



# CHAMPION

CHRISTIAN COLLEGE



## Emergency Plan

600 Garland Ave. Hot Springs, AR 71913 | 501.623.2272 | [championchristiancollege.com](http://championchristiancollege.com)

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# **Timely Notification, Emergency Preparedness, and Evacuation Plan**

## **Immediate Notification**

Every crime should be reported to law enforcement officials as soon as possible. This is the most effective way to ensure the well-being of the campus community. If this is not possible for some reason, the crime should be reported to one of the following:

## **Emergency – Call 911 – FOR AMBULANCE, FIRE, OR CRIME IN PROGRESS**

Non-Emergency – Call Hot Springs Police Department (501) 321-6789

Non-Emergency – Call Garland County Sheriff’s Office (501) 622-3660

Stephen Sellers, VP of Student Affairs  
Dr. Shane Robertson, Executive Vice President  
Dr. Eric Capaci, President

## **Emergency Hotlines**

Poison Control - 1-800-222-1222

Suicide Prevention - 1-800-273-8255

## **Medical Emergency Policy.**

The Medical Emergency Policy is as follows:

Champion does not offer an on-campus medical facility, however, nearby hospitals and walk-in medical clinics are located within 5 miles from the campus.

In case of an emergency, dial 911. Students should be prepared to provide their location, and brief description of the emergency. Students should also notify campus authorities by

dialing 501-623-2272 ext. 310 so necessary parties are advised.

## **Collaboration: Campus Safety is a Community Effort**

Champion Christian College is located in the heart of Hot Springs. The campus is in the hub of the city and since inception of the College, CCC has worked closely with all local and county law enforcement agencies which are literally in the College's campus neighborhood. The working relationship between the College and these law enforcement agencies is invaluable. CCC's board, administration, faculty, staff and students are appreciative to these agencies for their immediate emergency response and for the willingness of the chief of police and the sheriff to serve on CCC's President's Advisory Committee. This relationship contributes to immediate access to law enforcement support and crime prevention.

## **Campus Security Authorities/Law Enforcement**

This report contains important information about safety and security on the Champion Christian College campus. Safety and crime prevention is the responsibility of everyone on the College campus. Faculty, staff, students, administrators, and campus visitors are the *eyes and ears* of the College campus. If an incident seems strange, unusual, or disconcerting, it is important that all members of the campus community take a proactive approach and report suspicious activities or behavior to College officials or the Hot Springs Police Department.

## **Champion Christian College personnel develop services, programs, and strategies for maintaining a safe campus, focusing on four functions:**

1. A strong partnership with the community and law enforcement resources targeting community-oriented policing, public safety, and problem solving. Number of acres owned by the College
2. Adherence of College policies and state and local laws maintain a safe, nurturing environment in which students can learn and grow.
3. Leveraging College resources to enhance on-campus safety through technology, key coding, security cameras, key locks, and limited/restricted building access.
4. Emergency Response Plan; forward planning for all types of emergencies.

## **Voluntary, Timely, and Confidential Crime Notification/Reporting**

All students, employees, and visitors of the College are encouraged to promptly report criminal incidents, accidents, and other emergencies to the Hot Springs Police Department. Individuals may also report incidents in person on campus with the Vice President of Student Services whose office is located in Champion Hall. Confidential Crime Reporting is an essential, possibly the preferred method of reporting. Individuals can confidentially report a crime by telephone or via confidential email.

If you are the victim of a crime and do not want to pursue action within the College discipline system or the criminal justice system, you may still want to consider making a confidential report. If you choose to file a confidential report through the VP of Student Affairs, with your permission, college personnel can file a report based on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of the entire campus community. With such information, CCC can maintain accurate records of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. In addition, if you have filed a charges in the municipal or county court, you are encouraged to notify college officials of these charges, especially if you have filed a restraining order or a no contact order, the details are pertinent for College officials to know to keep you and other members of the campus community safe and secure. It is the policy of the College to encourage the reporting of crimes even if the victim does not wish to file a complaint.

## **Reporting of Crimes to Campus and Local Authorities**

CCC strongly encourages students, faculty, staff, and the community to report crimes and emergencies that occur either on-campus or in the proximity of the College to CCC officials or to the Hot Springs Police Department. In cases deemed an emergency and/or life threatening, any member of the College community is highly encouraged to call 911 as soon as possible. College officials will summon local law enforcement and emergency response personnel as warranted by incidences deemed non-emergency. In addition, victims reporting crimes to the College should also file a police report of the incident at which time the incident will be assigned a case number and officially investigated.

## **Immediate Threat Notification**

If there is a report of an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all member of the College community, college officials will, without

delay and with taking into account the safety of the community, determine the validity of the report and will initiate the alert by use of some or all the systems used to communicate the threat to the campus community, or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. Some or all of the methods of communicating may be activated in the event of an immediate threat to the CCC campus community. The College will also post updates during a critical incident on the College's home page. Law enforcement has the responsibility of responding to, and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a pose a threat to the community. Federal law requires institutions the community that may be affected.

## **Emergency Response Preparedness**

Champion Christian College recognizes the need to be prepared for emergency situations. An emergency Champion Christian College's Emergency Response includes information about Emergency Guidelines; emergency procedures; proactive initiatives; shelter in place and evacuation guidelines; and local and contingency planning. The College conducts emergency response exercises each year. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. CCC's Emergency Preparedness Plan includes the following steps:

1. In cases when the Emergency Preparedness Plan is enacted, students and personnel in the residence hall should proceed to the east end of the student parking lot and students in a Champion Hall or office should out the west door beyond the circle drive parking area.
2. During an evacuation, the evacuation coordinator will oversee all options and make all critical decision regarding life, safety, and property and determining if the incident is serious enough to invoke the College's emergency response plan.
3. The building liaisons are responsible for maintaining a roster of people with offices in the building and conducting a roll call at designated assembly areas. If a person is known to be or possibly may still be in the building, the building liaison will immediately notify the evacuation coordinator for assistance in vacating personnel or students from the building.
4. At the beginning of each semester, faculty and instructors will inform students of the designated assembly area for the building. In the event of invoking the Emergency Preparedness Plan, the faculty, administrator, and/or staff member will conduct a roll call at the designated assembly area. If any person is known to be or possibly may still be in the building liaison will immediately notify the evacuation coordinator for assistance in vacating personnel or students from the building.

5. A College designee is responsible for greeting and directing municipal or contract responders to emergency locations and restricting access to unauthorized individuals.
6. If the situation warrants media coverage, the College President or his/her designee will coordinate all press releases and establish a press area away from the site.
7. The Maintenance and Facilities Manager is responsible for assessing the impact on utilities and shutting down utilities as necessary.
8. College administration is responsible for dispatching emergency medical response team as necessary in medical situations.
9. Once outside the building, all occupants should proceed to the designated assembly areas for a roll call. These areas should be 25 feet away from the building and should leave access for emergency personnel to enter the building.

## **College Response and Emergency Evacuation Procedures**

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are will most likely be the Hot Springs Police Department, CCC College Administrators, the Garland County Sheriff's Department, and the AR State Police. These departments typically work together to manage the incident. Depending on the nature of the incident, other CCC departments and local agencies could also be involved in responding to the incident.

The first priority when an emergency occurs is employee, student and guest safety as well as emergency response, and their second priority is disaster recovery and business continuity. This plan encourages the development of high levels of resilience where required and the wise use of resources to assure that when an emergency. The continuity plan allows CCC's normal functions continue and, in the case of a major emergency, CCC's mission and essential functions are restored as soon as possible followed by restoration of all College functions.

CCC is in the process of implementing the emergency alert system. The system uses telephones, cell phones, text, Facebook, Twitter, and e-mail to notify students, faculty and staff of emergency situations. Students will receive alerts automatically only if they are enrolled at CCC. CCC has developed an emergency response and evacuation procedure and if a violent crime or any other incident that poses an ongoing danger to the College community occurs, efforts will be made to report the information immediately to appropriated administrators, employees, currently enrolled students, and visitors. An evacuation drill is coordinated each semester for Hancock Hall, the residential facility. Emergency response and evacuation procedures are tested at least twice each year. Through these evacuation procedures, students learn the locations of the emergency exits in the buildings, receive guidance about the directional route they should take to exit the building. The purpose of these evacuation drills is

to prepare building occupants for an organized evacuation in case of a fire or other emergency. These drills are used as a way to educate and train occupants on fire-safety issues specific to their building. During the drill occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. The process also provides the College with an opportunity to test the operation of fire alarm systems. Reports are prepared and stating if the drill was announced or unannounced, if deficient equipment was identified so that repairs can be made and if there are recommendations for procedural and emergency response time improvements.

## **Evacuation Procedures**

Students, faculty, staff, and guests are expected to evacuate campus buildings if they hear a fire alarm or if the campus administration determines that an evacuation is necessary. The following procedures should be followed when evacuating campus:

1. Exit. Leave the building through exit doors.
2. Vertical evacuation – the College classrooms and residence hall require the use of stairs. In case of a fire.
3. Elevators are NEVER to be used in the event of a fire without explicit authorization by fire or police personnel.
4. Safe Wait Areas – where evacuation a building or a floor is not possible to do without assistance, individuals with disabilities can wait in the lobby area of Champion Hall or in the 1<sup>st</sup> or 2<sup>nd</sup> floor lounge of the Hancock Residence Halls. First responders and volunteer rescue assistants know to look in these areas for anyone awaiting assistance.
5. Shelter –in Place – when there is no other option available, a person with a disability can stay in place to await evacuation. It is the responsibility of every member of the College community to immediately communicate to Campus Security and/or emergency personnel the location of individuals unable to evacuate.
6. When waiting for assistance the person with a disability should attempt to contact Campus Security or dial 911.

## **Bomb Threat**

In the event of a bomb threat proceed to the nearest exit and follow evacuation procedures.

## **“Shelter in Place” Procedures**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to seek



shelter indoors because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to utilize the building that you are in as shelter from danger that is outside of the building or in other areas of the building. With a few adjustments, these locations can be made even safer and more comfortable.

## **Basic “Shelter in Place” guidance**

If an incident occurs and the building out are inside is not damaged, stay in an interior room until you are told it is safe to exit. If your building is damaged, take your personal belongings and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). After you have evacuated, seek shelter in the nearest college building quickly. If police are on the scene, follow their directions.

## **How Will You Know to “Shelter in Place”**

A shelter-in-place notification may come from several sources, including the housing staff and other College employees utilizing the College’s emergency communications tools.

## **How to “Shelter in Place”**

No matter where you are, the basic steps of "shelter-in-place" will generally remain the same. Follow these steps unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency "shelter-in-place" supplies and a telephone to be used in case of emergency.
- If you are outdoors, proceed inside the closest building quickly or follow instructions from emergency personnel on the scene. Locate a room to shelter inside. It should be: an interior room, above ground level, without windows or with the least number of windows.
- Lock windows; close exterior doors.
- Turn off air conditioner, heater, and fans.
- Close vents to ventilation systems as you are able.
- Make a list of the people with you; provide and the list in to the security so officers know your location.
- Turn on a radio or TV and listen for further instructions
- Remain calm and make yourself comfortable.
- If safe to do so, turn off gas and electric appliances, including heater, fan, coffee maker, gas valves, lights and locally controlled ventilation systems, and air conditioner.
- Use phones only for emergency notification to emergency responders.
- Do not shelter in open areas such as hallways or corridors.

- Go to the nearest office, classroom, lecture hall or auditorium that can be locked.
- A message will be broadcast giving specific locations and directions for entering certain shelter sites.
- Do not unlock doors or attempt to leave until instructed to do so.
- The "All-clear" will be announced over the ALL CALL System or other appropriate system when it is considered safe.

## **Tornado**

In the event of a tornado please follow shelter in place procedures.

## **Lockdown**

Lockdown covers the situation in which there is an active shooter on campus or some other type of security threat. Notification of the need for lockdown will be issued via the Champion Emergency Alert system. A "Lockdown" is the temporary sheltering technique utilized to limit civilian exposure to an "Active Shooter" or similar incident. When alerted, occupants of any building within the subject area will lock all doors and windows not allowing entry or exit to anyone until the all clear have been sounded. Individuals may also choose to go into lockdown if he/she hears a gunshot nearby.

## **How to Lockdown**

After receiving the notification of lockdown status, the basic steps for how to lockdown will be the same regardless of your location. Follow these steps, unless instructed otherwise by local emergency personnel. If in a classroom or other secure area:

- Try to remain calm. Stay in the room.
- Immediately lock the door.
- Stay as close to the floor as possible.
- Remain indoors in your office, classroom, or safe room.
- Once in "Lockdown" you should not leave the building unless an all clear has been sounded.
- If not in your typical surroundings, proceed to a room that can be locked.
- If in a hallway, get to a secure area or an area
- Close, lock all doors, and turn off all lights.
- Occupants should be seated below window level, middle of room away from windows/door.

- Remain silent and silence cell phones.
- Turn off radios or other devices that emit sound.
- If near the shooter leave; avoid running in straight line.
- If gunshots are heard, lay on floor using objects and furniture for shelter.

## **Missing Student Notification**

Section 485(j), Missions Persons Procedures, of the Higher Education Opportunity Act – 2008 requires all institutions of Higher Education that participate in any Title IV program and provide on-campus housing to students to establish both a Missing Person Notification Policy and Official Notification procedures for handling missing persons that apply to mission student reports of students who reside on-campus.

### **The Missing Person Notification Policy Must:**

1. Notify all students who reside in on-campus housing that they have the option to designate another individual as a contact who will be contacted by the institution no later than 24 hours after the student is determined to be mission and how to register confidential inform about the designated contact.
2. Advise all emancipated student (students who have not reached their 18<sup>th</sup> birthday at the time they are reported mission), who reside on campus that, in the event that they are determined to be missing for more than 24 hours.
3. Notify students of any age who reside on campus that if they are determined to be missing for more than 24 hours, the institution must initiate emergency contact procedures described in its Official Notification Procedures and notify the appropriate law enforcement agency, if possible.

Information about the missing person’s notification policy has been added to the student handbook.

Students will have the option to designate another individual as emergency contact when the check into the College residence halls.

The statute leaves it to the institution to determine the events that trigger a missing student report and to whom or how the report is to be made. The format in which it will be reported that will be used by Champion Christian College’s Residence Life is listed below. If the student has not designated a contact and/or is not an emancipated minor under the age of 18, the department must notify the appropriate law enforcement agency. The policy also clarifies circumstances where the institution may determine that law enforcement authorities should be contacted immediately, without following the official notification procedure.

## Trigger Events

The report of a missing person is initiated when residence life staff are notified or become aware of a potential missing student is considered the trigger event that begins the Mission Person protocol. A housing incident report will be used to initiate a missing person report. The 24-hour period begins at the time of notification. Staff should follow missing person procedures to report and investigate the missing person.

Trigger events that would cause a person to be considered missing include contact from concerned individuals, including College officials about an individual's absence or lack of contact that is contrary to his/her normal behavior and/or if unusual circumstances may have caused the absence.

## Resident Assistant Response

1. Gather all information from the reporting source:
  - a. Who is the reporting source: name, relationship to missing person, and contact information;
  - b. Missing person information: name, age, description, and picture;
  - c. Contact information
  - d. Last seen date/time/location
  - e. Change in behavior/stress/relationship
  - f. Reason for concern.
2. Complete an incident report form immediately after receiving notification of potential missing person.
3. Notify the VP of Student Affairs of potential missing person. When a resident is reported missing, such information must be immediately communicated the VP of Student Affairs.
4. Perform routine checks within residence hall community
  - a. Check with roommate to see when the missing person was last there.
  - b. Try to call (cell phone), email, or instant message the student
  - c. Check with the missing person's friends to ask when they last saw or spoke with him or her.
  - d. If possible, check social network websites for information about student that may be helpful. If you do not have access to the potentially missing student's page, ask his/her friends to check and provide any information that may useful.

## **VP of Student Affairs Response**

1. Verify that an incident report has been completed, listing the incident as “Missing Student.”
2. Conduct external checks and work with Resident Assistant on conducting internal checks.
3. Conduct internal checks within the College
4. Continue to update the incident report with information obtained from investigation. Provide an explanation using whatever information can be gathered from the roommate and friends, and information obtained from internal and external checks.
5. Cases believed to involve danger for the missing person should immediately be communicated to the Resident Assistant who will expedite the investigations. Due to FERPA regulations, not parents or guardian will be contacted without contacting the VP of Student Affairs.
6. Serve as incident command of the situation, continuously monitoring and communicating with all involved individuals and insure that tall appropriate parties are notified.
7. Communication with parents.

## **Champion Christian College Executive Vice President Response**

1. Notify the President.
2. Notify Public Information of incident
3. Communicate with parents.

While the above procedures are being followed, there should be an on-going check of other residents on the floor as well as a check for meal plan use and mail pick-up.

All investigating procedures should be complete within 24 hours of the report of a missing student. The completion of these steps will ensure that as much investigation as possible has taken place in attempting to locate the student, so that early contact can be made with parents.

## **Law Enforcement Response**

Procedures to notify law enforcement without following Missing Person Policy notification procedure:

1. Circumstances include suspected foul play.

2. Student has expressed suicidal ideology.
3. Medical condition may place the student in a life threatening situation.
4. Circumstance's which are related to a nature disaster or other force of nature that has resulted in a catastrophic situation.
5. Student reported missing has not designated an emergency point of contact.

### **Reporting Emergencies Media/Family Contact Phone Numbers (Emergency Employment, Purchasing, and Contracting)**

There are no provisions for suspension of state laws in an emergency. The CCC official on the scene shall attempt to comply with laws if possible and shall maintain records where threat to life and property require extraordinary action.