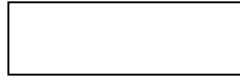


Paris Junior College Emergency Response Plan



*Paris Junior College
Campus Police
2400 Clarksville Street
Paris, Texas 75460
(903) 782-0399*

POLICY AND PROCEDURE



SUBJECT: Paris Junior College Emergency Response Plan

DATE: April 29, 2013

Introduction

Paris Junior College strives to ensure that every individual on campus will be provided a safe and secure learning environment. The Paris Junior College Emergency Response Plan (ERP) is designed to effectively coordinate the use of college and community resources to protect life and property during and/or immediately following a natural or man-made disaster on campus.

The ERP is intended to apply to all three campuses, which are located in Paris, Greenville and Sulphur Springs. When an event occurs that causes an immediate threat to the campus, the first responders to the scene consist of campus police, local law enforcement as well as local fire and emergency medical services. Each of the appropriate entities typically respond to and work together to manage the incident.

Paris Junior College Campus Police Department

PJC Campus Police have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and in areas immediately adjacent to the campus. Campus police have the authority to enforce traffic violations committed on the surface streets adjacent to each campus. If minor offenses involving College rules and regulations are committed by a PJC student, the campus police may also refer the individual to the disciplinary division of Student Services.

PJC Campus Police have the authority to contact persons on campus and determine whether those individuals have lawful business at Paris Junior College. PJC officers have authority to issue parking tickets which are billed to financial accounts of students.

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Major offenses such as sexual assault, murder, aggravated assault, robbery, and auto theft are reported to local law enforcement authorities and joint investigative efforts with investigators from PJC and the city police are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at either Municipal Court, Justice of the Peace Court, County Court or District Court depending upon the nature of the offense.

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents, which occur on campus to the PJC Campus Police in a timely manner.

The Paris Junior College Campus Police have an excellent working relationship with the City of Paris Police Department, the Sulphur Springs Police Department and the City of Greenville Police Departments. P.J.C. Campus police have criminal jurisdiction in each Texas County where the college owns property.

- 1.1** An emergency is not something that can be predicted, but is something that can be managed by following proper procedures. This plan is intended to be used as a practical outline of what to do in the event of an emergency. Please keep in mind that it would be impossible to provide direction for each and every possible emergency situation. This plan is a general guide on what should be done to help resolve an emergency, but is not an all- inclusive guide. There are times when a person would have to exercise independent judgment, using their best knowledge and training to help resolve the circumstances surrounding them.
- 1.2** An emergency is defined as a situation where there is the imminent possibility for the loss of life, serious bodily injury to a person and/or the loss or destruction of property.
- 1.3** Before an emergency occurs, know the location of telephones in or near your building and how they may be accessed. Become familiar with the location of fire extinguishers and fire alarm pull stations and know how to use them.
- 1.4** **EMERGENCY CLOSURE PLAN** - In the event of an extreme campus emergency, all business operations of the college will cease at the affected campus with that campus declared closed. The affected campus moves into an emergency operations mode with all employees and students being released, excepting members of the college Emergency Response Team (ERT).

The ERT reports to the designated meeting place as identified in the college Emergency Operations Plan for the purpose of establishing an incident command structure for the campus. A public announcement is made through the college president notifying campus members and the community of campus closure and the on-going emergency operations that are in place. All available campus police officers will report to the affected campus with all campus buildings and facilities being completely secured as time and safety will permit. A decision regarding re-opening of the campus will be made by the college president.

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2.1 Emergency Phone Number

Police/Fire/EMS 911
(Main campus phones require the person to dial 9 for an outside line to access 911)
Note: Be prepared to give 9-1-1 dispatcher your exact location on campus.

2.2 Non-Emergency Numbers

Campus Police Office	903-782-0399
Paris Police Department	903-784-6688
Lamar County Sheriff Dispatch (for Campus Police)	903-737-2400
Paris Fire Department	903-784-9225
Greenville Police Department	903-457-2900
Greenville Fire Department	903-457-2940
Hunt County Sheriff's Department (non-emergency)	903-453-6800
Sulphur Springs Police Department	903-885-7602
Sulphur Springs Fire Department	903-885-7546
Hopkins County Sheriff's Department	903-438-4040

2.3 Resource Numbers

City of Paris Animal Control/Shelter	903-784-6860
Child Abuse Hotline	1-800-252-5400
Family & Protective Services	903-737-0346
Lamar County Health Department	903-785-4561
Safe-T Crisis Center	903-783-1313
Poison Control	1-800-448-4663
Suicide Prevention (National)	1-800-784-2433
Paris Regional Medical Center (south campus)	903-737-3100
Paris Regional Medical Center (north campus)	903-737-1111

2.4 Emergency Situation

In situations where police and fire officials are involved, they have the authority to assume jurisdiction over all activities.

3.0 ASSAULT/SEXUAL ASSAULT

3.1 Students, Faculty or Staff, should contact the Campus Police immediately and activate EMS via 9-1-1, if injuries are apparent. If the injured student or employee has identified an emergency contact person in admissions records/human resources, contact that person with the information (if approved by the injured party).

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- 3.2 If a sexual assault has occurred, protect the victim's identity and do not allow the media to interview the victim.

Contact a college licensed professional counselor (LPC) or a rape crisis center counselor for assistance to the victim. Campus Police may contact local advocacy groups, such as Safe-T, for counseling assistance.

- 3.4 Protect the crime scene. PJC Campus Police will be responsible for securing the crime scene and for notifying outside agencies for assistance. Discourage the victim from showering, bathing, urinating or drinking anything. Discourage the victim to change or clean clothes.

- 3.5 Encourage the victim to go the hospital immediately for medical examination and treatment.

- 3.6 Submit statement to Campus Police.

4.0 WEAPONS/ARMED PERSONS

- 4.1 Weapons are defined in college policy and Texas Penal Code, chapter 46.

4.2 Armed, Hostile, or Belligerent Individual Found on Campus:

- 4.2.1 Immediately Call 911 to file a report.

4.3 Armed Subject is Found Outside Building:

- 4.3.1 Turn off all the lights and close and lock all windows and doors.

- 4.3.2 If you can do so safely, get all students on the floor and out of the line of fire

- 4.3.3 Move to a core area of the building if safe to do so and remain there until an "all clear" instruction is given by an authorized, known voice.

- 4.3.4 If the staff or students do not recognize the voice that is giving the instruction, they should not change their status.

- 4.3.5 Unknown or unfamiliar voices may be misleading and designed to give false assurances.

4.4 If the Armed subject is inside the building:

- 4.4.1 If it is possible to flee the area safely and avoid danger, do so.

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- 4.4.2 Contact **Emergency 911** with your location if possible.
- 4.4.3 If flight is impossible, lock all doors and secure yourself in your space.
- 4.4.4 Get down on the floor or under a desk and remain silent.
- 4.4.5 Get students on the floor and out of the line of fire.
- 4.4.6 Wait for the “all clear” instruction.

4.5 If the armed subject comes into your class or office:

- 4.5.1 There is no one procedure the authorities can recommend in this situation.
- 4.5.2 Attempt to get the word out to other staff if possible, and call Emergency 911 if that seems practical.
- 4.5.3 Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
- 4.5.4 Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
- 4.5.5 Remember there may be more than one active armed subject.
- 4.5.6 Wait for the “all clear” instruction.
- 4.5.7 Be careful not to make any changes to the scene of the incident, because law enforcement authorities will investigate the area later.
- 4.5.8 In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

4.6 Duties of Campus Police Officer upon being advised of armed subject on campus.

- 4.6.1 The on-duty campus police officer will notify the appropriate law enforcement agency (Paris or Greenville Police Departments) of the situation via phone or radio.
- 4.6.2 The on-duty campus police officer will proceed to the area where the armed subject is believed to be located.

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- 4.6.3 The on-duty campus police officer shall use lawful means to confront/control the armed subject pursuant to **Texas Penal Code 9.31, 9.32, 9.33 and 9.34.**
- 4.6.4 The on-duty campus police officer should communicate suspect information and location to responding law enforcement officers as soon as possible in order to coordinate a swift response to the threat.
- 4.6.5 The on-duty campus police officer will notify the college president and other members of the Emergency Response Team as soon as possible.
- 4.6.6 The Dragon Alert System (Wireless Emergency Notification System) will be activated by the college president or their designee. However, in the event of an immediate threat to life or property, the chief of campus police also has the authority to activate the system.

5.0 STRANGER/UNAUTHORIZED GUEST

- 5.1 Should a college employee find a suspected unauthorized person on college property, the person should be approached and asked for identification as defined by Texas Education Code 51.209. After determining the person's reason for being on college property, the person should be directed and accompanied to the appropriate office (or dormitory supervisor if in the dorm) for assistance.
- 5.2 If the person refuses to identify or has no legitimate reason for being on campus, ask them to leave the property. If the person refuses to leave the college, contact the Campus Police for assistance. Trespassing on college property is a criminal offense, supported by Texas Education Code 51.204 & Texas Penal Code 30.05.
- 5.3 If the person becomes irate (see section 19.0 on disruptive persons), deescalate the situation by using a calm, non-threatening voice and await the arrival of Campus Police. Pay particular attention to the person's features and any vehicle involved while waiting for Campus Police arrival. This situation would become an emergency if the personal safety of any person was threatened or the orderly management of the instructional program or institution was disrupted. Submit statement to Campus Police. Consult college policy for additional information.
- 5.4 Residence Hall entrance doors, as well as interior doors, should always be locked for access only by residents, with a key provided by the institution.

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6.0 INSTITUTION CLOSURE-WEATHER

6.1 Most weather closings will occur during the night. However, the institution may be closed during the regular class day if warranted.

6.2 **Paris** students should be reminded monitor the following local radio and television stations, as well as the Dragon Alert System for weather closing announcements.

Radio: KBUS 101.9 FM
KOYN 93.9 FM
KPLT 1490 AM
KITX 95.5 FM

Television: KTEN (channel 10)
KXII TV 12
Sudden-link Channel Two

6.3 Greenville students should be reminded monitor the following local radio stations, as well as the Dragon Alert System, for weather closing announcements.

Radio: KGVL 1400 AM

6.4 Sulphur Springs Students should be reminded to monitor the following local radio stations for weather closing announcements, as well as the Dragon Alert System.

Radio: KSST 1230 AM
KSCH 95.9 FM

6.6 Students and employees may also consult the official Paris Junior College website to obtain closure information due to inclement weather.

6.7 Early dismissal during the class may occur upon order of the college President or their designee. Only the College President is authorized to close, delay opening, or accelerate the end of the class day.

7.0 EMERGENCY RESPONSE TEAM (ERT)

7.1 The following persons are members of the college Emergency Response Team:

7.2 College President, Chief of Campus Police, Vice President of Student Services, Vice President of Business Services, Vice President of Instruction, and Director of Physical Plant.

7.3 The College President or designee may activate the ERT as the need arises to best address the appropriate needs of the institution. Any person requiring campus

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intervention to mitigate an emergency should contact a member of the ERT for assistance. The ERT designated meeting place is the board-room on the Main Campus, or the President or their designee, may direct another location, as dictated by the circumstances.

7.4 The following contains a current listing of ERT leaders for the Paris Campus.

Campus	Building	Team Leaders	Back-up	Phone Ext.
Paris Campus		Dr. Anglin	J. Eastman	330
	Williams Admin	J. Eastman		229
	Natural Science/ Math	D. Chaney	E. McCraw	235
	Deshong Chapel	R. Cox		263
	B.E. Masters Apts	K. Webb		433
	Mayer Center	P. Briggs	W. Walker	235 343
	Old Gym/Print Shop/EOC	T. Shelton	G. Jeffery	400/352
	Alford Center	B. Thomas	L. Slawson	434
	Book Store	B. Nichols	J. Eastman	344
	Mechanical Building	R. Cox	M. Ormsbee	263
	Plant Operations	R. Cox	M. Ormsbee	263
	Cosmetology	E. Moore		494
	Art	S. Moore	D. Chaney	460
	Rheudasil Center	C. Covert	M. Ruff	437
	Applied Science	J. Spradling	D. Shuler	248
	Campus Police	S. Boatwright	On-Duty Officer	399
	Hatcher & Thompson Dorms	Dorm Supervisor	K. Webb	433
	Hunt Center	C. Taylor		233 395
	South Campus Dorm	Dorm Supervisor	K. Webb	433
	SBDC	B. Gottshalk		224
	TS/UP Program	C. Timberlake	M. Gage	280
	Workforce Training Center	R. Pringle	M. Putnam	476
	McLemore Student Center	K. Webb	D. Clark	433

7.5 The following contains a current listing of ERT leaders for the Sulphur Springs Campus.

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Campus	Building	Team Leaders	Back-up	Phone
Sulphur Springs	Main Building	Dr. Fisher	Campus Office Manager	903-439-6154

7.6 The following contains a current listing of ERT leaders for the Greenville Campus.

Campus	Building	Team Leaders	Back-up	Phone
Greenville	Main Building	John Shasteen	Campus Police Officer	903-457-8707 903-457-8730

8.0 TRAFFIC COLLISIONS ON CAMPUS (Including College-Owned Vehicles)

- 8.1** Check for injuries and activate EMS if indicated. Life and health are more important than damage to vehicles.
- 8.2** If vehicles are obstructing the roadway and may be safely moved from traffic, move them to a nearby safe location to clear the roadway and to help prevent an additional accident from occurring (Texas Transportation Code 550.022).
- 8.3** Contact Campus Police to investigate, even if the accident is minor.
- 8.4** Take note of specific damages to all vehicles involved in the accident.
- 8.5** Obtain the names, addresses and drivers license numbers of persons involved as well as the license plate numbers of vehicles.
- 8.6** Take note of the names of persons being transported in any college-owned vehicle, as well as their vehicle seating location at the time of the accident.
- 8.7** Obtain any witness information to include their names, addresses and phone numbers.
- 8.8** Remain at the accident location until investigation is complete (if uninjured).

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8.9 Submit all information to Campus Police or local law enforcement for a report.

9.0 OFF- CAMPUS TRAFFIC COLLISIONS (Including College-Owned Vehicles)

9.1 Check for injuries and activate EMS if indicated.

9.2 Contact the local law enforcement agency that has jurisdiction for the area (campus police, municipal police or Sheriff's Office) to investigate, even if the accident is minor.

9.3 Move vehicle from roadway to a nearby safe location, if roadway is obstructed (Texas Transportation code 550.022).

9.4 Notify Campus Police.

9.5 Make notes of specific damage to vehicles, names and addresses of persons involved and license plate numbers.

9.6 Take note of the names of persons being transported in a college-owned vehicle, as well as their seating location at the time of the accident.

9.7 Obtain any witness information for Campus Police.

9.8 Remain at location until the investigation is complete (if uninjured).

10.0 DEATH ON CAMPUS

10.1 Immediately contact Campus Police at 911.

10.2 Clear any students or employees from the area and protect scene from intrusion by cordoning off the area from public access.

10.3 Make a log of all activities and decisions.

10.4 Provide briefing to the arriving emergency personnel as required.

10.5 Submit statement to Campus Police.

10.6 Convene campus Emergency Response Team to address psychological, emotional issues and the potential of criminal and legal activity.

10.7 Coordinate notification of the family of the deceased, through the emergency contact person identified in College records.

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- 10.8 Prepare fact sheet and media statement through the College Public Information Officer.
- 10.9 Hold faculty/staff meeting as soon as possible to process feelings.
- 10.10 Provide counseling for individuals or in groups.
- 10.11 Debrief crisis teams and faculty.
- 10.12 Direct all media inquiries to the College Public Relations Officer.

11.0 ATTEMPTED SUICIDE

- 11.1 Contact Campus Police for investigation.
- 11.2 Activate EMS if situation indicates.
- 11.3 Secure the area and protect scene.
- 11.4 Identify and isolate witnesses for Campus Police interview.
- 11.5 Submit statement to Campus Police.
- 11.6 Activate the Emergency Response Team.
- 11.7 NEVER place yourself in imminent danger.

12.0 FIRE EMERGENCIES

- 12.1 If possible and with due regard for personal safety, access and attempt use of a portable fire extinguisher on small, manageable fires. Aim extinguisher at base of fire and use sweeping motion to extinguish fire. Contact Campus Police/.
- 12.2 On large fires sound an alarm – Alarm pull stations are located throughout campus buildings. Notify the Fire Department and Campus Police through 911.
- 12.3 Evacuate the building immediately and assist disabled persons on leaving. Be sure a staff member has checked restrooms, vacant classrooms and storage areas to insure everyone is out. Time permitting, close doors and windows and request that College maintenance shut off the HVAC system.
- 12.4 Provide briefing to arriving emergency personnel of any persons who may have remained inside the building or who are injured.

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12.5 The local fire department will be responsible for Incident Command.

12.6 *NEVER IGNORE A FIRE ALARM.*

13.0 CLASSROOM DISRUPTION

13.1 In case of a serious crisis requiring law enforcement intervention, persons/students should be dismissed and requested to leave the room to a safe area. Assist disabled persons on leaving. Notify Campus Police. If the crisis is outside the classroom, close and lock the door and stay inside to await Campus Police. A cellular phone may be required to request police assistance. If safety permits, proceed to the nearest telephone, away from any danger area, and call 911. If you are not able to make the call, ask another person to call for you. Return to the scene, out of any danger area, to await the arrival of Campus Police. If safety will permit, obtain names of witnesses and those involved in the disruption prior to Campus Police arrival. Submit written statement to Campus Police on incident. Notify the College President.

13.2 For additional information, see Section 19.0 on disruptive persons.

14.0 MEDICAL EMERGENCIES

14.1 Immediately contact 911 and summon EMS and Campus Police.

14.2 If safe conditions exist, return to the incident location, stabilize scene and await the arrival of emergency personnel.

14.3 Submit statement to Campus Police on incident.

15.0 HAZARDOUS SPILLS/MATERIALS

15.1 If situation is considered life threatening, call 911 for assistance. Notify Campus Police and Paris Fire Department through 911. Provide the following information to the 911 operator: spill location; product, contents and manufacturer information; volume of spill and exposure information; and, possible contamination with other materials. Determine course of action to evacuate or shelter in place from 911 operator.

15.2 If advised to evacuate, immediately move to a safe area, upwind and away from the site of the spill. Assist disabled persons on leaving.

15.3 If advised to shelter in place, move all persons from the affected area and close and secure the area from public access. Have all persons breathe through a wet

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paper towel. Request College maintenance shut down utilities and HVAC system to await further instruction from emergency personnel.

- 15.4 If a person has had direct contact with a hazardous substance or material, have them remove any contaminated clothing and flush the affected area with cold running water for 15 minutes. If flushing the eye, position the flow of water into the eye while holding the eye open.
- 15.5 Submit statement regarding incident to Campus Police.
- 15.6 The local fire department will establish incident command, when on scene.

16.0 NATURAL GAS EMERGENCIES

- 16.1 Contact Campus Police, College maintenance and the fire department (911) for direction.
- 16.2 Evacuate to a safe area if advised to do so by the fire department.
- 16.3 If the odor of gas is faint, open windows and doors and evacuate.
- 16.4 If the odor of gas is significant, evacuate the building to a safe area and call 911.
- 16.5 Move upwind from any smell of gas.
- 16.6 If person(s) are unconscious, do not enter the area, but wait for emergency personnel.
- 16.7 The on-duty campus police officer will coordinate with local fire department.
- 16.8 Notify the College President.

17.0 BOMB THREATS

- 17.1 Bomb threats may be received in writing, in person, by phone or relayed through a second source. Persons receiving a bomb threat should immediately notify Campus Police. A course of action (response) will be determined by the College.
- 17.2 If a threat is received by phone, the person receiving the threat should try to keep the caller talking to obtain as much information as possible from the person. Don't hang up on a telephoned threat. If the caller hangs up, don't hang up your phone.
- 17.3 Complete a **bomb-threat checklist** to include the following:

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1. The exact date and time the threat was received.
 2. The exact wording of the threat.
 3. The estimated age, race, sex and cultural background of the person making the threat.
 4. Include your name on the checklist as the person taking the threat.
 5. Document any background noises heard on the caller's end of the line.
 6. Provide all information to the Campus Police and submit a written statement to Campus Police as well.
- 17.4** A search of the affected premises may be ordered by the College President or designee, assisted by Campus Police and College Maintenance. If a suspicious device is located, the building shall be evacuated to a point not less than 500 feet from the suspected device and a perimeter secured around the area. Do not attempt to move or disturb the suspected device. The Dallas Division of the United States Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) will be contacted for disposal of the device.
- 17.5** If time permits, the emergency response team will be assembled to determine a proper course of action and a statement to be prepared by the College Public Relations Officer.

18.0 SUSPICIOUS PACKAGES/MAIL

- 18.1** Notify Campus Police. Suspicious packages and mail may appear as poorly handwritten with incorrect or missing address information, with incorrect titles, misspelling on common words, or addressed to a title only with no name. Suspicions are heightened when there are oily stains, discolorations, excessive weight, lopsided contents, protruding wires, aluminum foil, masking tape, string or other visual distractions to the package. The package or envelope may have a return address that does not match the postmark. Certainly a package with a ticking sound or a leaking powder would be considered threatening as well as any message on the outside of the package with a word such as "anthrax".
- 18.2** If the mail or package is not considered threatening, although appearing possibly suspicious, and the person does not want the item, the Campus Police will triple bag the item and discard it in a trash dumpster with no further action needed.
- 18.3** A person receiving a threatening envelope or package should not open, shake or empty the package, but should place the package in a plastic bag or similar container to prevent any possible leakage of contents. If no bag or container is readily available, the package should be covered with a trashcan, a paper towel,

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newspaper or other cover and remain covered. Any spilled material should be immediately covered. The person should then leave the room and lock the door to prevent others from entering. Notify Campus Police and College maintenance. Ask maintenance to shut down the HVAC system to the affected room or area. Remain in a safe area nearby to submit information to Campus Police and to protect scene from others who may attempt to enter.

- 18.4** Persons who have handled the package should immediately wash their hands with soap and water to prevent spreading any infection to their face. If clothing is contaminated, the clothing should be removed as soon as possible and sealed in a plastic bag or similar container. Persons who have worn contaminated clothing should shower with soap and water.
- 18.5** A written statement, including a list of persons who had contact with the package should be prepared and submitted to Campus Police. Notify the College Public Information Officer.

19.0 ANGERED PERSONS/DISRUPTIVE PERSONS

- 19.1** Be confident during contact with the person and display courtesy at all times. Remain calm and do not touch the person. Keep at a reasonable distance and leave yourself an escape route. Allow the angered person an opportunity to vent. If a meeting is scheduled with a person whom you feel may display anger, meet in a neutral, protected location. Have another staff member join you for the meeting. Notify Campus Police to standby in case the meeting deteriorates. Use the word “we” and not “you” when speaking with the person (i.e. “How can we work together to come to a solution?”).
- 19.2** If danger is sensed during the meeting, get to a secure area, such as a locked office or classroom and contact the Campus Police for assistance. Submit written report to Campus Police.
- 19.3 Who is a disruptive individual?**
- 19.3.1** An individual who makes threats of physical harm to you, others, or themselves.
- 19.3.2** An individual who has a weapon. **(Refer to Armed Subjects Protocol.)**
- 19.3.3** An individual who behaves in a bizarre manner or exhibits unstable behavior patterns.
- 19.3.4** An individual who appears to be intoxicated or under the influence of a controlled substance.
- 19.4 What action should I take?**

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19.4.1 Contact Emergency 911.

19.4.2 Give your name and campus location with a brief explanation of the situation.

19.4.3 Take note of the individual's age, personal appearance, clothing, vehicle or any other information that would help identify the individual.

19.5 Express your authority with non-verbal cues:

19.5.1 Sit or stand erect

19.5.2 Square your shoulders

19.5.3 Smile and make eye contact

19.5.4 Speak clearly and distinctly

19.5.5 Maintain a constant voice volume – not too loud

19.6 Cues to avoid:

19.6.1 Do not touch your face

19.6.2 Observe the individual's personal space – do not stand too close

19.6.3 Do not touch the person

19.6.4 Do not slouch, glare or sigh at the individual

19.7 Anger management tactics:

19.7.1 Get their attention: use their name, ask them to sit down

19.7.2 Acknowledge their feelings: paraphrase what they say so they will know you are listening

19.7.3 Get them moving: offer a chair, move them to a private area if possible

19.7.4 Offer assistance: use the word "we" to include them in the solution process

19.7.5 Tell them exactly what you can do for them and when

19.7.6 Offer an alternative if appropriate

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19.7.7 Advise co-workers of the potential problem if possible

19.7.8 Call for aid immediately if you sense the situation is getting out of hand

20.0 MEDIA PROCEDURES

20.1 In an emergency or crisis situation, all media releases are channeled through the College President or the college Director of Public Relations. If you are pressed for a statement, reiterate that all information must come from these two spokespersons for the college. Direct the media to the established location, as has been decided by the President or Director of Public Relations, for media information. Never release the names of any victims to the media until any affected families have been notified. Follow college policy regarding the release of public information.

21.0 CHILD ABUSE

21.1 Any person who believes that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, or that a child has died of abuse or neglect, **MUST** immediately report their suspicions to a law enforcement agency or the Texas Department of Human Services, Child Protective Services (Texas Family Code 261.101). Failure to report suspected child abuse or neglect, or making a false or malicious report of child abuse or neglect, are criminal offenses that may be punished by fine, imprisonment or both. A person who makes a report of child abuse or neglect in good faith, without malice, or who collaborates in the investigation of child abuse or neglect is immune from civil or criminal liability (Texas Family Code 261.106). Reports of child abuse or neglect are confidential and may be used only for purposes consistent with the investigation. If you suspect child abuse or neglect, contact the Campus Police, Child Protective Services, or the Paris Police Department to provide your statement and information.

22.0 FLUS/VIRUSES

22.1 Severe respiratory illnesses and viruses are spread through unprotected coughing, sneezing and failing to keep your hands clean. To help prevent the spread of germs that make you and others sick, always cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands. Put used tissue paper in the wastebasket and empty the basket regularly. After coughing or sneezing, clean your hands by washing with soap and warm water. Or, if soap and water are not available, wash with an alcohol based hand cleaner. *Hand washing is one of the single most important things you can do to protect yourself and others from the flu and*

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viruses. If you find a college restroom area that does not have sufficient resources for hand cleaning, contact the maintenance services office to replenish products.

- 22.2 When washing your hands with soap and water, rub hands together to make a good lather and scrub all surfaces, continuing for a period of approximately 20 seconds. After washing for 20 seconds, rinse your hands thoroughly under running water. Turn off the faucet with a dry paper towel and discard the towel in the wastebasket. Dry your hands with a paper towel or air dryer.
- 22.3 If using an alcohol based hand sanitizer, apply the product to the palm of one hand and rub hands together. Be sure to rub the product over all hand surfaces and fingers until hands are dry.
- 22.4 Hands should be washed before preparing or eating food, after going to the restroom, blowing your nose, coughing, sneezing or handling garbage and before/after treating a cut or wound.
- 22.5 For your work area, clean surfaces daily that are normally touched with the hands. The areas include telephones, keyboards, chairs, doorknobs, etc., and should be cleaned with an alcohol based disinfecting wipe. Contact the college's maintenance service unit for assistance with facility cleaning issues if needed.
- 22.6 The flu usually has a sudden onset and includes the following symptoms: a fever that is usually high; headache, extreme tiredness; cough and sore throat, body aches; runny/stuffy nose, diarrhea and vomiting. If you become infected with the flu, contact your physician for assistance and stay at home and away from work or school to help prevent the spread of the virus.

23.0 SEVERE WEATHER PRECAUTIONS-PARIS CAMPUS

- 23.1 **PARIS CAMPUS**: The following warning system consists of the following "code" dangers, which are determined by the City of Paris Emergency Operations Center (E.O.C.)
 - 23.1.1 Severe weather watch or warning—probable chance for severe weather conditions.
 - 23.1.2 Code Green—threatening weather conditions are present and/or such severity as to suggest tornado activity.
 - 23.1.3 Code Red— Exists when a actual tornado has been sighted and is either inside the city limits or moving in the general direction of the city.

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- 23.1.4** All clear: Code green and/or code red conditions no longer exist. The immediate threat of severe weather and/or tornadic conditions has ended. This determination will be made by the City of Paris E.O.C.
- 23.1.5** In the event a tornado is sighted and moving in the general direction of the Paris campus, persons will be notified of a tornado alert by the City of Paris outdoor emergency warning sirens. The campus police officer on duty will patrol the campus while sounding a siren and utilizing the patrol vehicle public address system to warn those on campus to take shelter.
- 23.1.6** When a **Code Red** alert is issued, all persons should take cover in a designated shelter area or the lower level interior hallway of buildings, away from areas containing large amounts of glass. Disabled persons should be assisted to shelter areas. **STAY OUT** of structures with wide, free span roofs, such as auditoriums, cafeterias, and gymnasiums. If a tornado begins to strike, all persons should already be in the shelter areas. Should winds pick up outside the building and a roaring sound is heard, like that of a freight train, with falling hail and the sound of breaking glass, persons should take a protective kneeling position by crouching with the head between the knees and the hands clasped behind the head.
- 23.1.7** Persons who are caught outside with no well-constructed building available should look for a ditch or low lying area, preferably with no water, in which to shelter, while assuming the protective position noted previously.
- 23.1.8** As the storm passes, persons should remain in shelter areas until an “all-clear” announcement is made, giving official notice that the alert is terminated.

24.0 SEVERE WEATHER SHELTER AREAS-PARIS CAMPUS

- 24.1** Administration Bldg – Move to center hall or to basement (west end of building)
- 24.2** Old Gym/Print Shop/EOC---Seek shelter under bleachers.
- 24.3** Music Bldg – Interior halls or rest rooms.
- 24.4** Alford Center- Seek shelter in restrooms.
- 24.5** College Book Store --- Seek shelter in storage room.
- 24.7** Learning Center --- Shelter in interior classrooms, offices or restrooms.
- 24.8** Applied Sciences Bldg--- Seek shelter in interior hallways

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- 24.9 Annex IV (Innovative Enterprises) Move to Admin bldg basement.
- 24.10 Student Center --- Move downstairs. Stay away from glass.
- 24.11 Hunt Center ---- Move to smaller rooms in building.
- 24.12 Maintenance ---- Move to south end of bleachers beneath Noyes Stadium
- 24.13 Workforce Training Center ---- Move to interior classrooms.
- 24.14 Thompson Hall (dorm) --- Move to lower floor bathrooms.
- 24.15 Hatcher Hall (dorm) --- Move to lower floor bathrooms.
- 24.16 B.E. Masters Apartments – Residence should move to rooms on lower floor.
- 24.17 South Campus Dorm ---- Move downstairs to ground floor hallway.
- 24.18 Cosmetology: Occupants will move to new dorm/downstairs away from glass.
- 24.19 Math and Science Building: Move to downstairs restrooms/interior hallways.

5.0 SEVERE WEATHER PRECAUTIONS- GREENVILLE CAMPUS

- 25.1 Weather spotters are activated by the Greenville Police Department, shift supervisor when severe weather threatens the City of Greenville. Weather spotters in Hunt County often activate of their own accord and begin monitoring weather conditions, which they report to Greenville Police Department dispatch center.
- 25.2 The City of Greenville utilizes outdoor emergency warning sirens as well as the CODE RED (emergency telephone notification system) to warn an impending threat of severe weather.

27.0 SEVERE WEATHER SHELTER AREAS-GREENVILLE CAMPUS

- 27.1 Move to a downstairs interior hallway as soon as possible. Avoid glassed-in areas.
- 27.2 Interior hallways, classrooms and restrooms should be utilized as shelter areas in the event of severe weather.
- 27.3 If a tornado begins to strike, all persons should already be in the shelter areas. Should winds pick up outside the building and a roaring sound is heard, like that of a freight train, with falling hail and the sound of breaking glass, persons should take a protective kneeling position by crouching with the head between the knees

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and the hands clasped behind the head. Persons who are caught outside with no well-constructed building available should look for a ditch or low lying area, preferably with no water, in which to shelter, while assuming this protective position.

- 27.4 As the storm passes, persons should remain in shelter areas until an “all- clear” announcement is made, giving official notice that the alert is terminated.

28.0 SEVERE WEATHER PRECAUTIONS- SULPHUR SPRINGS CAMPUS

28.1 Weather Spotters are activated when the National Weather Service places Sulphur Springs under a SEVERE weather warning that will affect the City of Sulphur Springs. A television and radio override will be conducted by the Sulphur Springs Police Department.

28.2 The outdoor warning sirens may be activated for the following conditions.

28.2.1 If the National Weather Service recommends the sirens be activated.

28.2.2 In the event that a confirmed tornado or funnel cloud is spotted that may affect Sulphur Springs.

28.2.3 In the event of destructive winds in excess of 70 mph that could affect Sulphur Springs.

29.0 SEVERE WEATHER SHELTER AREAS – SULPHUR SPRINGS CAMPUS

29.1 All persons should take cover in a designated shelter area or the lower level interior hallway of buildings, away from areas containing large amounts of glass. Disabled persons should be assisted to shelter areas. STAY OUT of structures with wide, free span roofs, such as auditoriums, cafeterias, and gymnasiums. If a tornado begins to strike, all persons should already be in the shelter areas. Should winds pick up outside the building and a roaring sound is heard, like that of a freight train, with falling hail and the sound of breaking glass, persons should take a protective kneeling position by crouching with the head between the knees and the hands clasped behind the head.

29.2 Persons who are caught outside with no well-constructed building available should look for a ditch or low lying area, preferably with no water, in which to shelter, while assuming the protective position noted previously.

29.3 Interior hallways, classrooms and restrooms should be utilized as shelter areas in the event of severe weather.

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- 29.4** As the storm passes, persons should remain in shelter areas until an “all- clear” announcement is made, giving official notice that the alert is terminated.

30.0: Evacuation

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At Paris Junior College, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and how the various fire alarms sound.

30.1: Shelter-in-Place Procedures

What it means to “Shelter in Place.”

If an incident occurs and the buildings around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

30.1.1: Basic “Shelter-in-Place Guidance

If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room- until you are told it is safe to come out. If your building is damaged, take your personal belongings (Purse, wallet, student identification) and follow the evacuation procedures for your building (close your door proceed to the nearest exit and use the stairs). Once you have evacuated, seek shelter at the nearest Paris Junior College building quickly. If police or fire department personnel are on scene, follow their directions.

30.1.2: How you will know to “Shelter-in-Place”

A shelter in place notification may come from several sources, including the Paris Junior College Campus Police, Dorm Residents, Dragon Alerts or local police, fire and emergency medical services.

30.1.3: How to “Shelter-in-Place”

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of an emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be
 - An interior room;
 - Above ground level; and

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- Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- 3. Shut and lock all windows (tighter seal) and close exterior doors.
- 4. Turn off air conditioners, heaters and fans.
- 5. Close vents to ventilation systems as you are able. (Maintenance staff will turn off ventilation as quickly as possible.)
- 6. Make a list of the people with you and ask someone (staff or faculty) to call the list to campus police or local law enforcement so they will know where you are sheltering. If only students are present, one of the students should call in the list.

40.0 Dragon Alert Emergency Warning System

40.1. The *Dragon Alert System* is a mass notification system used to inform students, faculty and staff of school closings and emergency situations. Timely warnings must be issued in a format that is reasonably likely to reach the entire campus community. The Dragon Alert system employs text and e-mail messages in order to distribute vital information.

40.2: Employees of Paris Junior College may access the Dragon Alert System via the secure portion of the Paris Junior College website @ www.parisjc.edu. Students may access the Dragon Alert system by visiting clicking on the current students tab marked, “Sign up for Dragon Alerts”.

Each staff/faculty member will be enrolled in the system when they begin employment. Students will be automatically enrolled in the system following the official reporting day. Once enrolled, each participant in the system will be responsible for making sure their phone number and e-mail information is current. A failure to do so can prevent participants from receiving timely safety information and possibly putting their own safety at risk.

40.3: Examples of when an emergency response is necessary include:

1. Outbreak of meningitis, norovirus or other serious illness.
2. Approaching tornado or other extreme weather conditions.
3. Earthquake
4. Gas Leak
5. Terrorist Incident
6. Armed Intruder
7. Bomb Threat
8. Civil Unrest or Rioting
9. Explosion
10. Nearby chemical or hazardous waste spill.

40.4: Clery Act Crimes include three general categories:

1. Criminal Homicide, including:

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- a. Murder and Non-negligent Manslaughter, and
 - b. Negligent Manslaughter; Sex Offenses including: Forcible and Non-forcible; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
2. Hate Crimes: Any of the above mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Vandalism of Property that were motivated by bias; and
 3. Arrests and Referrals for Disciplinary Action for Weapons: Carrying, Possessing, Etc., Drug Abuse Violations and Liquor Law Violations.

40.5. Dragon Alert warnings shall be issued in a timely manner for any Clery Act crime that **represents an ongoing threat** to the safety of students and employees on any of the three campuses (Paris, Greenville Center and Sulphur Springs Center). Dragon Alerts will be initiated immediately upon confirmation that a dangerous situation or emergency exists. **Confirmation** exists when Paris Junior College officials, including the College President or the Chief of Campus Police, have verified that a legitimate emergency or dangerous situation exists. **Confirmation** does not mean that all pertinent details are known or are even available. A warning is expected even if all the facts surrounding a criminal incident or incidents are not immediately available. Follow-up alerts with additional information may be provided as it becomes available.

40.6 Dragon Alert Warnings may also be issued for any Non-Clery Act crimes that are considered by the college to represent a serious or continuing threat to students and employees. These areas consist of *All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*

40.7 Dragon Alert Warnings will be issued in a timely manner for situations that are reported to campus police authorities as well as local police agencies if the incident(s) represent a serious or continuing threat to employees and students.

40.8. The decision to issue a Dragon Alert Warning must be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as: (Refer to Section 40.3)

1. **The nature of the crime.** This means the type of crime that was reported should be considered. Was it a Clery Crime? Did two students get drunk and attempt to steal a golf cart from the campus one night, or does it appear that professional car thieves are preying on the campus?
2. **The continuing danger to the campus community.** This means that after a Clery crime is reported you should consider whether your students and employees are at risk of becoming victims of a similar crime. For example, if a rape is reported on campus and the perpetrator has not been caught, the risk is there. If the alleged perpetrator was

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apprehended, there is no continuing risk. Does a criminal incident appear to be a one-time occurrence or does it fall into a pattern of reported crimes? For example, if two students set some posters on fire after your school's team lost the homecoming game, the arson's are probably a one-night event. If an unknown person is randomly setting fires on campus, there is a continuing threat.

3. **The possible risk of compromising law enforcement efforts.** This factor does not mean that in the event of a serious or continuing threat to students or employees, a timely warning should not be issued. It simply means that law enforcement efforts should be taken into consideration when a warning is issued. For example, students should be warned if there is a serial rapist preying on female joggers along the Trail de Paris that runs through the Paris campus; law enforcement efforts should not be compromised by revealing the fact that two undercover officers have been assigned to patrol the area.

40.9 The only reason that a Dragon Alert Warning would not be issued for a confirmed emergency or dangerous situation is if doing so will compromise efforts to:

1. Assist a victim.
2. Contain the emergency.
3. Respond to the emergency, or
4. Otherwise mitigate the emergency. An example of not compromising efforts to mitigate the emergency might be agreeing to a request of local law enforcement or fire department officials.

41.0 Determining the Content of Timely Warnings

Dragon Alert Warnings should contain all information necessary to promote safety, aid in the prevention of further crime and enable members of the campus community to protect themselves. Merely issuing a generic warning that cautions employees or students to be careful in certain areas is not sufficient. Warnings must include information about the crime, which initially triggered the warning.

Note: The Paris Junior College Campus Police have a responsibility to respond to incidents that may result in a significant emergency or dangerous situation. In addition, the Paris Junior College Campus Police have a further responsibility to respond to such incidents in order to determine if the situation does in fact pose a threat to the campus community. If that is the case, Federal Law requires that Paris Junior College immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

41.1: Issuing a Timely Warning

The warning must be reasonably assured to reach the campus community. As a result, such warnings must be issued in a manner that gets the word out quickly on a community-wide basis,

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via mediums such as e-mail, text messages etc. Timely warnings must be issued in a manner that they will be readily available to the campus community at large; without members being forced to search for them.

41.2: Note: The Family Educational Rights and Privacy Act (FERPA) and the Timely Warning Requirement.

“The Clery Act does not require confidential reporting of crimes. Although personally identifiable information is generally precluded from disclosure, such information may be released in an emergency situation.” Additionally, “FERPA does not preclude an institutions compliance with the timely warning provision of the campus security regulations. FERPA recognizes that information can be released without consent when needed to protect the health and safety of others. In addition if institutions utilize information from the records of a campus law enforcement unit to issue a timely warning, FERPA is not implicated as those records are not protected by FERPA .(Ward & Mann, 2011, p. 114)

41.3: Paris Junior College Policy Statement Addressing Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police or that of the College President, constitutes an on-going or continuing threat, a campus-wide timely warning will be issued. The warning will be issued through the Dragon Alert system to students, faculty and staff.

Depending upon the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the college public information officer will post a notice on the Paris Junior College Website located at <http://www.parisjc.edu/>. In such instances, a copy of the notice will be posted in each residence hall, at the front door of each on-campus dormitory and the J.L. McClemore Student Center.

Anyone with information warranting a timely warning should report the circumstances to the Campus Police Department by phone at 903-782-0399 or in person at the Campus Police Department.

Timely Alerts will be issued via the Dragon Alert System during the following circumstances:

42.0: Missing Students “The Twenty-four Hour Rule”

Paris Junior College Paris Campus has **on-campus** student housing. This section applies only to students who reside in on-campus student housing. If a member of the Paris Junior College Campus Community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Paris Junior College Campus Police at 903-782-0399, or in their absence, the Paris Police Department at 903-737-4125. Paris Junior College Campus Police will generate a missing person report and initiate an investigation.

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Student Responsibilities

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Paris Junior College Campus Police in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, PJC Campus Police will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Paris Junior College Director of Student Services (Kenneth Webb 903-782-0433). A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should Paris Junior College Campus Police determine that the student has been missing for 24 hours PJC Police will notify Paris Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the student is under the age of 18 and is not an emancipated individual, PJC Campus Police will notify the student's parent or legal guardian immediately after PJC Campus Police have determined that the student has been missing for 24 hours. **Note: These regulations do not preclude the institution from contacting the student's contact person or the custodial parent or guardian immediately upon determination that the student is missing.**

Contacts:

1. Kenneth Webb (Director of Student Services) 903-782-0433
2. Shane Boatwright (Chief of Campus Police) 903-272-4415
3. On-Duty Campus Police Officer 903-782-0399

References

Ward, D., & Mann, J. L. (2011). *The Handbook for Campus Safety and Security Reporting*. US Department of Education.

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Shane Boatwright
Chief of Campus Police
Paris Junior College
903-782-0399