Splint	(2) 3" Roller Gauze	Fluid Shield Mask with Visor	1 tape roll
Sprague Stethoscope	Small Notebook/Ink pen	Window Punch	Pocket Mask

## **Emergency Call List**

The Coordinator of the Massac County Extension Center or their designee shall periodically review and update this list.

Numbers on the Emergency call list are only to be used in the case of an actual emergency. Calls should be made in sequential order by number:

1. Beth Crowe-Massac County Extension Center Coordinator  
618-524-3471
2. Don Koch-Facilities Director  
618-634-3289
3. Chris Clark-VP of Administrative Services  
618-634-3233

## **Emergency Response team**

Shawnee Community College Massac County Extension Center Emergency Response Team (ERT)

The Director of the Union County Center is designated as the Incident Commander (IC) during any emergency and will supervise the Emergency Response Team (ERT). In the event they are not present, the first staff on the scene will assume the Incident Commander role until the IC arrives or is relieved by other emergency services personnel. The other staff listed below will act as an Emergency Response Team (ERT) during emergencies and fulfill the duties outlined in this policy.

1. Lindsay Johnson, Extension Center Director
2. Chris Clark, VP of Administrative Services
3. Don Koch, Director of Facilities
4. Beth Crowe, Extension Center Coordinator

## **Emergency Action Plan**

### **Incident Commander (IC)**

The Coordinator of the SCC Massac County Extension Center or his/her designee shall be the Incident Commander during any medical emergency, natural disaster, social emergency, etc., occurring on the campus.

The primary objectives of the Incident Commander (IC) is to ensure the necessary assistance has been summoned, to delegate other staff to needed duties, and when time permits, to notify the Shawnee Community College President's Office of the situation. After notification, further assistance from the main campus may be provided by the College President.

The Incident Commander is the decision maker for all issues during the declared emergency. The IC will use these guidance procedures, available resources, and his or her best professional judgment to protect the health, welfare, and safety of the Massac County Extension Center and its students, staff, and faculty.

If the Coordinator is not present, the first person on the scene is the IC until the Coordinator arrives or emergency services arrive and take control of the incident.

### **Incident Commander Responsibilities:**

- Develop incident objectives and manage all operations
- Maintain rapport, cooperation and communication with area emergency services
- Establish priorities for student, staff, and faculty's safety
- Close the Extension Center Campus if there are safety hazards
- Approve the use of volunteers
- Approve requests for additional resources
- Keep the SCC President informed of status
- Request assistance from the SCC Main Campus
- Forward media inquiries to the Main Campus unless President has directed otherwise.
- Maintain a written log of events
- Provide a written report to the SCC President within a week after the incident has concluded.



## **Incident Command Center (ICC)**

The Incident Command Center is where the Massac County Extension Center Emergency Response Team will coordinate its emergency response. It operates until the Incident Commander downgrades the emergency. Typically, the Incident Command Center is staffed by at least one person from the ERT.

### **Incident Command Center Location**

#### *Primary Location*

The primary location for the Incident Command Center is the Receptionist Desk at the Massac County Extension Center.

#### *Secondary Location*

If the primary location is part of the emergency or is unsafe, the secondary location is the Coordinator's Office.

#### *Third Location*

If no safe areas are available in the existing building, the third location is the Metropolis City Police Department.

**Structure of Emergency Response Team (ERT) is listed on page 7.**

### **Emergency Response Team:**

Under direction of the Incident Commander ensure that all students and employees are evacuated from assigned building(s) or moved to designated safe zones depending on the emergency at hand. In the event a student, staff or faculty refuses to cooperate, team members should encourage the person to participate and then move on. Persons refusing to cooperate should be identified, and later reported to the Center Coordinator in a detailed memo describing the circumstances. The director should meet with that person later to discuss the incident and what corrective actions need to be taken to prevent a problem in the future.

#### **ERT members should:**

Ensure rooms are empty;

Close windows and doors when safe to do so;

Report status of building evacuation to Incident Commander or emergency services when they are present.

















































## **Severe Weather/Tornado**

Severe thunderstorms and tornadoes can occur anytime of the year and at any time of the day in Southern IL. This of course includes times when classes may be in session and employees are on campus. Most severe thunderstorms and tornadoes develop during the spring months of March, April and May and also November and Early December. SCC staff, faculty and students must be prepared when there is a potential threat of these storms. The National Weather Service will generally issue a Severe Thunderstorm or Tornado Watch for the area, meaning conditions for these types of storms to develop is possible. During these times the President of Shawnee College and the Massac County Extension Center Coordinator will monitor developing weather conditions through weather alert radios or other technologies available. In addition, they should pay close attention to the physical weather conditions outside the college. In the event the National Weather Service issues a Tornado Warning or threatening weather is observed near the Massac County Extension Center, the following should occur:

- The Center Coordinator shall evaluate the situation and if warranted, shall activate the SCC Severe Weather Alert System. This is done by a prerecorded message broadcast over the buildings' intercom informing everyone to move to the Interior Safe Zones.
- Close all doors to rooms with exterior windows.
- The building monitor system shall also be activated at this time.
- The Saint's Alert System can also be utilized.
- Everyone should remain in the Safe Zones until the severe weather has passed and an "All Clear" is announced.

## **Flooding**

- Listen to local news sources for weather information and instruction.
- If water enters the facility, turn off all utilities in the area. Disconnect electrical appliances, but don't touch electrical equipment if the floor is wet or under water. Stay away from water on the floor.
- Be aware of loose and downed electric wires and falling or fallen objects.
- It only takes 6 inches of flood water to knock you off your feet. If you are trapped by moving water, move to the highest possible location.
- Remember "Turn around, Don't Drown!" If traveling in a vehicle.



## Earthquake

Earthquakes strike without warning. Southern IL expects an earthquake to occur, but no one knows when it will happen. Follow these procedures if an earthquake occurs:

If you are **indoors**, take cover under or next to a solid piece of furniture (such as a desk or table) or against an inside wall and hold on. Avoid areas where glass, mirrors, or pictures could shatter or where bookcases or furniture could fall. Do not stand in doorways.

- If you are **outdoors**, stay outdoors and move into the open-away from buildings, trees, light poles, and utility wires. Once in the open, sit down until the shaking stops.
- Expect aftershocks. Although aftershocks may be smaller than the initial quake, they can bring down weakened structures. Aftershocks can occur, hours, days, weeks, or even months after the initial quake.
- Check for injured persons in your building or area. Do not move the injured person unless there is serious danger to the person's safety.
- Remain calm and evacuate the building or area in an orderly manner.
- NO smoking, or open flame, there may be gas leaks.
- If you smell gas in your building, evacuate immediately.
- Stay away from fallen or damaged electric wires.

## Utility Failure

In the event of an **Electrical** Failure, call the front desk at 618-524-3003. Clearly state what you heard or saw before the power went off. If downed power lines are present, treat them as live wires and DO NOT TOUCH any wires. Also, keep other others away from the wires.

In the event of a **Plumbing** Failure, call the front desk at 618-524-3003. BE AWARE that electrical power sources are dangerous in wet areas.

## Structural Failure

- Evaluate the situation and call 911.
- Notify the front desk (618) 524-3003. Additional contact numbers are listed in the Emergency Contact Information section at the back of this plan.
- Do not move seriously injured persons unless they are in immediate danger (additional structural failure, etc.).
- The Center Coordinator will contact the appropriate utility companies.
- Do not re-enter the building until the building has been determined to be safe. The Center Director will notify staff and students when it is safe to return to the building.

**\*Utility shut off valves and switches are in the closet in room #106 and mechanical room at the north end of the building.**

## **Fire**

Memorize the location of fire extinguishers, exits, and pull stations in your area. If a fire alarm sounds, evacuate the building immediately. Always evacuate when you hear the fire alarm or when you see the alarm strobes flashing. Evacuate and proceed to the nearest evacuation area.

- If you discover a **fire and or smoke**, only try to extinguish a fire if it is minor and can be easily put out with a portable fire extinguisher and you are trained to use it.
- Report the fire and or smoke by activating the nearest fire alarm.
- Start evacuation procedures and ensure 911 is called.
- Evacuate to the exterior safe zone area.
- Isolate the fire by closing doors on your way out, but do NOT lock the doors.
- Assist persons with disabilities.
- Do NOT stop for personal belongings.
- Do NOT stand or walk in the smoke. Instead, drop to your knees and crawl to the nearest exit, if possible, cover your nose and mouth with a cloth to avoid inhaling smoke.
- Give information on the location of persons with disabilities to emergency responders.

If you become **trapped**, call 911 if possible.

- Clearly tell the dispatcher you are reporting a fire. Give your name, location of the fire, and any other information the dispatcher requests.
- Do NOT hang up until told to do so.
- If a window is available, open it and escape. If you can not escape, place an article of clothing outside the window as a marker for emergency personnel.
- Stay near the floor to inhale the least amount of smoke.
- Cover your mouth with clothing to avoid smoke inhalation.
- Do NOT open door if smoke is coming in around it or if it feels hot.
- Yell to alert emergency personnel of your location.

## **Medical Emergency- Injury, Illness, First Aid**

If **Basic First Aid** is required:

1. Do not move an injured person unless it is a life-threatening situation.
2. Call the front desk at 618-524-3003.
3. Campus security will evaluate the situation and summon further in-house or outside medical assistance. Stay with the injured person until further help arrives.
4. First Aid kits are located in the Receptionist's office under the counter near the fax machine.

If **Outside Medical Assistance** is required:

1. Do not move an injured person unless it is a life-threatening situation.
1. Call 911 and notify Massac County Extension Center front desk at 618-524-3003. Ask front desk to notify security.
2. Clearly tell the dispatcher you are reporting a medical emergency and give your name, location (Massac County Extension Center Campus) and description of the medical emergency.
3. Stay on the phone with 911 and stay with the injured person to try to keep them calm until medical help arrives.

If **AED (Automated Defibrillator)** is needed:

1. AED's are located in the front lobby/atrium area, to the left of the bulletin board.
2. Call the front desk at 618-524-3003 to notify them the AED is needed. Or ask any volunteer to go get the AED.
3. The receptionist at the front desk receiving the call for help will immediately call 911 and summon an ambulance to the Massac County Extension Center.

For **Employee related injuries**, make sure the correct supervisor is notified, and also file the proper report.

For **Student injuries**, notify the Massac County Extension Center Coordinator and file a report as soon as possible.

## **MEDICAL EMERGENCY – Individuals Who May Be Suicidal**

In the event that a staff member has reason to believe that a person may be suicidal or represent a potential threat to others the following action is to be taken:

- Take all comments about suicidal thoughts seriously, especially if details of a suicide plan are shared.
- Immediately report concerns to the Massac County Extension Center Coordinator.
- Under **no** circumstances should an untrained person attempt to assess the severity of suicidal risk; all assessment of threats, attempts, or other risk factors must be left to the appropriate professionals.
- Additional local Mental Health resources are:  
Massac County Mental Health, 618-524-9368  
Arrowleaf-Vienna, 618-658-3079

### **Response to a Suicide Attempt not Occurring at School**

When the college becomes aware that a student or staff member attempted suicide, the Crisis Emergency Response Team will meet to determine appropriate action and maintain that person's privacy.

### **A Suicide Attempt Becomes a Crisis to be Managed by the Crisis Emergency Response Team Only When One or More of the Following Conditions Exist:**

- Rumors and myths are widespread and damaging.
- Students witness police action or emergency services response.
- When any member of the college community feels affected by the suicide attempt and requests support.

### **When One or More of the Above Conditions Exists, the Following Should be Implemented:**

- Tell the person providing the information about the suicide attempt not to repeat it elsewhere in the college.
- If school office staff members heard the report, tell them not to repeat or give out any information within or outside school unless they are specifically told to do so.
- Have the Emergency Response Team offer support to any college community member who may request assistance.
- Provide space in the school for the identified peers to receive support services. Provide necessary assistance to release these students from class to receive services.

## Blood Borne Pathogens

Blood borne pathogens refers to disease-causing micro-organisms present in blood or other body fluids. If exposed to blood or body fluids, report the incident to your instructor, or the Extension Center Director and an exposure report will be made. An employee should report the incident to their immediate supervisor and they will complete an incident report. A high-risk exposure incident is defined as when human blood or body fluid contacts the mouth or nose, non-intact skin, or any puncture injury. A high-risk exposure should **always** be considered infections. And these steps should occur after incident:

1. Immediately and thoroughly wash the site with soap and water, or flush the eye and mucus membrane with water or saline for 15 minutes.
2. Report the incident to your supervisor immediately.
3. Notify Massac County Information Desk at 618-524-3003. They will notify the appropriate personnel.
4. Exposed individuals may be taken to the nearest medical facility to receive treatment for possible exposure to HBV/HIV and/or other preventative therapy initiated as indicated.
5. If you are unsure whether the above pertains to your situation, call the nearest medical facility of your choice.
6. Contact with the following bodily fluids or materials are NOT high risk unless they contain visible blood: semen, feces, nasal secretions, saliva, sputum, spit, sweat, tears, urine, and vomit.

Clean up of **bodily fluids** containing blood:

1. If the contamination happens within the Massac County Extension Center building, contact the front desk at 618-524-3003 and report the spill.
2. Secure the area until maintenance arrives to clean up the spill.

## **Epidemic/Outbreak**

The college's decision to remain open will depend on the timing of the outbreak and whether the outbreak is national or local. SCC and the Massac County Extension Center will coordinate with the local Health Department to best handle the situation.

Campus life brings people together. All this togetherness creates many opportunities for respiratory illnesses, such as flu, to spread. According to the CDC, Getting the flu vaccine every year is the best way to prevent seasonal flu. Nonpharmaceutical Interventions can also help you protect yourself and others from getting and spreading the flu.

NPIs are especially important during outbreaks of pandemic flu. A pandemic flu outbreak occurs when a new strain of influenza virus appears among people. Because it is a new virus, people have little or no immunity to it. This allows the virus to spread quickly from person to person around the world. NPIs are especially important during a pandemic flu outbreak because it may take months before an effective vaccine is developed, manufactured, and delivered to the public.

Unlike many other viral respiratory illnesses, such as the common cold, the flu can cause severe illness and life-threatening complications in many people — even young healthy adults. The actions you take and plans you make today make a difference. Here are some important steps for protecting yourself and others from getting and spreading the flu, both on and off campus:

1. Staying away from people when you are sick
2. Keeping your distance
3. Stop the spread of germs by covering coughs and sneezes with a tissue
4. Wash hands with soap and water or use hand sanitizer
5. Clean frequently touched objects and surfaces
6. Being prepared and informed

## **Major Communications Outages**

Major communications outages have a direct impact on the College business with respect to dollar losses and operational interference.

In the event of any of the following contact the Center Coordinator.

- Outages that directly affect the safety of students, faculty, staff or members of the college community.
- Entire building or campus loses telephone services
- Entire building or campus loses data/IT service.
- Individual voice, data or video service outages do NOT constitute an emergency unless they directly affect safety.

## **Cyber Threat**

The Center Director will work with the Director of Information Technology at Main Campus and will monitor and report to the President or his designee any evidence of serious cyber threat or cyber intrusion. The Director of IT Services shall ensure that the college is using the most up-to-date technologies to defend the college's computer system. SCC shall follow the cyber defense suggestions made by the Federal Emergency Management System.

## Mass Casualty Incident

Multiple casualty incidents may occur on campus as a result of events such as fire, explosion, vehicle accident, or hazardous materials release. If a major incident occurs on campus, immediately contact 911.

Emergency Medical Services (EMS) are provided to the campus through an EMS administered by the county. The EMS system has detailed procedures for responding to multiple casualty incidents.

### For Immediate Action:

- Remain calm.
- Contact 911, and the appropriate individuals following the Emergency Call List.
- If situation warrants evacuation, coordinate with Campus Emergency Team to aid with evacuation.
- Determine the number of personnel available to respond.
- Develop an action plan for medical operations. This includes an Emergency First Aid Station for the campus community. Transport the critically injured to appropriate facilities or ensure ambulance service is on the way. Set up a triage operation for mass injuries. Implement a coroner operation and a temporary morgue.

If EMS units cannot respond sufficiently under extreme emergency situations consider the following actions:

- Establish with the Campus Emergency Team and determine conditions of the local hospitals.
- Request the Campus Emergency Team contact outside public and private medical organizations to determine the availability of personnel and services. Alert the Main Campus for assistance if possible.
- Contact the Campus Emergency Team and determine which facilities will be used to support the medical operation.
- Allocate staff to the following locations or activities as required:
  - Transport of Injured
  - Staging Location of Medical Support
  - Location of Temporary Morgue
- Mobilize and brief volunteer medical personnel. Assign volunteer medical staff to medical care sites. Ensure that briefing for staff and volunteers include:
  - Triage
  - Arrest of Significant Bleeding
  - Use of Intravenous Solution
  - Pain Relief
  - Tagging Injured



- Patient Tracking
- Identification and Handling of Facilities
- Ensure that injured requiring supplemental treatments are taken to the Casualty Collection Point site.
- Determine the following support needs and request from the Campus Emergency Team:
  - Medical Supplies
  - Portable Generators
  - Emergency Radio Net
  - Transportation for Victims to Other Medical Facilities
  - Food and Water
- Conduct a periodic poll of injured and casualties to determine additional support requirements.

**Disaster Triage Procedures:**

During disaster situations that produce mass casualties and tax or overwhelm resources, it may be necessary to use unusual techniques to provide the most effective aid. Under such conditions, the rule of “the greatest good for the greatest number” will be the guiding principle.

Disaster medical care facilities should be in accordance with the following guidelines:

**PRIORITY 1:** Immediate transport. First priority casualties are those that have life threatening injuries that are readily correctable. For purposes of priority for transport to a hospital, a second sorting or review may be necessary so only those “transportable” cases are taken first. Some may require extensive stabilization at the scene before transport.

**PRIORITY 2:** Delayed transports of casualties are all those whose therapy may be delayed without significant threat to life or limb and those for whom extensive or highly sophisticated procedures are necessary to sustain life.

Casualties requiring minimal care will not be tagged or registered. They will not be given professional level care and will not be admitted to hospitals. They will be sent from the incident scene in order to reduce confusion unless they are needed to assist.

The dead will be identified with marked material. Professionals will be sought where needed. They will be completely covered with a sheet, blanket or other available opaque material. They should be moved out of the immediate casualty sorting area by the coroner team as soon as practicable.

Panic-stricken or psychologically disturbed persons, who might interfere with casualty handling, should be isolated from the incident scene as soon as possible.

## Emergency Response Resources

If an emergency dial 911 and give your location

### Law enforcement Agencies

Metropolis Police Department	618-524-2310
Massac County Sheriff's Department	618-524-2912
IL State Police District #22	618-845-3740

### Fire Department or Rescue

Metropolis Fire Department	618-524-3200
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### Natural Disaster Response or Medical Emergency

Massac Co Hospital or Ambulance	618-524-2176
Mercy Health-Paducah, Ky	270-444-2444
Baptist Health-Paducah, Ky	270-575-2100
American Red Cross	618-529-1525
IL Emergency Management Agency (IEMA)	618-997-5847

### Rape Crisis Intervention or Domestic Violence Response

Union Co Domestic Violence Service, Jonesboro	618-833-4382
The Women's Shelter, Carbondale	800-334-2094
Cairo Women's Shelter, Cairo	618-734-4357
Guardian Family Services, Metropolis	618-524-4357

### Mental Health and Family Services

Massac County Mental Health	618-524-9368
Arrowleaf, Vienna	618-658-3079

### Utility Companies

Metropolis Public Works (water and electric)	618-524-4016
Liberty Utilities	855-872-3242
Liberty Utilities (gas emergency)	855-644-8134

## ASSAULT/BATTERY – CHECKLIST

College involvement in incident due to:

- |  |   |
|--|---|
| <input type="checkbox"/> Assault occurrence on campus            | <input type="checkbox"/> Rumor/myth about assault is communicated   |
| <input type="checkbox"/> Survivor's family requests intervention | <input type="checkbox"/> Students witness police/emergency services |
| <input type="checkbox"/> Survivor's friends request intervention |   |
- 

Complete the following steps protect survivor's identity and right to privacy:

- If the assault occurred on campus, dial 911 (from any campus phone.)
- If the assault occurred on campus, secure the crime scene and if necessary, move the victim to a safe location.
- If possible, obtain names and contact information from all present
- Document as much information regarding the incident as is possible (remember that all clothing, vehicles etc., could be considered evidence).
- Provide space in the school for the assault survivor and identified peers to receive support services.
- Notify the College's Administration as designated in the Continuity of Administration section.
- Advise all present not to divulge any information regarding the incident unless directed to do so by law enforcement.
- Encourage assault survivor to seek additional support available from *Massac Memorial Hospital, (618) 427-2680 or any Crisis Counseling Center*
- Dismiss classes as appropriate.
- Notify the Director of Human Resources immediately.
- Crises team should develop a communications plan to handle information regarding the incident.
- Complete the Incident Report documentation (Appendix A) and submit to the President's Office ASAP (This form must be processed and submitted within 24 hours of the occurrence.)
- It is imperative that all records related to assault incident and services be housed in a confidential file.
- Emergency Crisis Team should meet as soon as possible to determine if an unsafe condition exists (example – poor lighting).

## SEXUAL ASSAULT/RAPE – CHECKLIST

College involvement in incident due to:

- |  |   |
|--|---|
| <input type="checkbox"/> Rape occurrence on campus               | <input type="checkbox"/> Rumor/myth about a rape is communicated    |
| <input type="checkbox"/> Survivor's family requests intervention | <input type="checkbox"/> Students witness police/emergency services |
| <input type="checkbox"/> Survivor's friends request intervention |   |
- 

Complete the following steps protect survivor's identity and right to privacy:

- If the rape occurred on campus, dial 911 (from any campus phone.)
- If the rape occurred on campus, secure the crime scene and if necessary, move the victim to a safe location.
- If possible, obtain names and contact information from all present
- Document as much information regarding the incident as is possible (remember that all clothing, vehicles etc., could be considered evidence).
- Provide space in the school for the rape survivor and identified peers to receive support services.
- Notify the College's Administration as designated in the Continuity of Administration section.
- Advise all present not to divulge any information regarding the incident unless directed to do so by law enforcement.
- Encourage rape survivor to seek additional support available *Massac Memorial Hospital, (618) 427-2680 or any Crisis Counseling Center.*
- Dismiss classes as appropriate.
- Notify the Director of Human Resources immediately.
- Crises team should develop a communications plan to handle information regarding the incident.
- Complete the Incident Report documentation (Appendix A) and submit to the President's Office ASAP (This form must be processed and submitted to District Office within 24 hours of the occurrence.)
- It is imperative that all records related to rape incident and services be housed in a confidential file.
- Emergency Crisis Team should meet as soon as possible to determine if an unsafe condition exists (example – poor lighting).

## BOMB THREAT CHECKLIST

Name of Person Receiving Call: _____ Date: _____ Time: _____																																																			
Length of Call _____ Extension at which call is received: _____																																																			
<b>Exact wording of threat:</b>  																																																			
<b>Questions to Ask</b> 1. When is bomb going to explode?	<b>Caller Demographic</b> Gender:    M    F                      Ethnicity/Culture:  Approximate Age: _____																																																		
2. Where is it right now?	<b>General Remarks</b>																																																		
3. What does it look like?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Threat Language</b></td> <td style="width: 50%;"><b>Callers Voice</b></td> </tr> <tr> <td><input type="checkbox"/> Well spoken (educated)</td> <td><input type="checkbox"/> Calm</td> </tr> <tr> <td><input type="checkbox"/> Irrational</td> <td><input type="checkbox"/> Angry</td> </tr> <tr> <td><input type="checkbox"/> Foul</td> <td><input type="checkbox"/> Slow</td> </tr> <tr> <td><input type="checkbox"/> Taped</td> <td><input type="checkbox"/> Rapid</td> </tr> <tr> <td><input type="checkbox"/> Incoherent</td> <td><input type="checkbox"/> Soft</td> </tr> <tr> <td><input type="checkbox"/> Message read by threat maker</td> <td><input type="checkbox"/> Loud</td> </tr> <tr> <td><b>Background Sounds</b></td> <td><input type="checkbox"/> Laughter</td> </tr> <tr> <td><input type="checkbox"/> Animal Noises</td> <td><input type="checkbox"/> Normal</td> </tr> <tr> <td><input type="checkbox"/> Booth</td> <td><input type="checkbox"/> Distinct</td> </tr> <tr> <td><input type="checkbox"/> House Noises</td> <td><input type="checkbox"/> Slurred</td> </tr> <tr> <td><input type="checkbox"/> Local</td> <td><input type="checkbox"/> Whispered</td> </tr> <tr> <td><input type="checkbox"/> Long Distance</td> <td><input type="checkbox"/> Cracking Voice</td> </tr> <tr> <td><input type="checkbox"/> Motor</td> <td><input type="checkbox"/> Nasal</td> </tr> <tr> <td><input type="checkbox"/> Music</td> <td><input type="checkbox"/> Stutter</td> </tr> <tr> <td><input type="checkbox"/> Office Machinery</td> <td><input type="checkbox"/> Raspy</td> </tr> <tr> <td><input type="checkbox"/> PA System</td> <td><input type="checkbox"/> Deep</td> </tr> <tr> <td><input type="checkbox"/> Static</td> <td><input type="checkbox"/> Ragged</td> </tr> <tr> <td><input type="checkbox"/> Street</td> <td><input type="checkbox"/> Clearing Throat</td> </tr> <tr> <td><input type="checkbox"/> Voices</td> <td><input type="checkbox"/> Crying</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td><input type="checkbox"/> Disguised</td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/> Accent</td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/> Familiar</td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/> Deep Breathing</td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/> Other</td> </tr> </table>	<b>Threat Language</b>	<b>Callers Voice</b>	<input type="checkbox"/> Well spoken (educated)	<input type="checkbox"/> Calm	<input type="checkbox"/> Irrational	<input type="checkbox"/> Angry	<input type="checkbox"/> Foul	<input type="checkbox"/> Slow	<input type="checkbox"/> Taped	<input type="checkbox"/> Rapid	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Soft	<input type="checkbox"/> Message read by threat maker	<input type="checkbox"/> Loud	<b>Background Sounds</b>	<input type="checkbox"/> Laughter	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Normal	<input type="checkbox"/> Booth	<input type="checkbox"/> Distinct	<input type="checkbox"/> House Noises	<input type="checkbox"/> Slurred	<input type="checkbox"/> Local	<input type="checkbox"/> Whispered	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Motor	<input type="checkbox"/> Nasal	<input type="checkbox"/> Music	<input type="checkbox"/> Stutter	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Raspy	<input type="checkbox"/> PA System	<input type="checkbox"/> Deep	<input type="checkbox"/> Static	<input type="checkbox"/> Ragged	<input type="checkbox"/> Street	<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> Voices	<input type="checkbox"/> Crying	<input type="checkbox"/> Other	<input type="checkbox"/> Disguised	_____	<input type="checkbox"/> Accent	_____	<input type="checkbox"/> Familiar	_____	<input type="checkbox"/> Deep Breathing	_____	<input type="checkbox"/> Other
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4. What kind of bomb is it?																																																			
5. What will cause it to explode?																																																			
6. Did you place the bomb?																																																			
7. Why did you place the bomb there?																																																			
8. What is your address?																																																			
9. What is your name?																																																			

\*If the caller does not answer questions, try to encourage them to do so by expressing a desire to save lives. Try to keep the caller on the phone as long as possible so that the call can be traced. Should the caller not give any essential information, it may be necessary to check the building for a bomb. Before doing so, be sure to notify the president or to activate the chain of command.

## Medical Refusal Form

I fully understand that it has been recommended that I seek immediate professional medical treatment for my injuries or illness. However, I decline to seek professional medical attention at this time. I hereby indemnify and save harmless Shawnee Community College, its directors, its trustees, and staff from any liabilities that may arise from further illness, injuries or complicating conditions caused by my decision to delay professional medical treatment.

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(Signature of Injured/Ill Person)

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(Signature of Witness)

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(Date)

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(Date)

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(Signature of Staff on Scene)

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(Date)