

EMERGENCY ACTION PLAN

11. EMERGENCY PRIORITY TASKS

In any major emergency there are certain general tasks that must be performed. Most tasks listed below will be directed and / or performed by or at the direction of the Emergency Action Team with the establishment of the Emergency Operations Center (EOC). Some tasks will be performed immediately upon notification of the emergency prior to or in conjunction with the establishment of the EOC. These are listed below in three priority categories.

Priority 1

1. Insure the safety of students, staff, and visitors.
2. Determine the nature and severity of the situation.
3. Establish liaisons for needed assistance from off-campus;
 - A. Local/State/Federal law enforcement
 - B. Local fire/rescue units
 - C. Local hospitals/paramedic units
 - D. Local political jurisdiction offices: i.e. Mayor
4. Notification of Faculty, Staff and students using the VOIP office phones, the public address systems, the College Web Page and the Emergency Notification System.
5. Establishment of communications, both radio and telephone.
6. Shutdown of dangerous utilities.
7. Fire suppression (sprinkler system) will be automatically activated once smoke or fire is detected.
8. Provision of medical aid.
9. Initiation of search and rescue operations.
10. Control of hazardous substances.

Priority 2

1. Determine the extent of suspension of business and for how long.
2. Survey of facilities and utilities and recertification for use as appropriate.
3. Notification of selected local radio or television stations of any suspension or curtailment of activity.
4. Establishment and maintenance of public and media information.
5. Dissemination of information on campus.
6. Control of criminal activity on campus (control access in and out of campus).
7. Provisions for psychological assistance to trauma victims, as needed.

Priority 3

1. Survey of valuable materials and equipment (Library, Laboratories, etc.).
2. Survey of records, documents, and data.
3. Survey of academic and other departmental requirements.
4. Determination and consideration of financial concerns.
5. Determination and consideration of legal and liability concerns.
6. Acquisition of necessary supplies and equipment.
7. Resumption of full or limited academic and other programs and schedules.
8. Notification of selected local radio and television stations of resumption of activities.