

# Emergency Response Plan



**Incident Report** – To fill out an incident report, go to MySFCC, on the homepage under the Application and Tools section, click on Incident Report to fill out a report for any incident or concern that you may have on campus.

Revised 11/2023

White

Trim 6.75" from the top.

## **Emergency Contact Information**

### **Day/Evening Hours**

**911**

### **Campus Resource Deputy**

(limited night hours)

**(660) 596-7110**

Refer all **media inquiries** to the  
Executive Director of  
Marketing and Communications at

**(660) 596-7250**

## **Non-Emergency / Urgent Needs Contact Information**

### **Day Hours**

VP Academics and Student Success

**(660) 596-7122**

Dean of Student Services

**(660) 596-7393**

Dean of Academic Affairs

**(660) 596-7208**

### **Day/Evening Hours**

Director of Student Housing

**(660) 596-7438**

Campus Facilities Department

**(660) 596-7200**

Campus Resource Deputy

(limited night hours) **(660) 596-7110**

## **EMERGENCY NUMBERS / NON-EMERGENCY / URGENT NEEDS**

## First Aid Kits

are located in each building attached to the wall near exterior doors or elevators



## First Extinguishers

are located in multiple locations within each building



## Automated External Defibrillators (AED)

are located in the following areas:

- > **Fielding/Heckart** connecting corridor (Hall of Benefactors)
- > **Fielding** Business Wing
- > **CTC** outside Fielding 290-282
- > **Stauffacher Center** (north theatre entrance by music wing)
- > **Residence Hall** (main entrance)
- > **Davis Multipurpose Center** (lower south side of court by offices)
- > **Yeater lobby** (east side by faculty/staff pictures)
- > **Maintenance Building** (Main Entrance)
- > **Potter Ewing** (Main Lobby Area)
- > **Thompson Conference Center** (near kitchenette inside of main room)
- > **Howard Building** (OHWIC) (near Main Entrance and Main Hallway intersection)
- > **Campus Resource Deputy** (back of patrol vehicle)



## FIRST AID KITS / FIRE EXTINGUISHERS / AED

Trim 7.75" from the top.

## General Emergency Procedures

- › Always protect yourself first.
- › Protect and warn others to the best of your ability.
- › Call 911 First then call or direct someone close by to call the Campus Resource Deputy @660 596-7110
- › State the Emergency.
- › Give building's address (3201 west 16th Street Sedalia Missouri)
- › Give exact location of the emergency in the building, including level/floor of building and clearly visible identifying markers such building door number, room number, elevator, etc.

## Medical Emergency

In the event of an accident or illness to an employee, student, or visitor in your work area that result in an emergency, the following procedures are to be used as a guideline.

You should:

- 1. Dial 911** and give the following information:
  - a. Your name and telephone number
  - b. The college's name, address, building, and room number you are in.
- 2. Render first aid** appropriate to your level of training.
- 3. Call or direct someone close by** to call the Campus Resource Deputy @ 660 596-7110
- 4. Send one person** to meet and direct the emergency personnel when they arrive on campus.
- 5. Stay with the victim** until emergency responders arrive, if safe to do so.

**Automatic External Defibrillators (AED) are available throughout the campus.**



**GENERAL EMERGENCY / MEDICAL EMERGENCY**

Trim 8.25" from the top.

## Fire or Smoke Procedures

- 1. If Possible:**  
Close the door to the room where the smoke or fire is located and immediately sound the fire alarm if it is not already sounding.
- 2. Call 911** to report the fire
- 3. Instruct all occupants to rapidly,** but calmly walk to the nearest exit and leave the building without crowding or running
- 4. Move far away from the building:** do not block roadways or parking lots so emergency personnel have a clear path. Do not block the exits in any way.
- 5. DO NOT USE ELEVATORS DURING A FIRE**
- 6. DO NOT** return to the building until verbally instructed to do so by Administration



## Hazardous Materials

The potential for hazardous materials spills exists throughout the campus. Cleaning chemicals are used and/or stored in many College locations. In addition, laboratories, shops, studios, and maintenance areas use and store chemical and biological products and wastes associated with their activities. Contractors may bring other products into our buildings. Those using the products are expected to clean up small spills that do not pose an immediate health or safety hazard. Spills that are known to be hazardous or are too large to be cleaned up by the users should be handled similar to a fire emergency. Spills of unknown products should be considered hazardous until proven otherwise.

If you encounter a hazardous material spill or leak:

### Report the spill

1. Call 911 and direct someone close to call the Campus Resource Deputy).
2. State the emergency.
3. Give the College address and the location of the spill in the building.
4. Report any injuries.
5. Report the name and amount of material spilled, if known.

### Evacuate the area

Stay up-wind from any hazardous vapors, gas, or liquids.

## FIRE / SMOKE / HAZARDOUS MATERIAL

## Tornado / Thunderstorms / etc.

### Severe Weather Procedures

When alarm sounds, direct occupants to move immediately to the nearest designated shelter area as posted in the building.

Walk rapidly but quietly in an orderly fashion.

As severe weather approaches, instruct occupants to:

Assume a protective squatting position with hands locked at back of the neck.

Remain in this position until further word is given.

### After severe weather passes:

Wait for "all clear" signal by broadcast system in halls and commons areas, Campus Resource Deputy or verbally by an administrator.

Check all occupants for injuries.

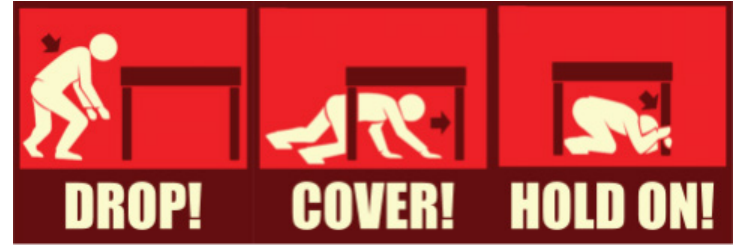
Report to administrator any injuries or issues and call 911 if necessary.

DO NOT leave designated area until verbally instructed to do so by an administrator.



## How to stay safe during an earthquake

### Drop. Cover. Hold on.



In most situations, you can protect yourself if you immediately:

- > **DROP down onto your hands and knees** before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.
- > **COVER your head and neck** (and your entire body if possible) underneath a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands.
- > **HOLD ON to your shelter** (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

If you are inside, stay inside.

DO NOT stand in a doorway. You are safer under a table.

If you are outside, stay outside go to an open area away from, trees, buildings, powerlines etc.

Wait for the all clear information to be released.

## SEVERE WEATHER / OTHER NATURAL DISASTERS

## Warning signs of suicide / Resources

### WARNING SIGNS

- > Often talking or writing about death, dying or suicide.
- > Making comments about being hopeless, helpless or worthless.
- > Expressions of having no reason for living; no sense of purpose in life; saying things like "It would be better if I wasn't here" or "I want out."
- > Increased alcohol and/or drug use.
- > Withdrawal from friends, family and community.
- > Reckless behavior or more risky activities, seemingly without thinking.
- > Dramatic mood changes.
- > Talking about feeling trapped or being a burden to others.
- > There's usually no single reason someone decides to take their own life. Several factors can increase the risk of suicide.

In some cases, a recent stressor or sudden catastrophic event or failure can leave people feeling desperate, unable to see a way out, and become a "tipping point" toward suicide

### RECOGNIZING OPIOID OVERDOSE

Opioid overdose is life-threatening and requires immediate emergency attention. Recognizing the signs of opioid overdose is essential to saving lives.

**Call 911 immediately** if a person exhibits **ANY** of the following symptoms:

- > Their face is extremely pale and/or feels clammy to the touch
- > Their body goes limp
- > Their fingernails or lips have a purple or blue color
- > They start vomiting or making gurgling noises

- > They cannot be awakened or are unable to speak

- > Their breathing or heartbeat slows or stops

If you suspect someone is experiencing an opioid overdose immediately consider the following actions to save their life:

- > **Call 911**
- > If the person has stopped breathing or if breathing is very weak, **begin CPR** (best performed by someone who has training)
- > If available, treat the person with **naloxone** (Narcan) to reverse opioid overdose

### RESOURCES

- > SFCC Counseling Services
- > (660)596-7292

**CMU Clinical Counseling** (Virtual Appointments)

[cccsedalia@centralmethodist.edu](mailto:cccsedalia@centralmethodist.edu)

### SFCC (Care Team)

We encourage everyone to fill out a referral form or Student Concern form if you feel someone needs help or you are concerned about someone's well-being.

### CRISIS & SUICIDE HOTLINE:

**Mid-Mo Crisis Hotline: 1 (800) 445-5035**

**Suicide Prevention Hotline: 1 (800) 273-TALK**

If you have encountered someone in **imminent and immediate danger call 911** and the **Campus Resource Deputy**.

**Get help from someone else nearby** so you do not have to deal with a stressful situation alone.

**Stay with the person** that is in immediate need of help until first responders arrive.

## WARNING SIGNS OF SUICIDE / CAMPUS & COMMUNITY RESOURCES

## Violent Intruder / Active Shooter Procedure

### **RUN:**

- › Evacuate, If Possible
- › Leave your belongings behind.
- › Keep your hands visible to law enforcement.
- › Take others with you, but do not stay behind because others will not go.
- › Call 911 when it is safe to do so. Do not assume that someone else has reported the incident.

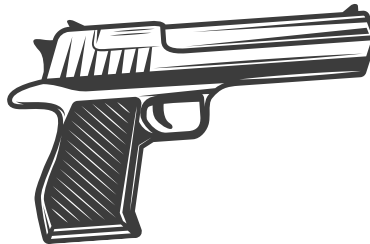
### **HIDE:**

- › Hide silently in as safe a place as possible
- › Choose a hiding place with thicker walls and fewer windows, if possible.
- › Lock doors and barricade with furniture, if possible.
- › Turn off lights and silence phones and turn off other electronics.

- › Close windows, shades and blinds, and avoid being seen from outside the room. Make sure to find a place that will provide protection from gunfire such as a brick wall, large trees or buildings.
- › Remain in place until Law Enforcement contacts you

### **FIGHT:**

- › As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- › Attempt to incapacitate or disrupt the actions of the shooter.
- › Act with physical aggression toward the shooter.
- › Use items in your area such as fire extinguishers or chairs.
- › Throw items at the shooter, if possible.
- › Call 911 when it is safe to do so.



## WEAPONS ON CAMPUS / ACTIVE SHOOTER

Trim 10.25" from the top.



## Bomb Threat Procedures

Whether the threat is made by phone, text, social media, email, or a note, **immediately call 911** and then call the **Campus Resource Deputy** at **(660) 596-7110** or **ext. 7110** from any campus phone.

If taking the call, stay calm, alert others to listen in, note details, and obtain as much information as possible using the Alcohol, Tobacco and Firearm (ATF) bomb threat checklist:

- 1. Exact time and date of call**
- 2. Exact words of caller**
- 3. Ask:**
  - > When is the bomb going to explode?
  - > Where is the bomb?
  - > What does it look like?
  - > What kind of bomb is it?
  - > What will cause the bomb to explode?
  - > Did you place the bomb?
  - > Why?
  - > Where are you calling from?
  - > What is your address?
  - > What is your name?
- 4. Circle what best describes the caller's voice** and speech: calm, stutter, giggling, stressed, disguised, slow, deep, accent, nasal, sincere, crying, loud, angry, lisp, squeaky, slurred, broken, rapid, excited, normal
- 5. Gender of the caller:** male or female

- 6. Estimated age** of caller:
- 7. Language:** well spoken, foul, taped, incoherent, message read, irrational
- 8. If voice is familiar**, whom did it sound like?
- 9. Background noises:** street, voices, animals, PA system, music, local/long distance, booth, machinery, clear, static, house noises, other
- 10. Remarks:**
- 11. What is the name of the person who received the call?**
- 12. What is the phone number of the phone that received the call?**

Be ready to give law enforcement and SFCC administrative personnel thorough and accurate details from the caller or note.

### In case of evacuation:

1. Evacuate occupants in an orderly fashion to a safe area 500 feet from the building. If inclement weather conditions exist, move to another predetermined building a safe distance away.
2. Faculty and staff should stay with students unless instructed by SFCC administrative personnel to do otherwise.

**Suspicious packages/bags should be reported to the Campus Resource Deputy immediately.**

