



# Crisis Management Plan

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 Developed by: Crisis Management Team  
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## Letter of Promulgation

Cowley College (CC) is committed to protecting the welfare of the college community members as well as its intellectual property and facilities. For this reason, CC has developed the Crisis Management Plan (CMP). With this plan, the College strives to minimize the impact of emergencies and maximize the effectiveness of the campus community's response to and recovery from their inevitable occurrence.

To effectively address the significant challenges that emergencies present, we must work together as a coordinated community. The CMP establishes a clear chain of command, defining the authority and responsibilities of campus officials and staff. Additionally, each facility has a designated Building Safety Captain (BSC) who is empowered to modify procedures and allocate resources as needed to support emergency management efforts.

The CMP is written with significant interest in the welfare and safety of the students, faculty, staff, and visitors. In accordance with Homeland Security Presidential Directive (HSPD) 5, all Cowley departments that have responsibilities/functions delineated in this plan will use the National Incident Management System (NIMS). NIMS allows and ensures proper coordination between local, state, and federal organizations in emergency response. Furthermore, the Incident Command System (ICS) will be utilized in all on-scene management of emergency events.

This CMP, its attachments, appendices, and annexes are adopted as policy upon declaration of an emergency. Each administrator, department chair, building safety captain, director and functional supervisor is directed to take necessary actions to implement it by developing written internal procedures that detail support required by the plan and then maintain preparedness to quickly put the plan into action.

This plan when used properly and updated regularly, will assist CC personnel in accomplishing their primary responsibilities: life safety, incident stabilization and property preservation. This plan and its provisions will become official after when it has been signed and dated below by the President of the College, and hereby gives authority and responsibility to CC officials to perform their duties, as indicated in this plan, before, during and after an incident.

The Director of Public Safety is designated as the responsible official to coordinate, implement, and supervise emergency operations on behalf of the President and other administrators. They are empowered to coordinate with other local, state, or federal emergency operations agencies in the event of emergencies that may require implementation of this plan.

January 13, 2026

Date

Dr. Michelle Schoon

Cowley College President

## **SECTION 1: INTRODUCTION**

### **Purpose**

CC strives to establish and maintain a disaster-resilient College in which the safety and security of students, faculty, staff, and visitors is of the utmost importance. 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 any crisis situation and to assist with communication of those events and needs.

The overall purpose of this plan is to present procedures and protocols for responding to emergencies conditions at CC and managing the process of restoring College operations.

The plan addresses the immediate requirements for an incident, which may or may not rise to the level of an emergency declaration, and in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, faculty, staff, visitors, and the campus community.
- Manage communications and information regarding emergency operations and campus safety.
- Provide and analyze information to support decision-making and actions plans.
- Provide essentials services and operations.
- Manage College resources effectively in an emergency situation.

The plan outlines the management structure, key responsibilities, emergency assignments and general procedures to follow during and immediately after an emergency or disaster. It supplements procedures currently in place for the day-to-day management and operation of CC.

### **Mission**

The Public Safety Department and the members of the Crisis Management Team mitigates, prepares for, responds to, and recovers from incidents and emergencies that affect the campus community. Functions of the department and associated team members include:

- Identifies and assesses potential hazards and vulnerabilities that could affect the college.
- Prepares, keeps current, and distributes campus emergency response plans.
- Coordinates resources before, during and after an incident or emergency.
- Provides college leadership, guidance, and support during an incident or emergency.
- Coordinates and communicates with college constituents and local, state, and federal agencies in emergencies planning and response.

### **Benefits from Emergency Planning**

- Protection of life, property, the environment, essential services, and critical facilities
- Reduced vulnerability and exposure to future crisis and disaster events
- Diminish post-crisis economic hardship for the campus and community
- Reduced short-term and long-term recovery and reconstruction costs

- Quicker resumption of college functions, including education (academic continuity), business systems and services
- Increased cooperation and communication within the community through the planning process, exercises, and training
- Support for the college mission and strategic plan

### **Guiding Principles**

Support CC's mission to provide opportunities for learning excellence, personal achievement, and community engagement.

- Collaboration – create and sustain a governance model that advocates and supports an inclusive team atmosphere, builds consensus, and facilitates communication.
- Comprehensiveness – achieve an all-hazards planning strategy that takes into consideration all phases, all stakeholders, and all impacts relevant to incidents and crisis events.
- Coordination – synchronize emergency activities to accomplish a common purpose and common goals.
- Integration – establish unity of efforts among all levels of administration and segments of the campus community.
- Prevention – anticipate future threats and take preventative and preparatory measures to build a disaster-resilient college.
- Risk-driven Improvement – apply sound risk management principles in assigning priorities.

### **Preparedness**

Preparedness, essentially, is having a secure and resilient community – one that has the capabilities to withstand the threats and hazards that pose the greatest risk.

These risks may include natural disasters, disease pandemics, chemical spills, and other manmade hazards, terrorist attacks and cyber-attacks.

Notice that there is an underlying premise in this description of preparedness: if you have the capabilities to manage the greatest, worst-case probable situation, you will also be prepared to handle lesser incidents—the routine and less-than-catastrophic incidents that make up most of emergency management.

The key is building and sustaining capabilities at all levels.

### **Integrated Emergency Management**

Integrated Emergency Management embodies an all-threats/hazards approach to the direction, control, and coordination of disasters regardless of their location, size, or complexity, and it goes hand-in-hand with the concept of whole community preparedness. Integrated emergency management is more than a methodology; it is a culture to achieve unity of effort—a way of thinking about emergency management as a joint enterprise.

Emergency Management includes the coordination of all aspects of the four phases of emergency management – mitigation, preparedness, response, and recovery.



### Mission Areas

Mission Areas are comprised of the capabilities required for achieving the function at any time (before, during, or after an incident) and across all threats and hazards.

The five Mission Areas include:

- Prevention: The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. As defined by Presidential Policy Directive-8, the term “prevention” refers to preventing imminent threats.
- Protection: The capabilities necessary to secure the college against acts of terrorism and human-caused or natural disasters. Mitigation: The capabilities necessary to reduce loss of life and property by lessening the impact of disasters.
- Response: The capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.
- Recovery: The capabilities necessary to assist those affected by an incident to recover effectively.

### Cowley College’s Crisis Management Plan

CC’s Crisis Management Plan outlines policies and procedures for managing incidents that may threaten the health and safety of students, faculty, staff, and visitors at CC; harm College property or reputation; or disrupt College academics, programs, and services.

The National Safety Council recommends that all facilities have a written response plan, including procedures for emergencies that are most likely to occur at the facility. Occupational Safety and Health Administration (OSHA) standards require a planned response for every facility, including the following:

- Facilities must have a plan that addresses the actions employees must take to assure their collective safety during an emergency.

- The plan must include information on applicable emergency procedures for general evacuation, fire reporting, medical emergencies, bomb threats, tornado safety, notification procedure for deaths, hazardous materials release, earthquakes or structural failure, armed robbery, and media-related events.
- All employees should be familiar with the procedures for their location and trained to respond to various emergencies that may occur. Employees must be notified whenever there are major changes to the procedures.

Emergencies can occur at any time without warning. A plan such as this one allows the College to respond more effectively and efficiently in a crisis, coordinate its response and enhance its recovery effort. The college shall utilize the National Incident Management System (NIMS) and the Incident Command Structure (ICS) in its response, and also meet the requirements of OSHA.

This plan applies to a broad range of potential emergencies, including but not limited to severe weather, fires, explosions, the release of hazardous materials, infectious disease, extended power outages, incidents of violence and other events that may affect the life and safety of persons or facilities or the reputation of CC.

A crisis shall be defined as any unplanned event which may threaten the physical or personal safety of students, employees, or the public: or threaten the college's resources, financial standings or public image. The crisis may take form of an emergency requiring immediate action to save lives and protect property.

These procedures apply to all employees, students and general public.

## **SCOPE**

This plan outlines how CC, including faculty, staff, visitors, and the campus community will respond to an incident or emergency situation. The plan establishes the basic framework for critical incidents and emergency management.

Because this plan does not cover the needs of every area in the College, individual locations and departments should create supplements to this plan to support their own needs. Each location and department are expected to develop and maintain its own internal response plan as well as employee contact lists in case of an emergency. These plans should be maintained and stored by each Building Safety Captain (BSC). It is also the responsibility of each Building Safety Captain to ensure its plans are up to date. These shall be included in the CMP as an Operational Annex.

College activities operating in off-campus locations or managed by entities other than CC must also coordinate their emergency response with the relevant property management organization.

## **Objectives of Crisis Management Plan**

The objectives of this plan are to:

- Organize incident and emergency response structures.
- Provide clear and easy-to-follow guidelines and checklists for the most critical functions.
- Create an easy-to-follow format so users can quickly determine their roles, responsibilities, and primary tasks.

- Link and coordinate processes, actions, and the exchange of critical information into an efficient and real-time operation.

Establish structures for communications and information management.

- Set up a central point of communication both for the receipt and transmission of urgent information and messages.
- Establish official channels of contact for the College during incidents and emergencies when normal channels are interrupted.
- Provide full-service communication for voice, data, and operational systems.
- Collect disaster information for notification, public information, documentation and coordination that should be activated when incidents and emergencies occur.

Establish decision-making processes.

- Determine through a clear decision-making process the level of operation and extent of emergency control and coordination that should be activated when incidents and emergencies occur.

Provide structure for operations during incidents and in an emergency.

- Use College resources efficiently to implement a comprehensive and effective response.
- Be prepared for the possibilities and eventualities of incidents rising to the level of emergencies.

Position the College for optimal recovery.

- Prepare to resume normal operations as soon as possible.
- Provide documentation and informational support for CC response and to Federal Disaster Assistance programs.

### **Definition of an Incident**

An occurrence, natural or human-caused, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorists' threats or attacks, civil unrest, fires, floods, hazardous materials spills, earthquakes, tornadoes, damaging storms, public health and medical emergencies, and other occurrences requiring an emergency response.

### **Definition of an Emergency**

Any incident, whether natural, technological, or human-caused, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe.

An emergency may result in a declaration of a state of emergency for the College. Declaration of emergency may be issued by the College President or designated Executive in Charge.

## Definition of a Disaster

A disaster is an occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries.

A disaster may result in a declaration of a state of emergency for the College. Declaration of emergency may be issued by the College President or designated Executive in Charge.

## Definitions

*College Grounds:* College grounds are property owned, maintained and/or operated by the College. This includes interior or exterior of any and all buildings and/or structures, sporting facilities, parking lots, streets, sidewalks, and thoroughfares.

*College-Sponsored Events:* College-sponsored activities or programs include all activities funded or organized in any way through the College

*Crisis Management Plan:* The Crisis Management Plan (CMP) is a plan to address various situations that might threaten the physical safety of students, employees, the general public and/or resources of the College.

*Crisis Management Team:* The CMT is designated individuals with specified tasks and/or responsibilities which must be able to respond and react as a team in an emergency or crisis situation. This team is created under the authority of the President of the College.

*Incident Command System (ICS):* ICS is a national program administered by the Federal Emergency Management Agency (FEMA) which provides a standardized, on-scene, all-hazards incident management approach that allows for the integration of facilities, personnel, procedures, and communications operating within a common organizational jurisdiction; enables a coordinated response among various jurisdictions and functional agencies, both public and private; and establishes common processes for planning and managing resources. FEMA provides free online training at [IS-0700.b An Introduction to the National Incident Management System - Lesson 4: Incident Command System \(ICS\) \(fema.gov\)](#)

*Incident Response Team (IRT):* individuals who serve as a 24X7 on-call Response Team to any college incident, which has not resulted in a declaration of an emergency.

*National Incident Command System (NIMS):* NIMS is a national program administered by the Federal Emergency Management Agency (FEMA) which identifies concepts and principles that answer how to manage emergencies from preparedness to recovery regardless of their cause, size, location, or complexity. FEMA provides free online training for this at [IS-0700.b An Introduction to the National Incident Management System - Course Introduction: IS-0700.b An Introduction to the National Incident Management System Web Only \(fema.gov\)](#)

*Off-Campus Incidents or Accidents:* Off-campus incidents or accidents are any undesirable or unfortunate event that happens unexpectedly that occurs unintentionally and/or usually results in harm, injury, damage, or loss during any part of an off-campus activity or event which is college-sponsored or would have a significant impact on the general operation of the College.

*Political Situations:* Political situations are occurrences such as demonstrations, assemblies, rallies, marches or parades, unauthorized walkouts, or any equivalent action or behavior which is disruptive or has a negative impact on the general operation of the College and has the intention of persuading a particular point-of-view, usually political in nature.

*Threat:* An expression of intent to do harm or act out violently against someone or something (including self). A threat can be spoken, written, or symbolic.

*Violence:* Violence is the exercise or an instance of physical force, usually effecting or intended to effect injury, destruction, to inflict harm upon or violate another, or an unjust, unwarranted, or unlawful display or exertion of force, as against rights or laws, especially such as tends to overawe or intimidate another individual. This includes physically harming another, shoving, pushing, bullying, harassing, intimidating, coercing, brandishing weapons, threatening or talk of engagement in such actions or behaviors, or any other like form of unruly or injurious action or behavior. It is the intent of these procedures to ensure that everyone associated with the College, including students and employees, never feels threatened by any other person’s actions or conduct. Employees who engage in workplace violence, or threaten violence in the workplace, shall be terminated immediately for cause.

*Violent Crimes or Behaviors:* Violent crimes or behaviors are any action or behavior that is harmful to either a person, the College or the community and/or is a violation a local, State, or Federal law.

**Levels of an Emergency**

CC categorizes emergencies into four response levels according to severity, potential impact, resource requirements, EOC activation level, and the level of assistance or support required from external emergency services.

Levels of an Incident/Emergency	Description	Duration	Activation Level
<p><b>Level 1: A high impact incident/disaster or imminent threat</b></p> <p>Examples: Major weather event, terrorism, violent intruder, building collapse, mass casualty</p>	<p>Entire Campus and/or surrounding community</p> <p>(Wide spread damage)</p>	>48Hrs	<p>Full Emergency Operation (EO) activation including CMT, BSCs and local emergency responders. May require 24/7 shifts and staffing</p>
<p><b>Level 2: A medium impact incident or potential threat</b></p> <p>Examples: Structure fire, long term power outage, substantial network or systems outage, hazmat, severe storms, civil disorder, or an external emergency that may affect the College</p>	<p>Sizable portions of the campus community</p>	8-48 hours	<p>Partial or Full EO activation including all CMT positions and BSCs.</p>

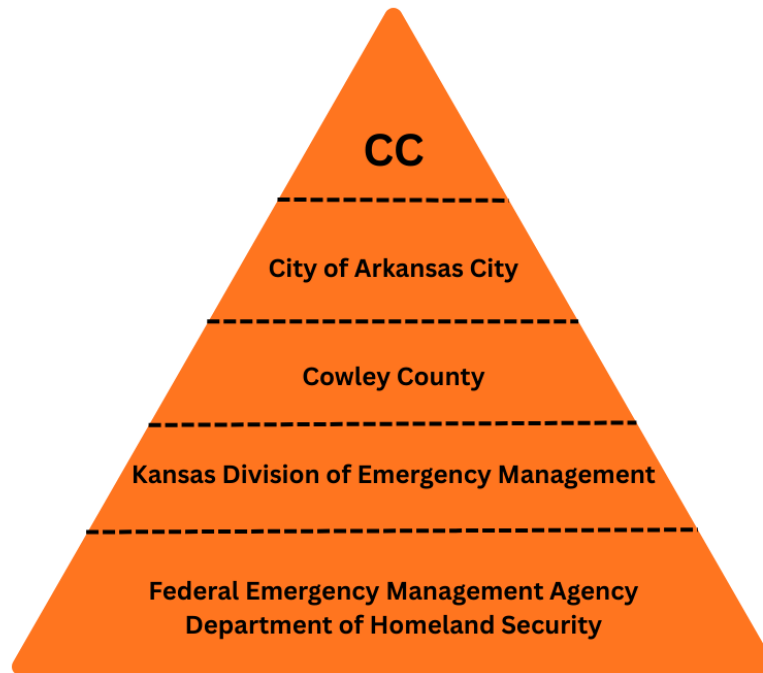
<p><b>Level 3: A low impact incident that is resolved with college resources or limited outside help.</b></p> <p>Examples: localized chemical spill, small fire, power disruption, water damage, technology or network failure, power disruption.</p>	<p>Localized department or building event</p>	<p>&lt;8Hrs</p>	<p>Likely no EO activation. Campus departments respond and communicate as needed with impacted departments. BSC may be activated.</p>
<p><b>Level 4: Monitoring Certain Operations</b></p> <p>Examples: Graduation, athletic and student life events, high profile events, weather monitoring event.</p>	<p>Monitoring of operations and certain campus events</p>	<p>As needed</p>	<p>EO may be activated virtually or physically for weather or event monitoring.</p>
<p>Virtual EO Activation (VEO): When a physical activation is not possible due to environmental or safety conditions, hazards, or after hours. Phone and web-based tools (Zoom/Teams) will be used to collaborate, communicate, and coordinate.</p>			

Note: This chart does not represent all possible scenarios nor does it mandate specific Emergency Operation activation levels. This matrix is to serve as a guide.

Levels 1-3 will debrief at the conclusion for the purpose of review, training, and future enhancement of this plan.

## Coordination with Local, County, and State Agencies

Cowley College will coordinate with local, county, and state agencies as appropriate under the circumstances of an emergency. Emergency coordination is shown below:



## Planning Assumptions

CC's Crisis Management Plan considers what the college would do in worst-case conditions like these:

- People may be killed or injured
- Emergency support services such as police and fire are unable to respond promptly or at all.
- Critical utilities such as water, electricity, or telephone or information systems may be interrupted.
- Buildings and structures may be damaged.
- College personnel may be unable to get to or from their homes.
- Contact with family and friends may be interrupted.
- Suppliers may not be able to deliver materials.

The succession of events in an emergency is not predictable. Therefore, this plan serves only as a guide and may require modifications to meet the requirements of a specific emergency. The plan does not limit the use of good judgment and common sense in matters not foreseen or covered by its elements.

## Activation of the CMP/College State of Emergency

A declaration of a state of emergency is necessary for the Plan to be fully active and become policy.

The authority to declare a campus state of emergency is granted to the College President or the designated Executive in Charge.

If a state of emergency is declared, it may become necessary to restrict access to specific areas on campus to authorized individuals. Only those authorized individuals who have been assigned emergency or resource duties will be allowed to enter the impacted area(s) or building(s).

When activated, the Crisis Management Plan supplements the College's administrative policies and procedures and serves as an emergency manual describing how to direct operations and staff assignments, procure and allocate resources, and restore normal services and operations. BSCs establish appropriate procedures within their work units to facilitate the implementation of the emergency plan.

During an emergency, users should follow and complete the tasks on the checklists contained in Section 3 of this plan, following the procedures and processes they have set in place for dealing with emergency situations. The lists will then be retained on file as official records of the emergency situation.

### **Plan Distribution**

All members of the Administrative Council and the Crisis Management Team shall receive copies of the Crisis Management Plan (hard copy and/or electronic). A public version of the CMP is available on the College's website.

Operational Annexes for each BSC that have specific response plans for their own locations shall have copies of their response plans for use during training or in an actual emergency.

### **Plan Maintenance and Review**

The CMP will be reviewed, and updated regularly. Operational Annexes will be reviewed by functional departments regularly or as major re-writes are necessary.

Revisions may be made when one of the following occurs:

- A change in college site or facility configuration that materially alters the information contained in the plan or affects implementation of the CMP.
- A material change in response resources.
- An incident or emergency occurs that requires Plan review.
- Internal assessments, third-party reviews, or when experience in drills or actual incident responses identify significant changes should be made to this plan.
- New laws, regulations or internal policies are implemented that affect the contents or the implementation of the CMP.
- Other changes deemed significant.

Plan changes, updates, and revisions are the responsibilities of the Crisis Management Team, who will ensure that any changes are distributed accordingly. The CMT may update, correct, or amend any information contained within the appendices or annexes of this plan, as required. Any changes to the CMP must be reviewed by the CMT and the Site Safety Team, prior to approval from the Administrative Council.

At least one test per year will include a drill (test of a single procedure), an exercise (test of coordination of efforts), or a measurable goal and follow-up activities designed to obtain and review feedback. The test will also

publicize the College's emergency procedures and indicate whether or not the exercise is announced or unannounced. Emergency notification systems will be tested at least once per semester (Spring and Fall).

## **SECTION 2: ESTABLISHMENT AND ACTIVATION OF THE CRISIS MANAGEMENT TEAM**

CC'S Crisis Management Plan and the Crisis Management Team are to be fully activated when an emergency declaration is made by the College President or the designated Executive in Charge.

An emergency's type and size will dictate whether all or some roles are activated. The CMT member first aware of an emergency will perform team activation messaging. Once the CMT has been notified of the emergency, the Public Safety Director will assume leadership and command. These emergency delegations include the understanding that those activated as part of the Incident Command System structure may be required to drop some or all of their daily work assignments. Generally, this activation will happen at Level 1 or 2 activations.

### **President Succession of Authority**

In absence of the College President, these positions serve as the Executive in Charge (in the order shown below), with authority to act in the President's place:

2. Executive Vice President of Finance and Administration
3. Vice President of Academic Affairs
4. Executive Director of Student Services

### **Crisis Management Team (CMT) / Incident Response Team (IRT)**

The Crisis Management Team Members are comprised from the members of the Administrative Council, and additionally the Director of Marketing and Strategic Communications, the Director of Public Safety, the Director of Campus Facilities, and the Director of Human Resources. Within the CMT, there is also an Incident Response Team to serve as a 24X7 on-call Response Team to any college incident, which has not resulted in a declaration of an emergency.

The Incident Response Team members are Public Safety personnel on duty, Director of Public Safety, Executive Director of Student Services. BSCs and other employees may also be activated depending upon the location and person(s) or facilities involved, i.e. Housing personnel may be involved for incidents occurring in residential housing, Athletic Director may be involved for incidents involving athletes, site coordinators may be involved for incidents occurring at off-campus locations, etc.

The IRT uses a variety of communication methods including group text messages, telephone calls or conference calls to keep members apprised of the situation. When a public safety, facilities, or technology incident occurs, it may be necessary to expand the team with additional subject matter experts for operational updates.

- Briefings/incident summaries should be sent to applicable stakeholders, applicable CMT members, and the President.
- Public Safety staff are responsible for preparing incident summaries and records of tasks assigned and actions taken.
- The President is responsible for communication with the Board of Trustees Chair, as appropriate.

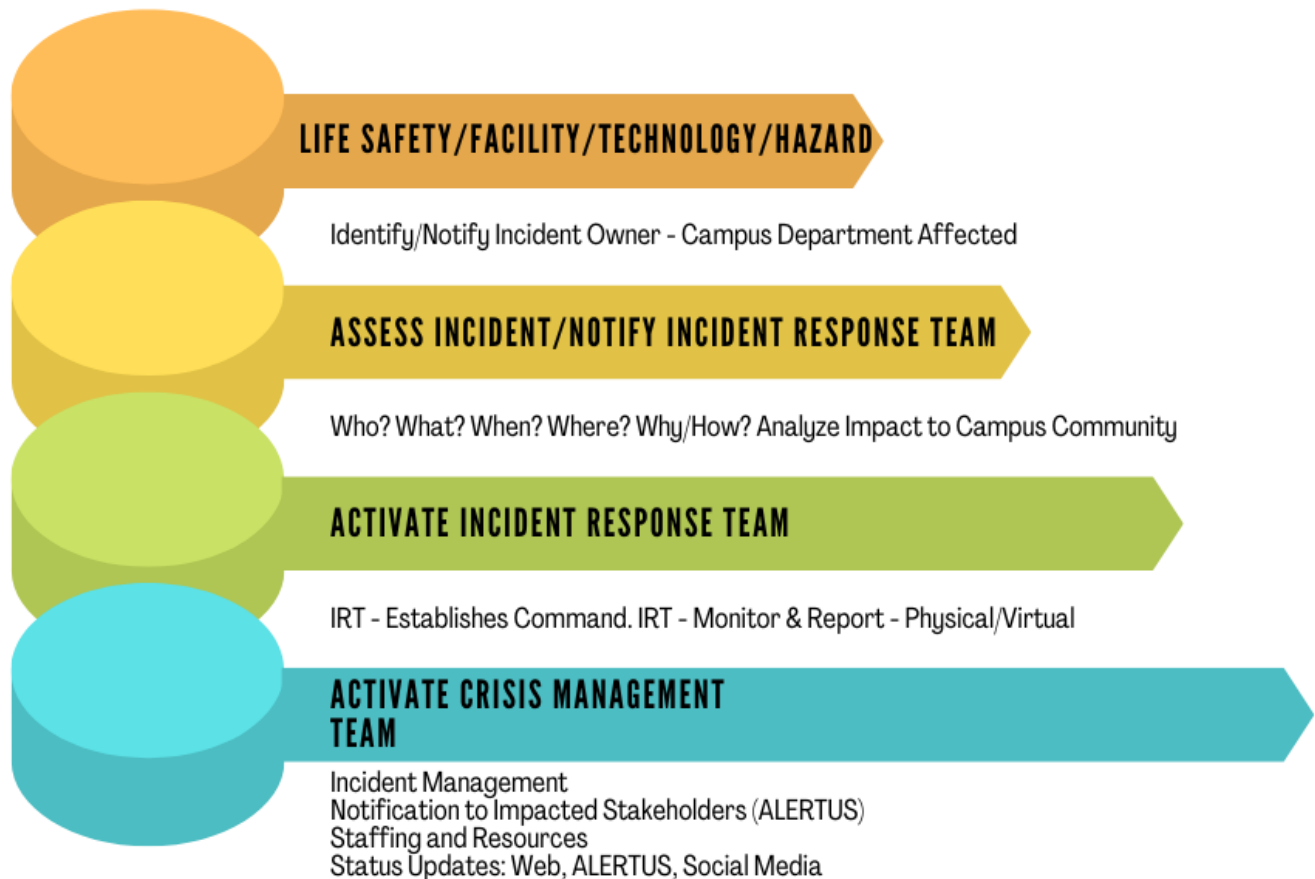
The IRT is responsible for:

- Monitoring incidents for potential escalation and developing initial situational assessments.
- Coordinating response activities across departments.
- Providing situation reports, updates, and recommendations to the President.

If necessary, the IRT is authorized to take immediate action upon receiving notification of an incident prior to assembling a full IRT/CMT response.

When an incident occurs, the IRT follows the incident activation protocol necessary for the scope of the response.

### Incident Activation Protocol



### Response Priorities

Following are the College’s priorities when responding to an incident or emergency situation (the order of the priority may change, depending on the situation):

- Life Safety – protection of lives and care of the injured
- Protection of property from further damage
- Communication to the students, faculty, staff, the campus community, and the media
- Restoration of critical utilities
- Containment of hazards – protection of college students, faculty, staff, and the campus community
- Protection of the environment

- Support to employees, students, contractors, vendors, etc.
- Protection of academic work-in-progress documentation and on-site files
- Restoration of networks and information systems
- Prevention of loss and damage to high-value assets
- Damage assessment, cleanup, and occupancy of buildings
- Health and safety of the learning environment
- Restoration and resumption of college classes and activities

### **Administrative Council Group**

The Administrative Council Group (ACG) provides leadership to the College during emergency operations.

Members of the ACG include:

- President
- Executive Vice President of Finance and Administration
- Vice President of Academic Affairs
- Vice President of Information Technology
- Athletic Director
- Executive Director of Student Services
- Director of Student Enrollment and Success
- Executive Director of Institutional Effectiveness
- Administrative Assistant to the President and Board Clerk

Note: Others individuals may be activated as subject matter experts/incidents owners as support resources are needed.

### **Duties and Responsibilities of the ACG**

Members of the ACG provide executive leadership and guidance regarding policies, procedures, and preparedness during an emergency situation. The ACG may also assist with planning, protocols, training/exercises, and evaluation of revisions to the Crisis Management Plan.

Upon declaration of an emergency by the College President or the designated Executive in Charge and activation of the CMT, the ACG's primary responsibilities are to:

- Notify and inform key College stakeholders, including the Board of Trustees, or other key entities as appropriate.
  - President to serve as the active role in Trustee Communications, specifically with the Board Chair. If President is unavailable to communicate with the Board Chair, the Director of Marketing and Strategic Communications would ensure consistent messaging.
  - Board Members will receive communications as appropriate from the ACG and be asked to provide divisional leadership throughout the incident.
- Issue directives regarding the overall status of the College, programs, and operations.
- Provide direction for the resumption of operations.
- Coordinate policy matters within the College, as needed.

### Actions the ACG might take:

- The ACG may issue an executive declaration of a disaster at CC and communicate this officially to key stakeholders. The ACG may also issue official statements, orders, or notices to support the college's emergency response and recovery operation as managed by the CMT.
- The ACG provides direction and vision to the College and the CMT for the recovery of programs as well as post-event plans for restoration.
- If the emergency is contained or as it lessens, the ACG may appoint representative(s) to be 24-hour contact. The full ACG may be reconvened if needed for emergency business or for regular status reports. The ACG provides official contact with the Trustees and elected officials to petition state and federal disaster assistance programs for the College.
- When the emergency has subsided, the ACG may review the post-incident debriefing report from the Public Safety Department and assist with long-term policies, if necessary.

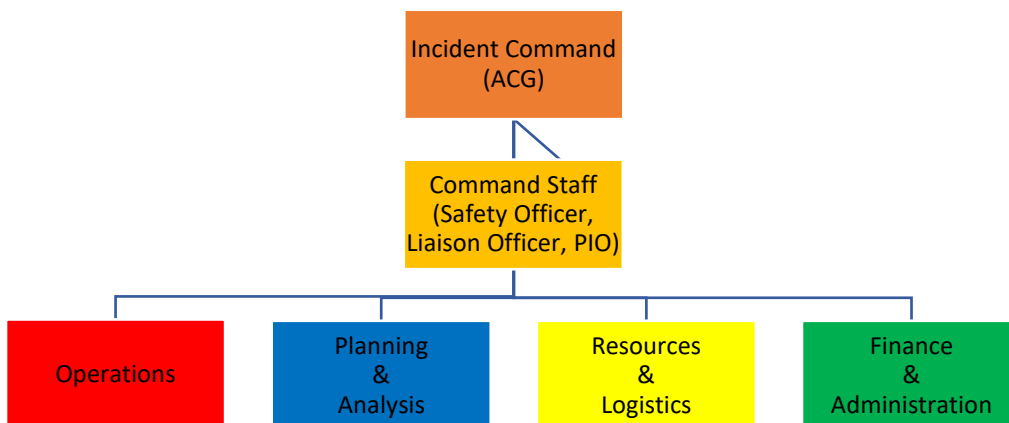
### Incident Command System (ICS)

The incident command system is a tactical response system that is primarily implemented at the site of an emergency and used for emergency response.

The College's CMP outlines a strategic response focused on the same principles, with response functions performed by the CMT. In the CMT, strategic support decisions are made and CMT members are assigned critical functions. In an emergency, there will be a liaison between Incident Field Command and the CMT.

### Incident Command

CC has officially adopted the National Incident Management System (NIMS) as the basic structure for responding to all emergencies. A key component of this structure is the Incident Command System (ICS), which enables specialized responders representing multiple areas to work together effectively and efficiently. The ICS uses a five-section structure as shown in the diagram below.



The ICS Field Team is activated when incidents require first responders in the field. The Field Team is typically comprised from Campus Public Safety personnel, Campus Services, and Information Services. Field activation is determined by the Incident Commander or by the size, type, and complexity of the incident.

Under this system, the Field Incident Commander has overall responsibility for responding to emergencies and disasters when an emergency scene exists. For on-campus emergencies, CC's Public Safety Director may serve as the Field Incident Commander or name a designee as Incident Command. However, in a major emergency, an Incident Commander may also be from an external emergency response agency, working in conjunction with CC's Public Safety Director (Unified Command Structure).

The Incident Commander will establish an incident command post near the scene of the emergency. Depending on the circumstances, this may be inside a building or at an outside location. The purpose of the command post is to provide a single on-scene location for command-and-control purposes and damage assessment. Operational decisions relative to the emergency response will be coordinated from the command post. Subcommand posts may be established for the purpose of directing specific functions, such as evaluation or medical services including triage, mutual-aid responder staging, or media staging.

Incident Command will work with the Command Team for the purposes of instruction, status reports and requests for support.

If needed, staging areas may be established at a location away from the emergency but within a reasonable distance of it. Because a staging area serves as a collection point for responding personnel, equipment and other resources that may be needed for the emergency response, it should be located near a roadway on hard surfaces. The Incident Commander will appoint a staging area supervisor who is responsible for the security of the area as well as maintaining an accurate log of the resources available. Resources will be dispatched from the staging area to the area of the emergency as directed by the command post. The staging area will maintain contact with the Command Post. A Media Staging Area may also need to be quickly identified in many circumstances in coordination with the Public Information Officer (PIO).

### **Crisis Management Team**

When an emergency situation is declared, the CMT implements the CMP. The CMT is made up of response team members that can be called upon individually or as a group to lead, assist, or support emergency operations and college response. The CMT is comprised of primarily senior administrative personnel representing functional areas of the college that would have critical responsibilities for executing the CMP. Members of the CMT may be present physically or virtually to perform the overall support functions and action strategies of the emergency response. Each member of the CMT is responsible for preparing contingency plans to accomplish the emergency operation function.

For any given incident, it might not be necessary for all team members of the CMT to be part of the response and recovery effort. Members of the CMT may delegate some of the responsibilities and functions to staff in their departments for additional support/research. Each member of the CMT should also have 2 backup people who can perform his or her function in the member's absence. (For example, when days run long in a major emergency situation, weary members of the CMT may need to call in a backup person who can perform the functions for a while. Emergency operation shifts should not exceed beyond 12 hours.)

CMT members are responsible for evaluating information from various sources during an actual emergency and advising the Command Staff on appropriate actions. Team members are responsible for the review, discussion, advisement, and recommendation for approval of the action plan(s) developed in response to an emergency.

These are the functions the CMT will perform during an emergency situation:

- Incident Command
- Command Staff
  - Safety Officer
  - Liaison
  - PIO
- General Staff below:
  - **Operations**
    - Public Safety
    - Building Safety Captains
    - Campus Services
    - Campus Facilities
    - Information Technology
    - Human Resources
    - Student Services & Engagement
    - Instruction/Academics
    - Continuing Education
  - **Planning and Analysis**
    - Documentation
    - Space Management
  - **Resources and Logistics**
    - Procurement
    - Volunteer Management
    - Food, Water, Sanitation
    - Transportation
  - **Finance and Administration**
    - Accounting
    - Insurance

### Setting up and Operating an Emergency Operations Center

An Emergency Operation Center (EOC) serves as the coordination point for CC's response and recovery activities. The EOC is the location where members of the CMT gather to support incident command activities and needs, share information, provide advice and input for major decisions, and implement the desired strategic response actions in a coordinated and effective way.

Only ACG, IRT, CMT, liaisons and support staff shall have access to the EOC. Members of the media are not allowed into the EOC; neither is anyone who has not been authorized by the incident commander.

### EOC Locations

When the CMT activates the CMP, team members shall report to the location of the EOC. These are possible locations for the EOC:

Primary Location: Information Technology's (IT's) Conference Room.

Secondary Location: WB101

Any Off-Campus Location will be communicated to team members at the beginning of the crisis.

If the situation dictates, an online meeting platform may also be utilized.

The EOC shall be operational within one hour of activation of the CMP, regardless of its location.

Upon arrival at the EOC, each CMT member will:

- Sign in
- Check telephone/communication device(s)
- Open a personal log, either handwritten or electronically
- Contact department and obtain a status report
- Attend an initial briefing
- Participate in planning the initial emergency response and subsequent activities.
- Relay EOC decisions to his/her department and/or areas of responsibility
- Participate in the EOC operations cycle

Upon leaving the EOC, each CMT member will transfer authority to a replacement:

- No CMT member can leave their EOC shift without having a replacement who will assume the responsibilities. The replacement must be briefed before the member leaves.
- Each member must sign out and indicate where they can be reached.

The primary means of communication during an emergency are cellphones, college phones, and a very limited number of radios. Radios from the Public Safety Department and Criminal Justice Program shall be utilized during major events to facilitate effective communication. In the event that phones, cellphones, and radios are inoperable, then “runners” will be used to send communications.

Each function will maintain a record of all emergency-related activities performed in the EOC. The record will reflect the hours worked and resources expended in response to the emergency as well as actions taken, and personnel assigned.

In addition, a log will be maintained that reflects all significant events and actions taken in the EOC, including a communications log that reflects the time and date of every significant communication to and from the EOC., whom the communication was received from/sent by, to whom it was directed, its nature and any resulting EOC action.

### **EOC Activation**

The EOC will be activated when an emergency is declared by the College President or designated Executive in Charge. The CMT and other personnel having duty assignments in the EOC will report to their assigned locations upon notification of the EOC activation.

The CMT is responsible for supporting the activities of field personnel necessary to maintain and restore operations both during and after an emergency situation. These personnel are led by the EOC and CMT and are supported by the operations, planning, logistics, and finance/administration sections.

Absent an emergency declaration, the EOC may also be 'partially' activated for monitoring efforts only, at the discretion of the CMT, as described below.

### **CMT Activation Levels**

From time-to-time advance notification may be available on pre-planned or hazardous events that could affect operations, health, and safety of campus personnel and students or cause degradation of quality of life.

Maintaining 24-hour vigilance for CMT staffing levels for potential or minor events is not feasible due to the impact of continued alert status of personnel and the impact of routine operations. To address this need, the CMT may operate in three modes to address a varying level of event probability and severity and maintain flexibility for the CMT to address needs as they arise.

- Normal Operations/Steady State/Monitoring
  - Activities when no incident or specific risk or hazard has been identified.
  - Routine watch and warning activities.
  - Monitoring of high-profile events or mass gatherings. Activated for monitoring of weather or large events, as a readiness state measure.

During normal operations (steady state), emergency personnel maintain operational readiness by monitoring and assessing potential threats and hazards; conducting routine and ongoing coordination with other departments and agencies; developing and executing plans, training, and exercises; and maintaining facilities and equipment.

- Enhanced Steady-State/Partial Activation
  - Certain CMT members are activated to monitor a credible threat, risk, or hazard and/or to support the response to a new and potentially evolving incident. This will most likely be members of the IRT and BSCs.
- Full Activation
  - EOC team is activated, including personnel from assisting departments, to support the response to an emergency or credible threat.

### **CMT Operations Cycle**

During the emergency, CMT members will come together at regularly established times to report their department status as well as immediate needs, called incident briefings. The frequency of these meetings is determined by the Incident Commander and should reflect the pace of the emergency.

It is essential that every member, representing each area of responsibility, be heard from during this process. The CMT is a team, so the actions taken by one, or the lack of action by another, may have a significant effect upon the response.

The discussion should include problems, questions, planning, resource requests and any other relevant information the CMT can use to make timely informed decisions as a group. Once the meeting is completed, the members should contact their departments (if authorized) and relay any relevant information or directives that come out of the CMT briefing meeting.

After the meeting, CMT members should prepare for the next scheduled meeting by gathering information and following up to ensure that decisions are being implemented. All phone or radio communication to the CMT should occur before or after the CMT meetings so there is minimal interruption.

All members of the CMT will communicate information and decisions to appropriate staff in their respective departments, who may be gathered in one area or deployed to various areas throughout campus. CMT members will bring forward information, plans, comments, and suggestions from those staff members to assist in decision-making and strategic planning sessions.

### **Deactivation of Crisis Management Team**

The CMT members will deactivate staff as circumstances allow, and the CMT returns to its normal operations/steady state condition. Deactivation typically occurs when the incident no longer needs the support and coordination functions provided by the CMT members or those functions can be managed by individual departments or by steady-state coordination mechanisms. CMT leadership may phase deactivation depending on mission needs. CMT members complete resource demobilization and transfer any ongoing incident support/recovery activities before deactivating. CMT members normally include after-action review and improvement planning as part of the deactivation planning process.

## APPENDIX A COMMUNICATION PLAN

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;
- provide multiple modes of delivery and redundancy to ensure notifications can be made to as many as stakeholders as possible;
- maintain the institution’s credibility and minimize damage to its reputation.

Crisis communication is one component of overall crisis management. Communication is key to how Cowley College handles a crisis and can have a lasting impact on the college’s reputation with various constituencies, including students, faculty, staff, alumni, parents, the community and the news media. An effective communications plan, coupled with the early involvement of CMT will help limit the negative impact of the crisis and will allow those charged with mitigating the crisis to fulfill their responsibilities.

The following communication principles apply during a College crisis:

When an employee or student receives a report or discovers a crisis has or is about to occur, his or her first responsibility is to notify the Public Safety Department or a member of the CMT. In the absence of imminent danger to life or property, the person identifying the situation should then provide aid those in need and react in accordance with the response plan.

The most important component of Cowley College and its campuses is its students and employees. Our faculty and staff must be informed of the crisis and the college's response to maintain order and facilitate a quick recovery. It is important to remember that the words and actions of employees toward external audiences can have a lasting impact on the college's reputation. Therefore, after emergency officials are notified of a crisis, employees may be the next target audience. Other key audiences, in no particular order, that should be kept apprised of the crisis response are parents and family members of affected students or employees, designated CMT members, Board of Trustees, Foundation Board, community leadership, news media, and current student population.

State and Federal law affect dissemination of information about students. Crisis communication must consider applicable statutes and fundamental issues of fairness.

#### Methods of Communication

Different crises warrant different methods of communications with key constituencies.

Options include:

- Use of one of the college's mass notification systems.
- Information posted on the web.
- Information posted to the college's social media channels.
- Two-way radios.
- A telephone line established to aid.
- One-on-one or small group meetings with employees and/or students when possible.
- Large assemblies of employees and/or students.
- Use of e-mail groups.
- Counseling of employees and/or students.

#### 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 CMT as outlined in the CMP.

The CMP 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, cancellations, closures, delays, etc.

#### RELEASING STATEMENTS/INFORMATION

All information released by the College will be done in cooperation with the appropriate external law enforcement authority if or when applicable.

All written or oral statements to campus groups, media and public will require the authorization of the College President, the designated Executive in Charge in the absence of the President, and the Director of Marketing and Strategic Communications.

All statements of information will be channeled through and coordinated by the Director of Marketing and Strategic Communications as outlined in the CMP in emergency critical situations.

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 Marketing and Strategic Communications, 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 Marketing and Strategic Communications or his/her designate will refer media inquiries to the authority that made the arrest.
- It is the responsibility of the Director of Public Safety Department or his/her designate to notify the Director of Marketing and Strategic Communications when off-campus incidents occur.

## PROCEUDRES

### 1. Alerting Responsibilities

Prior to or during a declared state of emergency or the decision to assemble the CMT, the President of the College or a member of the Team will alert the Director of Marketing and Strategic Communications. The Director of Marketing and Strategic Communications will then advise the media.

### 2. Specific Responsibilities

The Director of Marketing and Strategic Communications will be responsible for:

1. Meeting with the CMT to determine level of crisis and audiences affected.
2. Maintaining regular contact with the CMT.
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 CMT.
6. Preparing and disseminating statements or information to the campus community, interested constituencies, the media, and other groups as identified for emergency and/or critical instances where life safety has or could be affected.
7. Handling public inquiries regarding the crisis.
8. Responding to media inquiries regarding the crisis.
9. Arranging for photography and audio-visual services, if necessary.
10. Maintaining regular contact with the CMT 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 CMT, and participating in a debriefing session with members of the CMT.

### 3. Authority

The Director of Marketing and Strategic Communications will have the authority to disseminate information to the media and the public with the general direction of the College President or the CMT.

Except for emergency services and public safety personnel, only the Director of Marketing and Strategic Communications will be authorized to provide direction to the media.

Once a crisis/emergency has been identified, the 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 CMT, the Director of Marketing and Strategic Communications 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 Marketing and Strategic Communications, the President of the College or the CMT will appoint one official spokesperson. In most instances, the Director of Marketing and Strategic Communications 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 CMT.

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 Marketing and Strategic Communications
2. College President
3. Executive Vice President of Finance and Administration
4. Vice President of Academic Affairs
5. Executive Director of Student Services
6. Vice President of Information Technology
7. Vice President of Institutional Effectiveness
8. Director of Human Resources

**APPENDIX B**  
**CRISIS PREPARATION CHECKLIST**

<b>ACTION</b>	<b>RESPONSIBLE AREA</b>
Maintain telephone listings for all people who need to be notified	Human Resources
Maintain and update Crisis Management Plan	Crisis Management Team
Maintain and update communication plans	Crisis Management Team
Fire and Evacuation Procedures	Public Safety Department
Maintain current phone listings, including home numbers for all key personnel for crisis management	Human Resources and Academic Affairs Office
Pyramid telephone plan (tornado emergency)	Crisis Management Team and Department Heads
Plans for reaching those who are not easily accessible (athletic fields, etc.)	Coaching Staff, Student Affairs and Academic Affairs Office
Evacuation Plans	Public Safety Department
Campus Maps	Public Safety and Marketing Department
Inventory of emergency supplies (blankets, barricades, tape) storage and accessibility	Maintenance Department, Housing Services, Public Safety Department
Cellular phones and two-way radios	Public Safety Department
Maintain hot lines and emergency website for additional information to stakeholders	Information Technology, Marketing Department
Locations and contact names for off-campus temporary relocation	Academic Affairs Office
Emergency vehicles	Public Safety Department and Finance and Administration Office
Hard copy of student phone numbers	Student Affairs Office
Floor Plans	Public Safety and Maintenance Departments

## 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 primary threats to ongoing instruction are facility damage or destruction, loss of online capabilities, loss of faculty and teaching staff, and County, State or National Emergency directives restricting in-person attendance.

### 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 or other circumstances warrant it, 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.

#### (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 workload.

#### ADMINISTRATION

This Emergency Academic Plan should be used within the context of the College's CMP. 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 designated Executive in Charge will assume all duties.

#### 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

#### Ark City Main Campus

Galle-Johnson Hall.....	Basement
Charles Kerr Technology Building .....	Galle-Johnson basement
Renn Memorial Library.....	Basement east hallway and classrooms
Walker Industrial Technology Building ...	Auto mechanics classroom (107), machine tools computer lab (105)
D. Robert Storbeck Dorm .....	First floor hallways and laundry room
Nelson Student Center/Underground.....	The Underground
William R. Docking Dorm .....	Basement and laundry room
Kirke W. Dale Dorm.....	Basement of Docking dorm, alternatively Kirke Dale first floor laundry room
Oscar Kimmell Dorm .....	First floor hallways and laundry room
Central Avenue Dorm.....	First floor laundry room and hallways
The Lodge Dormitory .....	Basement of First United Methodist Church
Linda Adams Hargrove Athletic Center ...	East side locker rooms
Construction Trades Building .....	East side locker rooms in Rec Building.
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 Academic Center.....	Lower level restrooms, classrooms 103 & 104
W.S.Scott Auditorium& Gymnasium.....	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
Ed Hargrove Softball Field.....	Athletes, Coaches, Staff, and spectators should be evacuated home. Alternatively the concession area may be utilized.
Travis Hafner Training Center.....	Weight room.
Baseball.....	Athletes, Coaches, Staff, and spectators should be evacuated home. Alternatively, the weight room inside the Hafner Center.
M.Phillips Track&Field/Soccer Complex.	Athletes, Coaches, Staff, and spectators should be evacuated home. Alternatively, the weight room inside the Hafner Center.
Ireland Hall .....	Cosmetology reception area
Shipping & Receiving.....	Renn Memorial Library basement east hallway and classrooms
Ben Cleveland Wellness Center .....	Students and members should be evacuated to home. Alternatively Scott auditorium or Galle-Johnson basement.
Sid L. Reigner Bookstore .....	Scott Auditorium or Galle-Johnson basement.
Patrick J. McAtee Dining Center.....	Renn Memorial Library basement east hallway and classrooms
Workforce/Community Education Bldg..	Basement area and interior restroom on main floor.
Tyler Technical Education Center.....	Shared Storage room between HVAC and Construction Trades shops

#### Mulvane Campus

Mulvane SEA Center.....	Basement area as directed by site plan.
Mulvane Technical Education Center .....	Tool cribs located in shop work areas as directed by site plan.

#### Winfield Campus

Winfield Allied Health Center .....	Lower level restrooms.
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#### Sumner Campus

Short General Education Building .....	Basement area of Short Building as directed by site plan.
Technology & Innovation Building.....	Basement area of Short Building as directed by site plan.
Residential Housing.....	Basement area of Short Building as directed by site plan. Alternatively the laundry room.
Wichita Center .....	Computer lab area as directed by site plan.

## APPENDIX E

### FIRE AND EVACUATION MEETING LOCATIONS

<b><u>Ben Cleveland Wellness Center:</u></b> .....	Calder Bonfy Amphitheater
<b><u>Brown Center:</u></b> .....	Webb Brown Foyer
<b><u>Central Avenue Dorm:</u></b> .....	Calder Bonfy Amphitheater
<b><u>Education Center:</u></b> .....	Calder Bonfy Amphitheater
<b><u>Galle-Johnson Hall:</u></b> .....	Calder Bonfy Amphitheater
<b><u>Ireland Hall:</u></b> .....	Calder Bonfy Amphitheater
<b><u>Charles Kerr Technology Center:</u></b> .....	Calder Bonfy Amphitheater
<b><u>Kirke W. Dale Dorm:</u></b> .....	Calder Bonfy Amphitheater
<b><u>Nelson Student Center:</u></b> .....	Calder Bonfy Amphitheater
<b><u>Oscar Kimmell Dorm:</u></b> .....	Calder Bonfy Amphitheater
<b><u>Patrick J. McAtee Dining Center:</u></b> .....	Calder Bonfy Amphitheater
<b><u>Linda Adams Hargrove Athletic Center:</u></b> .....	Softball Field
<b><u>Renn Memorial Library:</u></b> .....	Calder Bonfy Amphitheater
<b><u>D. Robert Storbeck Dorm:</u></b> .....	Calder Bonfy Amphitheater
<b><u>Shipping &amp; Receiving:</u></b> .....	Calder Bonfy Amphitheater
<b><u>Sid L. Regnier Bookstore:</u></b> .....	Calder Bonfy Amphitheater
<b><u>The Lodge Dormitory:</u></b> .....	Lawn area east of the building
<b><u>Travis Hafner Training Center:</u></b> .....	East Parking Lot
<b><u>Tyler Technical Education Center:</u></b> .....	Linda Adams Hargrove Athletic Center
<b><u>Walker Industrial Technology Building:</u></b> .....	Calder Bonfy Amphitheater
<b><u>Webb-Brown Academic Center:</u></b> .....	Calder Bonfy Amphitheater
<b><u>William R. Docking Dorm:</u></b> .....	Calder Bonfy Amphitheater
<b><u>W. S. Scott Auditorium/Gymnasium:</u></b> .....	Calder Bonfy Amphitheater
<b><u>Mulvane SEA Center:</u></b> .....	Mulvane Police Department parking lot
<b><u>Mulvane Technical Education Center:</u></b> .....	Grass area west of buildings
<b><u>Wichita Center:</u></b> .....	East parking lot
<b><u>Sumner Campus:</u></b> .....	East end of Walmart parking lot
<b><u>Allied Health Center:</u></b> .....	Parking lot east of building

The evacuation meeting location should be appropriate for the emergency and if an alternative meeting location is needed, an announcement will be made when the evacuation order is given.

**Revision Log:**

November 9, 2004 – First release of publication

July 2007 – Revision

July 22, 2011 - Revised document published. Appendixes A, B, C, D, and E were added to the document. No other significant changes were made.

August 2012 – Revised to current best practices.

May 2023 - Revised to reflect current best practices and terminology. Updates were made to position title changes, responsibilities and updated facility locations/procedures.

January 2026 – revised entire CMP to reflect more effective use of NIMS and ICS, as well as updated communication for more effectiveness.