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PURPOSE

The procedures outlined in this plan will be used to enhance the protection of lives and property through the effective use of College, City and County resources, while maintaining the continuation of the academic purpose of the college. This plan is designed to assist the College community to cope with the anticipated needs generated by an emergency situation and to assist with communication of those events and needs.

SCOPE

These procedures apply to all members of the Cowley College community.
POLICY

The College shall maintain a crisis management plan to address various situations that might threaten the physical safety of students, employees, the general public and/or resources of the College.

Such plans should address, without limit; natural disasters, fire, industrial accidents, criminal activities, medical emergencies, workplace violence, outbreaks of disease or infections, acts of terror or war and similar situations that require the orderly management of resources and processes to protect life and property. Each such plan shall provide for effective means of communication with students, employees, and the public.

The following underlying principles apply to the College Crisis Management Plan:

- The protection of human life and health is of the utmost importance.
- College property and other resources shall be protected and preserved whenever possible consistent with the primacy of human health and safety.
- The College shall, whenever possible, assist federal, state and local governments, disaster management and relief agencies, etc., and may allocate facilities, equipment and personnel to assist in the event of natural disasters.
- The College shall cooperate with federal, state, and local disaster management and law enforcement agencies with respect to any crisis occurring on College property and/or involving College personnel or students.
- Plans should provide for coordinated efforts of appropriate campus or agency staff, such as physical plant, Security and Public Safety department, academic affairs, student affairs, health services, etc., and for the designation of a single individual as coordinator supported by a designated crisis management team.
- The College attorney shall be consulted in cases where the legal responsibilities of the College are unclear.
- The faculty and staff must help ensure a continued academic learning environment during a time of crisis.
- The College has a policy of zero tolerance for violence. Employees who engage in any violence in the workplace, or threaten violence in the workplace, may be terminated immediately for cause. No talk of violence or joking about violence will be tolerated.

“Violence” includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with the College, including students and employees, never feels threatened by any other person’s actions or conduct.

COMMUNICATION

The following communication principles apply during a College crisis:

- Communication shall be from the President or his/her designee with respect to crises affecting the College.
- The Crisis Management Team shall inform the President and the Clerk of the Board of any crisis that may or has occurred, or that is threatening life, health, or College property, and give periodic status reports as information is available. The Clerk of the Board shall, in turn, keep members of the Board of Trustees properly informed.
- Appropriate information shall be provided routinely to College employees, students and public to facilitate their cooperation in a potential crisis.
- The Director of Security and Public Safety shall be the contact person for adaptations or revisions to this policy.
TYPES OF CRISES/EMERGENCIES IDENTIFIED

1. Medical Emergency – epidemic or poisoning
2. Violent Crime or Behavior – robbery, shooting, personal injury (existing or potential), etc.
3. Political Situations – riots, demonstrations, etc.
4. Off-Campus Incidents/Accidents Involving Students, Faculty and/or Staff
5. Environmental/Natural Disasters – fires, flood, chemical spills or leaks, explosions, etc.
6. Bomb Threats
7. Student or staff deaths (suicide, homicide, unintentional, or natural)

COLLEGE CRISIS MANAGEMENT TEAM

The College Crisis Management Team is created under the authority of the President of Cowley College. Authority to activate the Crisis Management Team is delegated and granted to each team member.

The College Crisis Management Team must be available to respond and react as a team in emergency or crisis situations. The team is required to meet annually to review the plan and update information, and shall be convened by the Director of Security and Public Safety. A written report will be produced by the Director of Security and Public Safety after each review. Revisions to the plan will be recorded at the conclusion of this document.

The College Crisis Management Team will consist of the following roles and responsibilities:
- Incident commander – Establish immediate priorities and stabilize the incident by ensuring life safety. Establish and monitor incident organization and approve written or oral Incident Action Plan (IAP).
- Information Officer – Develop and release information about the incident to media, incident personnel and other appropriate agencies.
- Safety Officer – Develops the Site Safety Plan, reviews the IAP for safety implications and provides timely, complete, and accurate assessment of hazards and required controls.
- Liaison Officer – Serve as point of contact for assisting agencies.
- General Staff consisting of Operations, Planning, Logistics, and Administration sectors.
  - Operations – Responsible for all operations directly applicable to the mission of the response.
  - Planning – Responsible for collecting, evaluating and disseminating the tactical information related to the incident, and for preparing and documenting the IAP.
  - Logistics – Responsible for providing facilities, services and materials for the incident response.
  - Administration/Finance – Responsible for all financial, administrative and cost analysis aspects of the incident.

The College Crisis Management Team consists of the following personnel:
- President
- Executive Vice President of Business Services
- Director of Institutional Communications and Public Relations
- Vice President of Academic Affairs
- Vice President of Student Affairs
- Director of Security and Public Safety
- School Nurse
- Manager of Preventive Maintenance, Scheduling, Reporting and Energy
- Vice President of Research and Technology
- Vice President of Institutional Advancement
- Director of Human Resources

Responsibility for this activity should not be delegated because it is important that the team be familiar with each other and fully aware of their crisis management responsibilities.
In the event of a crisis, this team will work with the College President to lead the College community through the situation and determine the course of action and communications to the public.

**Crisis during Non-Working Hours**

There is a chance that a disaster such as the ones envisioned by this plan may occur before or after regular College office hours, or on a holiday or a weekend when the organizational set-up of many departments is somehow out of the ordinary. While the structure of this plan remains precisely the same, its implementation may vary necessarily depending on, e.g. available resources and personnel until proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest rank who are available at the time. These individuals should seek to follow as nearly as possible the guidelines discussed in this plan, while simultaneously making an effort to notify superior officials of the situation so as to obtain verification or advice on their actions.

In any event, the President, Executive Vice President of Business Services, Vice President of Academic Affairs, and Vice President of Student Affairs shall be informed of the situation.

**GENERAL PLAN**

**Assumptions**
In any situation where the police, emergency medical services or fire departments are involved, it is understood that they will secure the situation and take jurisdiction of all emergency activities.

The Director of Institutional Communications and Public Relations of the College will coordinate all College communications including those with the media. Any required College notifications or cancellations should be approved by the Director of Institutional Communications and Public Relations. Refer to Appendix A for explicit communication policy.

The College spokesperson will work closely with the Director of Institutional Communications and Public Relations in his/hers absence. Each College employee is advised to not release information as it may cause a miscommunication during a crisis; an exception would be allowed when the safety of others would be clearly impacted if information was not immediately released. All employees shall refer all communications to their direct supervisor whenever possible and direct inquiries for information to the Director of Institutional Communications and Public Relations.

The Crisis Management Team will initiate the crisis and/or communication plans of other College departments as required in the event of a crisis or emergency.

Under no circumstances will any representative of the College reveal a victim’s name in any case, unless authorized to do so by the victim or the victim’s agents.

**Crisis Team Meeting Place**
In the event of a crisis or emergency, the Crisis Management Team will meet at a predetermined command post. The President’s Conference Room will be the primary meeting place. The secondary location, if needed, is the first floor conference room in the Webb Brown building. If an off-campus meeting place is required, that location will be communicated to team members at the beginning of the crisis.

**Emergency Shelter**
The W.S. Scott Auditorium will be the on-campus emergency shelter (to be used in case a residence hall is uninhabitable or others on campus require temporary housing). If the W.S. Scott Auditorium is unavailable, accommodation will be provided as directed by the Crisis Management Team.
CRISIS MANAGEMENT TEAM RESPONSIBILITIES

Advance Warning (If applicable)
- The Crisis Management Team meets and develops a plan based on anticipated situations, and prepares a worst-case scenario plan.
- Communication decisions will be made and implemented.
- Key College personnel who need to be involved will be notified.
- Precautionary evacuations are done if needed.
- Essential service personnel are called if required.
- City services (police, fire and EMS) are notified when necessary.
- Precautionary quarantine, if needed, shall be initiated by School Nurse.
- Notify students, faculty and staff of an emergency, as needed, via emergency text system and initiate emergency website for notifications.

Emergency in Progress or Immediate Aftermath
- Security and Public Safety department will be notified.
- If needed and not previously initiated, call 911 for help.
- Take actions to help ensure the preservation of life.
- Take actions to help ensure the preservation of property.
- Other City services will be called if required and not already on scene.
- Communication decisions will be made and implemented.
- Initiate College communication plan and contact key personnel.
- Set up command post in President’s conference room.
- React and coordinate activities for campus safety, security, evacuations, shelter, and counseling, etc.
- Coordinate restoration of lost or damaged utility services.
- Provide traffic control.
- Coordinate implementation of communication hot lines and emergency website.
- Ensure rescue operations are initiated by fire personnel; assist as requested.
- Initiate damage control.
- Complete a brief log of activity.
- As incident nears conclusion, release personnel from activities as appropriate.
- Start planning the debriefing sessions.

Post Emergency
- Debrief and continue communications as required to the College community, general community and the media.
- Ensure arrangements are made for counseling for those who need it.
- Ensure memorial services are arranged if required.
- Record events and prepare permanent records.
- Complete incident reports.
- Establish a meeting for all involved to assess crisis management performance during the event.
- Convene the Crisis Management Team to make any needed changes to the Crisis Management plan.
- Communicate plan changes to all stakeholders and provide training as needed.

COLLEGE FUNCTIONAL RESPONSIBILITIES
Security and Public Safety Department
- Protect lives and property, and secure and control the emergency site.
- Receive notification of incidents from campus and/or City services, initiate crisis management plan and coordinate all activities with campus and City services (e.g. notify police, fire department, EMS, etc.).
- Establish, coordinate and maintain command post.
- Maintain public order on campus.
• Provide traffic control.
• Coordinate rescue activities by emergency services and College personnel.
• Record the event and actions taken during the crisis.
• Assist proper authorities (police, fire, EMS, etc.) whenever necessary.

Public Relations Department
• Direct or clear all media activities.
• Act as chief spokesperson for the College or advise chief spokesperson.
• Help coordinate emergency closing notifications and special notifications as required.
• Provide clear, continuous and timely communication to faculty, staff, students and external public as required.

Physical Plant/Maintenance
• Monitor actual safety hazards.
• Conduct field observations for hazardous conditions and situations.
• Provide guidance on measures to maintain and ensure safety.
• Record the event and actions for liability and risk management purposes.
• Contact appropriate outside agencies as needed.

Student Affairs/Administration
• Assist with or make arrangements for temporary or alternate accommodations.
• Contact students or families when appropriate through the Director of Institutional Communications and Public Relations.
• Provide counseling as required to victims and affected individuals.
• Ensure that victims are aware of the victim services programs that are available.
• Arrange memorial services if applicable.
• Facilitate appropriate refund of student tuition and fees if applicable.

Academic Affairs/Administration
• Assist with emergency operations during the crisis.
• Advise faculty about situations involving students.
• Assess and act on whether college must be closed during the crisis.
• Ensure a continued academic learning environment during a time of crisis.

Faculty/Staff
• Read and understand the Crisis Management Plan
• Familiarize themselves with evacuation routes, safe areas and their responsibilities should an emergency arise.
• Assess situations quickly but thoroughly.
• Use common sense in determining a course of action.
• Establish contact with appropriate departments.
• Evacuate staff, students and/or employees under their control to pre-designated areas in an orderly manner.

Faculty members and employees of the campus are seen as leaders by students and others and should be prepared to take care of and direct their charges to assembly areas in the event of an emergency.

Students
• Be familiar with the emergency procedures and evacuation routes for buildings that they frequent.
• Assess situations quickly but thoroughly.
• Use common sense in determining the best course of action.
• Evacuate in an orderly manner when an alarm is sounded or when directed to do so by faculty, staff, or emergency personnel.
CRISIS MANAGEMENT PROTOCOL

A. Medical Emergency

Person Identifying Situation:
1. Notify 911 and indicate medical emergency. 911 will contact necessary emergency responders.
2. Notify Security and Public Safety Department as soon as possible.
3. Be available to provide information to emergency responders about the situation.

Campus Security and Public Safety:
4. Campus Security and Public Safety will contact the Crisis Management Team.
5. Campus Security and Public Safety will contact the School Nurse if necessary.
6. Secure the victim from further injury due to unsafe conditions, if possible without undo threat to personal safety.
7. Prevent unauthorized access to the incident site.

Crisis Management Team:
8. Set up crisis management command post.
9. Arrange for temporary accommodations and relocations if necessary.
10. Prepare and provide for appropriate communication.
11. Arrange for telephone hotline and emergency website if necessary.

B. Violent Crime or Behavior (crime is in progress)

Person experiencing situation:
1. Try to stay calm.
2. Meet demands (money, grades, etc.) whenever possible.
3. Immediately notify 911 and indicate situation.
4. Contact Security and Public Safety Department as soon as possible.
5. Move to a safe environment whenever possible.
6. If active shooter is on campus, lock doors, turn off lights and hide out-of-sight until emergency responders arrive and escort away from location.

Security and Public Safety Department:
7. Security and Public Safety Department will contact the Crisis Management Team.
8. Security and Public Safety Department will protect human lives and preserve college assets whenever possible.
9. Security and Public Safety Department will secure the area and prevent unauthorized access to unsafe area.
10. Assist police or emergency responders with any required actions deemed necessary.

Crisis Management Team:
11. Initiate communication plans.
12. Set up crisis command post if required.
13. Arrange counseling or victim services for affected individuals.

C. Discovery of Violent Crimes (post occurrence)

Person discovering the situation:
1. Notify 911 who will dispatch appropriate emergency responders.
2. Notify Security and Public Safety Department as soon as possible.
3. Go to a safe place and wait for emergency responders.
4. Report everything noted, of relevance, to the authorities.

Security and Public Safety Department:
1. Security and Public Safety Department will secure the area.
6. Prevent anyone else from entering an unsafe area.
7. Assist police or emergency responders with any required actions deemed necessary.
8. Security and Public Safety Department will contact the Crisis Management Team as needed.

Crisis Management Team:
9. The Crisis Management Team will contact other required personnel as needed.
10. Arrange for counseling or victim services for those involved in incident.
11. Prepare media response if required.
12. Notify family if required.
13. Arrange memorial services if required.
14. Identify members of College community to attend funeral if required.
15. If required, assist family with packing belongings.
16. Facilitate refunds of tuition and fees if required.

D. Political Situations (riots, protests, and demonstrations, etc.)

Person Identifying Situation:
1. Move to a safe environment.
2. Notify Security and Public Safety Department who will notify emergency responders as required.

Security and Public Safety Department:
3. When practical, clear the area of individuals and disperse unwanted activity.
4. Assist police with securing the area if required.
5. Notify the Crisis Management Team.

Crisis Management Team:
6. Initiate communication plan.
7. Set up crisis command post if required.
8. Arrange counseling or victim services for those involved in incident if required.
9. Coordinate media communications.

E. Off-Campus Incidents Involving Students, Faculty, and/or Staff

1. Notify Security and Public Safety Department as soon as possible.
2. Security and Public Safety Department will notify the Crisis Management Team immediately.
3. The Crisis Management Team will contact required personnel.
4. Prepare press release if required.
5. Arrange counseling if required.
6. Arrange memorial services if required.
7. Identify members of College community to attend funeral if required.
8. Assist family with belongings, insurance and benefits if required.

F. Environmental/Natural Disaster – Evacuation

Person discovering the situation:
9. If fire, activate fire alarm and follow procedures to evacuate the area.
1. Notify 911.
2. Notify Security and Public Safety Department.

Security and Public Safety Department:
3. Monitor weather stations and/or radio for weather advisories when applicable.
4. The Security and Public Safety Department will initiate communication with Crisis Management Team.
5. The fire department will be called if required.
6. The police department will be called if required.

Crisis Management Team:
7. Set up crisis command post.
8. Notify emergency shelter if required.
9. Hot line and emergency website will be established if required.
10. Develop press release if required.
11. Provide emergency funds as required.

G. Bomb Threats

Person Identifying Situation:
1. Treat all threats as a life threatening situation.
2. Do not assume the threat is unreal or not possible.
3. Notify 911 immediately.
4. Notify Security and Public Safety Department as soon as possible.

Security and Public Safety Department:
5. Assess situation and notify College administration if necessary.
6. The Security and Public Safety Department will initiate communication with Crisis Management Team.
7. Follow fire evacuation procedures.

Crisis Management Team:
8. Set up crisis command post.
9. Notify emergency shelter if required.
10. Hot line and emergency website will be established if required.
11. Press release will be prepared if required.
This plan is intended to supplement other administrative procedures and guidelines for dealing with emergency situations.

INTRODUCTION
From a public perspective, a “crisis” can be defined as any out-of-the-ordinary event that creates community/media interest in the College. A crisis is often tragic and unexpected. Crises can be opportunities as well as problems. It is clear that good communications will be a key element in responding to our communities and to the media in the case of a crisis of any kind.

“Crisis” is defined as an unstable or crucial time or state of affairs in which a decisive change is impending, especially one with the distinct possibility of a highly undesirable outcome. In essence, a crisis is a situation where the College could be faced with inadequate information, not enough time, and insufficient resources, but in which leaders must make one or many crucial decisions.

The purpose of the Crisis Communication Plan is to be adequately prepared for that out-of-the-ordinary event, and to advise, effectively and promptly, the campus community and the public as required on issues and developments.

OBJECTIVES
The College will make every effort to be open and timely in its communications with the College community, media and all stakeholders during a crisis or emergency. Concern for the right to privacy, personal health and safety, legal liability and the public’s legitimate need to be informed will guide decisions with regard to all communications both internally and externally.

Good communication policy and practice will:
- assist in the actual management of the crisis;
- provide direction to faculty, staff, and students;
- reduce rumor and uncertainty;
- disseminate clear and accurate information to interested constituencies and the public at large;
- maintain the institution’s credibility and minimize damage to its reputation.

CRISIS COMMUNICATION PLAN
During a declared emergency, communications, both internal and external, will be under the direction of the President of the College in cooperation with the Crisis Management Team as outlined in the Crisis Management Plan.

The Crisis Management Plan will also apply in the event of a crisis at an off-campus event for which Cowley College has some responsibility or where a significant number of its community are involved, e.g., evening classes, sporting events, outreach centers, etc.

RELEASING STATEMENTS/INFORMATION
All information released by the College will be done in cooperation with the appropriate external law enforcement authority.

All written or oral statements to campus groups, media and public will require the authorization of the College President, the administrator of the day, or the Director of Institutional Communications and Public Relations.

All statements of information will be channeled through and coordinated by the Director of Institutional Communications and Public Relations as outlined in the Crisis Management Plan. One official spokesperson will be appointed to state the College’s position.
The legal aspects of releasing information will be governed by the appropriate legal guidelines or referred to legal counsel.

All public and media inquiries that are received by other offices and departments of the College will be forwarded to the Director of Institutional Communications and Public Relations, and:

- Under no circumstances will any representative of the College reveal the victim’s name in any case.
- Under no circumstances will any representative of the College other than the official spokesperson or his/her designate volunteer any information (names, dates, times, locations, nature of an incident) about an off-campus incident.
- Specifically, information about an off-campus arrest is in the public domain. In this case, the Director of Institutional Communications and Public Relations or his/her designate will refer media inquires to the authority that made the arrest.
- It is the responsibility of the Director of Security and Public Safety Department or his/her designate to notify the Director of Institutional Communications and Public Relations when off-campus incidents occur.

PROCEUDRES

1. Alerting Responsibilities
Prior to or during a declared state of emergency or the decision to assemble the Crisis Management Team, the President of the College or a member of the Team will alert the Director of Institutional Communications and Public Relations. The Director of Public relations will then advise the media.

2. Specific Responsibilities
The Director of Institutional Communications and Public Relations will be responsible for:

1. Meeting with the Crisis Management Team to determine level of crisis and audiences affected.
2. Maintaining regular contact with the Crisis Management Team.
3. Assisting in the identification of an official spokesperson and alternate and providing support to those individuals.
4. Establishing a media center either on or off campus.
5. Providing communications and media counsel to the President of the College and/or designate and the Crisis Management Team.
6. Preparing and disseminating statements or information to the campus community, interested constituencies, the media, and other groups as identified.
7. Handling public inquires regarding the crisis.
8. Responding to media inquires regarding the crisis.
9. Arranging for photography and audio-visual services, if necessary.
10. Maintaining regular contact with the Crisis Management Team and with communications officials of other agencies or organizations responding to the emergency for the purpose of coordinating the preparation and dissemination of public statements of information.
11. Managing the media’s presence during the crisis and enforcing the guidelines for media behavior during a crisis.
12. Monitoring media coverage and public response to the crisis.
13. Providing post crisis follow-up releases and news, as appropriate, to the media.
14. Evaluating the communications process, providing full media documentation to the Crisis Management Team, and participating in a debriefing session with members of the Crisis Management Team.

3. Authority
The Director of Institutional Communications and Public Relations will have the authority to disseminate information to the media and the public with the general direction of the College President or the Crisis Management Team.

Except for emergency services personnel and security, only the Director of Institutional
Communications and Public Relations will be authorized to provide direction to the media.

Once a crisis/emergency has been identified, the Security and Public Safety Department will have the authority to limit access to the affected area and any other areas of campus designated for use in responding to the crisis.

With the consent of the College President through consultation with the Crisis Management Team, the Director of Institutional Communications and Public Relations may allow media photographers and camera operators to tour the emergency site; they will be escorted.

4. Official Spokesperson
In consultation with the Director of Institutional Communications and Public Relations, the President of the College or the Crisis Management Team will appoint one official spokesperson. In most instances, the Director of Institutional Communications and Public Relations shall be designated as the official spokesperson.

The spokesperson will be responsible for articulating the College’s position only upon the authorization of and as directed by the College President or the Crisis Management Team.

The spokesperson should be readily available and accessible to the media, and be able to articulate the College’s position in an appropriate way for the media.

The spokesperson will be selected from the following:
1. Director of Institutional Communications and Public Relations
2. College President
3. Executive Vice President of Business Services
4. Vice President of Academic Affairs
5. Vice President of Student Affairs
6. Vice President of Research and Technology
7. Vice President of Institutional Advancement
8. Director of Human Resources
9. Associate Dean of Instruction
### APPENDIX B

#### CRISIS PREPARATION CHECKLIST

<table>
<thead>
<tr>
<th>ACTION</th>
<th>RESPONSIBLE AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain telephone listings for all people who need to be notified</td>
<td>Academic Affairs Office</td>
</tr>
<tr>
<td>Maintain and update Crisis Management Plan</td>
<td>Director of Security and Public Safety</td>
</tr>
<tr>
<td>Maintain and update communication plans</td>
<td>Crisis Management Team</td>
</tr>
<tr>
<td>Fire and Evacuation Procedures</td>
<td>Department Heads</td>
</tr>
<tr>
<td>Maintain current telephone listings, including fax, cellular and home numbers for all key personnel for crisis management</td>
<td>Academic Affairs Office</td>
</tr>
<tr>
<td>Pyramid telephone plan (tornado emergency)</td>
<td>Crisis Management Team and Department Heads</td>
</tr>
<tr>
<td>Plans for reaching those who are not easily accessible (athletic fields, etc.)</td>
<td>Coaching Staff and Student Affairs Office</td>
</tr>
<tr>
<td>Evacuation Plans</td>
<td>Security and Public Safety Department and Department Heads</td>
</tr>
<tr>
<td>Campus Maps</td>
<td>Physical Plant Department</td>
</tr>
<tr>
<td>Inventory of emergency supplies (blankets, barricades, tape) storage and accessibility</td>
<td>Physical Plant Department, Housing Services, Security and Public Safety</td>
</tr>
<tr>
<td>Cellular phones and two-way radios</td>
<td>Security and Public Safety Department and Business Services</td>
</tr>
<tr>
<td>Maintain hot lines and emergency website for additional information to stakeholders</td>
<td>Research and Technology and Director of Web Services</td>
</tr>
<tr>
<td>Locations and contact names for off-campus temporary relocation</td>
<td>Academic Affairs Office</td>
</tr>
<tr>
<td>Emergency vehicles</td>
<td>Security and Public Safety Department and Business Services</td>
</tr>
<tr>
<td>Hard copy of student phone numbers</td>
<td>Student Affairs Office</td>
</tr>
<tr>
<td>Floor Plans</td>
<td>Physical Plant Department</td>
</tr>
</tbody>
</table>
APPENDIX C
EMERGENCY ACADEMIC PLAN

The intent of this plan is to supplement other administrative procedures and guidelines for addressing an emergency situation that specifically threatens academic instruction. This most current plan shall be located on the college intranet, and administrators and other department heads will all have hard copies of the plan and supporting documents.

INTRODUCTION
The purpose of the Emergency Academic Plan is to provide guidance to faculty and staff to help ensure a continued academic learning environment during a time of crisis. Even though it is impossible to forecast every possible crisis, this plan provides flexibility and autonomy to fit the needs of the college during various crisis situations. The three primary threats to ongoing instruction are facility damage or destruction, loss of online capabilities and loss of faculty and teaching staff.

OBJECTIVES
The college makes every attempt to provide students with a high quality education. Even during a time of crisis, the College will safeguard this commitment. The College will provide an academic learning environment to help students in their scholastic endeavors with minimal interruption whenever possible. This is achieved by providing:

- adequate facilities,
- an online platform in which to deliver instructional information,
- and qualified faculty and staff to teach.

(1) FACILITIES
In the event that facilities become unfavorable for learning, the College has secured many off-campus locations for instruction. In many cases, simply migrating face-to-face classes to the online environment may suffice. However, if a longer period of time is needed, alternative face-to-face locations shall be utilized by the College. Activation of alternative facilities will be at the discretion of the administration or designated person. Information that concerns these alternative locations to include address, contact person and phone number, can be found on the intranet. http://www.cowley.edu/cowleyintranet/intranet/index.html

(2) ONLINE EDUCATION (Learning Management System and college operations)
In the event that the college cannot operate online or maintain day-to-day technological logistics, the administration may opt to move to another server location external to the college. The administration shall decide when this option should occur. Information about which external servers the college may use can be found in the intranet. http://www.cowley.edu/cowleyintranet/intranet/index.html

(3) FACULTY AND STAFF
In the case of reduced faculty and teaching staff, the college will make every effort to see that classes continue with qualified instructors. This may require a greater use of adjunct faculty (especially those geographically distant), full-time faculty covering additional classes or the use of faculty from Butler County Community College or Southwestern College. Furthermore, some staff not affected by crisis may be asked to conduct classes outside their normal work load. Contact information for Butler County Community College, Southwestern College and Cowley’s faculty/staff can be found in the intranet. http://www.cowley.edu/cowleyintranet/intranet/index.html
ADMINISTRATION
This Emergency Academic Plan should be used within the context of the college’s crisis management plan. It shall be enacted as needed by the administration with presidential approval. In the event that the president is not on campus or cannot be contacted, the administrator of the day will assume all duties. The administrator of the day list can be found in the intranet. http://www.cowley.edu/cowleyintranet/intranet/index.html

CONCLUSION
The Emergency Academic Plan provides direction in the event of calamity. The goal is to provide a continual and quality learning environment for students when facing crisis with as few inconveniences as possible. By securing facilities, an online platform and instructors, the College will continue to provide a high quality educational environment for all.
APPENDIX D
TORNADO SHELTERS

Galle-Johnson Hall ................................ Basement
Kerr Technology Building ..................... Galle-Johnson basement
Renn Memorial Library ......................... Basement east hallway and classrooms
Walker Industrial Tech Building .......... Auto mechanics classroom (302),
                                      other machine tools computer lab (217)
Storbeck Dorm .................................. First floor hallways and laundry room
Nelson Student Center/Underground ....... The Underground
William Docking Dorm ........................ Basement and laundry room
Kirke Dale Dorm ............................... Basement of Docking dorm, alternatively Kirke Dale first floor laundry room
Oscar Kimmell Dorm .......................... First floor hallways and laundry room
Central Ave Dorm ............................. First floor laundry room and hallways
The Lodge ..................................... Basement of First United Methodist Church
Recreation Building .......................... East side locker rooms
Brown Center ................................. Lower level restrooms, rooms 136, 137 and north-south hallway. Special arrangements will be made for the Wright room and Theatre.
Webb-Brown ................................... Lower level restrooms, classrooms 103 & 104
W.S.Scott Auditorium ......................... People seated on east side, east side dressing rooms. People seated on the south sides, west side dressing rooms. People seated on the west side and coaches’ office area, coaches’ office area away from glass
Ireland Hall ................................... Cosmetology reception area
Shipping & Receiving ......................... Renn Memorial Library basement east hallway and classrooms
Wellness Center ................................ Students and members should be evacuated to home. Alternatively Scott auditorium or Galle-Johnson basement.
Sid Reigner Bookstore ......................... Scott Auditorium or Galle-Johnson basement.
Pat McAtee Dining Center ................... Renn Memorial Library basement east hallway and classrooms
Mulvane (Bloomenshine) ...................... As directed by site plan. Basement area.
Mulvane (Industrial Tech Center) ......... As directed by site plan. Tool cribs located in shop work areas.
Mulvane Center ................................ As directed by site plan. Room 101 downstairs.
Winfield Allied Health Center .............. Lower level restrooms
Westside Center ............................... As directed by site plan. Students and staff should be evacuated to home. Alternatively restroom area.
Eastside Center ............................... As directed by site plan. Students and staff should be evacuated to home. Alternatively restroom area.
Webb-Brown ................................... Room 103 & 104 and lower level restrooms
FIRE AND EVACUATION MEETING LOCATIONS

Ben Cleveland Wellness Center: Parking lot east across 1st Street
Brown Center: Parking lot south of Renn Memorial Library
Central Ave: East parking lot of Central Ave Dorm
Galle-Johnson Hall: Between Renn Memorial Library and Nelson Student Center
Ireland Hall: Parking lot north of Scott Aud/Gym
Kerr Center: Between Renn Memorial Library and Nelson Student Center
Kirke Dale Dorm: Between Renn Memorial Library and Nelson Student Center
Nelson Student Center: Parking lot north of Kerr Technology Building
Oscar Kimmell Dorm: West parking lot
Pat McAtee Dining Center: In front of Walker Industrial Technology Building
Recreation Building: Softball Field
Renn Memorial Library: Lawn area between Docking Dorm and Kirke Dale Dorm
Robert Storbeck Dorm: Parking lot north of Kerr Technology Building
Shipping & Receiving: Parking lot southwest corner of Brown Center
Sid Regnier Bookstore: In front of Scott Aud/Gym
Walker Industrial Technology Building: Patio area in front of Dining Center
Webb-Brown Academic Center: Parking lot east of building
William Docking Dorm: In front of Walker Industrial Technology Building
W. S. Scott Auditorium/Gymnasium: Parking lot north of Kerr Technology Building
Mulvane Bloomenshine: New parking lot for Mulvane Center
Mulvane IT North and South: Grassy area west of building
Eastside Center: Parking lot in front of Subway
Westside Center: West Parking Lot
Allied Health Center: Grassy area east of building

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July 2007 – Revision
July 22, 2011 - Revised document published. Appendix C was added to the document. No other significant changes were made.
August 2012 – Revised to current best practices.