

HOMELAND SECURITY RESPONSE GUIDE FOR CLARK STATE COMMUNITY COLLEGE

Recommended Emergency Action Steps at Campus Buildings

LEVEL	EMERGENCY ACTION STEPS
<p style="text-align: center; margin: 0;">SEVERE</p> <p style="margin: 0;">Definition: a terrorist attack has occurred or credible or corroborated intelligence indicates that one is imminent. Normally, this threat condition is declared for a specific location or critical facility.</p>	<ul style="list-style-type: none"> Employees should expect to be informed of contingencies on security and safety based on the particular nature and circumstances involving their building. Ensure all emergency supplies are stocked and ready. Employees may experience limitations or discontinuance of building services, i.e., cafeteria, routine deliveries, student services. Any building closure or evacuation will be based on a specific threat to the facility. Close or limit access to buildings if recommended by appropriate college authorities. Be alert to suspicious activity and report it to campus police immediately at 328-3856 (or page 491-2580 and 491-2579 simultaneously). Conduct ID checks (i.e., driver's license or student/staff ID cards) when appropriate. Maintain parking restrictions and park vehicles away from critical areas (i.e., Rhodes Hall delivery). Listen to the radio/television for current information and instructions. Consider having mental health counselors available for students, staff and faculty.
<p style="text-align: center; margin: 0;">HIGH</p> <p style="margin: 0;">Definition: Credible intelligence indicates that there is a high risk of a local terrorist attack but a specific target has not been identified.</p>	<ul style="list-style-type: none"> Visitors, vendors and deliveries may experience increased scrutiny or restrictions for building access. Employees should allow sufficient time for possible delays in building access. Conduct ID checks (i.e., driver's license, student/staff ID cards) when appropriate. Employees may expect to receive additional information on parking restrictions. Employees may expect to see a greater increase of uniformed security. Employees and visitors should expect to have their belongings inspected prior to entry. Be alert to suspicious activity and report it to campus police immediately at 328-3856 (or page 491-2580 and 491-2579 simultaneously). Review crisis response manual. Ensure all emergency supplies are stocked and ready. Consider having mental health counselors available for students, staff and faculty.
<p style="text-align: center; margin: 0;">ELEVATED</p> <p style="margin: 0;">Definition: Elevated risk of terrorist attack but a specific region of the United States or target has not been identified.</p>	<ul style="list-style-type: none"> Employees should expect to see an increase in uniformed security present at building entrances. Visitors should expect to have their belongings, i.e., briefcases, containers, purses, etc., inspected prior to entry. Building Project Officers shall increase their preparation in emergency planning. Ensure all emergency supplies/first aid kits are replenished. Employees may experience parking restrictions near buildings. Students, faculty and staff should be alert and report any suspicious activity to campus police immediately at 328-3856 (or page 491-2580 and 491-2579 simultaneously). Conduct ID checks (i.e., driver's license, student/staff ID cards) when appropriate.
<p style="text-align: center; margin: 0;">GUARDED</p> <p style="margin: 0;">Definition: General risk with no credible threats to specific targets.</p>	<ul style="list-style-type: none"> Employees should expect to participate in drills to ensure compliance with safety/security procedures. Conduct safety training/emergency drills in accordance with the college's crisis response manual. Plans should include both evacuation and shelter and provisions for sleep, food and sanitary needs of faculty, staff and students for several days. Employees shall review emergency evacuation plans and ensure contact lists are current. Ensure the college's emergency communications plan is current. Employees will be apprised of special mail handling and package delivery procedures. Ensure all emergency supplies are stocked and ready.
<p style="text-align: center; margin: 0;">LOW</p> <p style="margin: 0;">Definition: Low risk of terrorism. Routine security is implemented to preclude routine criminal threats.</p>	<ul style="list-style-type: none"> Employees should be aware of their surroundings and report unusual occurrences to their supervisors or campus police. Employees will be required to periodically review safety and security procedures for the workplace. Develop a written emergency operations plan to address all hazards. Include an emergency communications plan to maintain the safety of faculty, staff, students and visitors. Ensure all emergency supplies are stocked and ready. Employees will receive workplace safety and security training. Assess which personnel have been trained in first aid/CPR. Key employees may be selected and trained to participate as Building Project Officers in the event of an emergency.