



Emergency Action Plan (EAP) 2015

www.scciowa.edu/life/safety

Southeastern Community College

Emergency Action Plan

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SCC Campuses Addresses and Phone

West Burlington Campus

1500 West Agency Road
P.O. Box 180
West Burlington, IA 52655-0180
319-752-2731
Fax 319-752-4957

Fort Madison Center

1602 Avenue F
Fort Madison, IA 52627
319-376-2286

Keokuk Campus

335 Messenger Road
P.O. Box 6007
Keokuk, IA 52632-6007
319-524-3221
Fax 319-524-8621

Mount Pleasant Center

200 North Main Street
Mount Pleasant, IA 52641
319-385-8012

Center for Business

RiverPark Place
610 North 4th Street, Suite 220
Burlington, IA 52601
319-752-2731
Fax 319-752-3407

Toll-free 866-722-4692
www.scciowa.edu

1. Introduction

Southeastern Community College is committed to creating a safe and secure environment for staff, students and guests. Planning is essential to the realization of that goal; and, the Emergency Action Plan (EAP) is the planning tool to accomplish that end.

The EAP is a stand-alone document without requiring the user to cross-reference other sections. Whenever that effort proved impractical, the reader is directed to the appropriate appendix.

Emergencies may arise as the result of accidents, hazards, disasters and actions of individuals at risk to themselves and/or others. It is incumbent upon each member of SCC staff to become familiar with the information provided in the EAP. The EAP is intended to provide an overview of SCC procedures and general actions to take in response to an emergency.

The EAP offers a basic set of procedures to assist and guide the individual should an actual emergency arise.

Some basic principles regarding emergencies:

- Plan ahead for what you need to do so that you are not surprised by an emergency.
- Be aware of what is happening around you.
- If things don't look/seem right, report it.
- After you have called for help, and without endangering yourself, assist in any way you can.
- Write down the details as soon as soon as possible.
- Your common sense, your voice, and your active involvement have a major role in the safety and well-being of our college.

This EAP can be accessed at www.scciowa.edu/life/safety.
Listed under "Procedures".

■ Authority of Campus Security-West Burlington

SCC has a contractual agreement with Per Mar Security Services to provide on-site security for the West Burlington campus. They have the authority to issue parking citations and to initiate vehicle and pedestrian stops on college property for observed violations and investigatory purposes. They are responsible for the preliminary investigation of criminal actions which occur on campus and may contact local law enforcement at their discretion. Per Mar Security Services has developed a good working relationship with the West Burlington Police Department in reporting any events requiring their assistance. They have the authority to conduct visual searches of student housing rooms/apartments, vehicles, book bags, or containers of any type and computers on campus property when there is a reasonable suspicion of criminal activity or violation of SCC rules and regulations. It is reasonable and lawful to ask residents in student housing to open their doors in any situation. Per Mar staff will report student code of conduct and behavioral violations that occur anywhere on college property, including refusal to cooperate with lawful requests, to the Residence Life Coordinator or any other SCC authority.

2. Specific Expectations for Departments and Staff

The following guidance is set forth for all Southeastern Community College Faculty, Staff and Employees.

■ Faculty, Staff and Employees

- Are familiar with and follow the Emergency Action Plan.
- Participate in drills and training sessions as required.
- Walk through primary and secondary evacuation routes at least once to become familiar with emergency exits.
- Know where hazardous conditions or situations in the area may exist.
- Know the location of flammable, or other hazardous materials.
- Know where the fire alarm pull stations are located and know how to activate the alarm.
- Be familiar with the building alarms and how to respond accordingly.
- Be familiar with using the Welcome Center as a Point of notification.
- Know the locations of first aid kits and automated electronic defibrillator (AED's) at your location. A list is provided in Section 13, Medical Emergencies.

Orient and inform students and visitors of procedures to be followed in case of a building alarm or emergency.

- Students should have a brief orientation on the first day of class. This orientation shall assure that they are aware that evacuation is required when the fire alarm system is activated and that they know where the nearest designated evacuation exits are located.

Visitors unfamiliar with building procedures should be informed and assisted as appropriate.

■ Faculty

- Provide class or audience with general information relating to emergency procedures during the first week of class or at the start of a seminar.
- Know how to report an emergency from the classroom being used. You should know where the nearest accessible phone is located.
- Assure that persons with disabilities have the information they need.
- The instructor should be able to direct students and visitors with disabilities as detailed in the Fire and Evacuation Plan, Section 11 of the EAP.
- Take charge of the classroom and follow emergency procedures for all building alarms and emergencies.

■ Director of Facilities

- In the event of a building related emergency, acts as a liaison with the responding emergency service personnel and others direct and facilitate entrance to the affected building area.
- In the absence of the Director of Facilities, the most senior skilled maintenance personnel will coordinate the above assistance to responding emergency service personnel,
- Coordinates and conducts fire drills in conjunction with the Administration. Assures that the appropriate College personnel are notified of all building emergencies when necessary.

3. Reporting College Emergencies

Southeastern Community College (SCC) relies upon the staff and students to receive reports of internal campus emergencies and initiate the appropriate response to the emergency.

Use any internal office phone or the phones placed in the hallways throughout the college to notify the SCC Welcome Center of the nature and location of all emergency by dialing 0. If circumstances preclude the use of an internal Campus phone, and you are required to use a cell phone to report an emergency, the Welcome Center can be reached directly by calling (319) 208-5000

The Welcome Center staff will determine if you have already reported the emergency to 911. If such notification has not been made Welcome Center staff will initiate the 911 call and notify appropriate SCC staff members as circumstances dictate.

The Welcome Center in the main lobby is staffed by an SCC employee. During emergencies when the main College building is evacuated, the telephone will not be manned.

During any emergency you should not be the least bit hesitant to call 911 directly for assistance. Be aware that in a large scale emergency, the use of cell phones to call 911 may not be possible, due to emergency diversion of cell phone usage and landline phone use may be the only option.

A comprehensive fire and evacuation plan is set forth in Section 11 of this Emergency Action Plan. In the event a fire is discovered in an area it is essential that you:

1. Activate the manual pull station building alarm;
2. Call 911 and answer all questions before hanging up;
3. Notify the SCC Welcome Center of the nature and location of the fire or emergency.

Whoever makes the 911 call should provide as much specific information about the emergency as possible to the 911 dispatcher. The reporting caller should remain on the line and continue to provide as much possible additional information as requested until released by the 911 operator.

In the event you have reported the emergency directly to 911, it is very important to notify the Welcome Center as soon as possible of the emergency once you have placed the 911 call. It is imperative that the facts surrounding the emergency be reported accurately and completely to the Welcome Center. In the event the 911 operator requests a call back number, provide your direct number, not the main College number. You can, and should provide the direct outside Welcome Center number 319-208-5000 to responding fire and law enforcement agencies; particularly if the Campus building is being evacuated.

The Welcome Center will in turn make the appropriate notifications to College staff. Staff members will in turn make their notifications to their chain of command.

3. Reporting College Emergencies

It is important that faculty and staff directly involved with an incident prepare their own contemporaneous reports of their direct knowledge of the incident. Copies of your Incident Report should be immediately provided to the Administrative Assistant to the Vice President of Administrative Services. Copies of Bomb Threat Phone information should be provided to local law enforcement. This is particularly important in the case of bomb threats where any and all information concerning the nature and details to include your impressions of the caller, his/her direct statements, inflection, use of colloquialisms and any other information may prove essential to assessing the threat. The following forms can be found in the appendix.

Incident Report: Virtually any type of incident or problem occurring at the College may be reported on this simplified form. Information reported is followed by the Vice President of Administrative Services until all required corrective action is completed. Information reported is also included in the annual statistics which must be reported each year to all faculty, staff, and students. A copy of the Incident Report Form is contained in Appendix B of the EAP.

Bomb Threat Information Form: This form captures as much information as possible in the event a bomb threat is received by telephone. The data requested on the form is designed to discover specifics about the potential bombing and at the same time provide some additional information which will be useful in a subsequent bomb investigation. Guidance related to dealing with bomb threats is contained in Section 16 of the EAP (Bomb Threats); and, a copy of the Bomb Threat Information Form is contained in Section 16.

Employee Accident Report: When any employee is injured while on duty a First Report of Injury or Illness available from the Administrative Assistant to the Vice President of Administrative Services must be filed with the VP of Administrative Services' Office within 24 hours.

4. General Expectations for Departments and Staff

■ Report All Emergencies Immediately

All Faculty and Staff members should familiarize themselves with this plan and follow the procedures set forth in Section 2 on Reporting College Emergencies.

■ Fire Emergencies

A comprehensive fire and evacuation plan is set forth in Section 11 of this Emergency Action Plan (EAP). In the event a fire is discovered in an area it is essential that you:

1. Activate the manual pull station building alarm;
2. If possible, Dial 911; and
3. Notify the Welcome Center of the nature and location of the fire or emergency.

■ Plan Ahead -

A Separate Plan for Each Work Location

Do not let an emergency surprise you. Surprise and your own fears about a possible emergency situation are your worst enemies. Plan ahead for what you need to do if an emergency happens. If your job requires you to work in different locations, different classrooms, etc. make sure you make a plan for each of these locations. A plan does not have to be elaborate. Just a few basic ideas of what you might do in that location in each type of an emergency. Who should you call? Where are the nearest phones? Try to locate two or three phones that would be available at the times you need them. Do you have the emergency phone numbers with you or posted nearby? Who are you responsible for in your work area and what will you do to help these people? How should you get out of the building from where you are? You will find that you are better prepared and capable of responding to an emergency than you ever suspected.

■ Call for Assistance -

Know Whom to Call and How

Throughout this guide, communication is stressed as the major tool for emergency response. No one is expected to be an expert in handling every type of emergency, but everyone is expected to know who and how to call to obtain this assistance. Appendix A to this guide contains a listing of College numbers to call in an emergency. Do not hesitate to call 911 first if emergency assistance is needed.

■ Remain as Calm as Possible - Set an example

Remember that PANIC in any situation can be a disease that spreads uncontrollably. On the other hand, a calm manner by the individual in charge is one of the most effective tools possible for handling an emergency situation and will instill calm in others.

■ Provide Guidance and Assistance to Everyone Under your Supervision

This may sound like a fairly straightforward requirement, but it may prove to be somewhat confusing in an emergency situation. In thinking about their personal plans for emergency response discussed previously, everyone should also think about just who might fall under their responsibility during an actual emergency: students in your classroom; office mates; physically challenged or otherwise handicapped individuals requiring assistance who may be with you or that you may encounter during an emergency; other employees and students in your general work area, when the person normally in charge during an emergency is unavailable or incapable of taking charge. The best thing to do in building your response plans is to assume you may need to help all of these possible candidates and then plan accordingly.

■ Assist in any other way you are able

In case of any emergency, all College personnel, including faculty, staff, and student workers, are asked to assist in any manner they are able. Everyone is first asked to provide assistance and guidance for persons under their direct supervision and to insure that all students and staff are safely evacuated from the building or moved away from any potential danger. In the event the fire alarm is activated, follow the procedures in the Fire and Evacuation Plan (Section 16 of the EAP); and obey any directions given on the intercom system. Employees should remove themselves from any potential danger, or if the situation presents itself, offer to provide assistance to the extent they are able.

5. EAP Definitions

The Administration, with the support of the Emergency Operations Team serves as the overall Emergency Director during any major emergency or disaster.

The following definitions of a crisis and emergency are provided as guidance to assist staff in determining the appropriate response.

■ Crisis Situation

A crisis situation is defined as any situation or event that is identified by the President or designee as having a significant adverse impact on the campus community as a whole.

■ Emergency Definitions

Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College.

Major Emergency: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during times of crisis.

Public Health Emergency: An occurrence or imminent threat of a communicable disease, except sexually transmitted disease, or contamination caused or believed to be caused by bioterrorism, an epidemic or pandemic disease, a natural disaster, a chemical attack or accidental release, or a nuclear attack or accident that poses a substantial risk of a significant number of human fatalities or incidents of permanent or long-term disability. During a public health emergency, direction for all higher education institutions will come from the Iowa Department of Public Health. However, it may be necessary for the President and Administration to make decisions about College operations dependent upon local conditions.

Building Emergency: A condition during which a specific building and its occupants are subjected to, or potentially subjected to, special precautions/actions necessary to maintain order and to safeguard College personnel and property. Upon determination that conditions exist which could lead to a state of emergency or has the potential of existing in a single building through events restricted to a building (i.e., bomb threat, equipment malfunction, etc.), Administration shall be notified immediately. The Administration will immediately inform the President. The President and the Administration shall implement the necessary procedures and notify appropriate personnel to ensure the safety and protection of the persons and property in the building. All contacts with the media will be handled by Director of Marketing & Communications. Any inquiries from media representatives are to be referred to that office.

Disaster: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

Assumptions: The Emergency Action Plan is predicated on a realistic approach to the problems likely to be encountered on the campus during a major emergency or disaster. Therefore, the following are general possibilities:

- a. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- b. The succession of events in an emergency are not predictable, therefore, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- c. Disasters may affect residents in the geographical location of the College. Therefore, city, state, and federal emergency services may not be available. A delay in off-campus emergency services may be expected.
- d. A major emergency may be declared if information indicates that such a condition is developing or is probable.
- e. The routes of ingress and egress to the College may be restricted.

6. Types of Emergencies

The following are examples of the types of emergencies, albeit not all-inclusive, that can be experienced by the College:

■ Natural Causes

- Ice Storm
- Severe Winter Storm
- Tornado
- Building Emergency (Structural damage caused by any emergency)
- Public Health Crisis

■ Accidental Causes

- Fires
(chemical, natural gas, electrical or ordinary structural)
- Hazardous chemical accidents or spills
(vapor or liquid)
- Transportation accidents
(airplane, railroad car, automobile/truck)
- Explosions
(compressed gas, containerized liquid or man-made)
- Prolonged utility outages
(gas, electricity, cooling system, water)

■ Societal Causes

- On-campus civil disturbance
- Campus involved homicidal, suicidal and / or active shooter scenarios
- Hostage situation
- Bomb-threats or explosions
- Anthrax / white powder threats
- Other terrorist action
- Local criminal activity deemed dangerous to the College community

■ Facilities

- Power Outages
- Water leaks
- Ruptured water lines
- Floods
- Heating outages
- Gas leaks
- Sewer problems
- Hazardous or non-hazardous materials spills

■ Medical

- Injury
- Illness

■ Behavioral

- Disruptive
- Personal issues
- Unsafe, violent, or threatening behavior

7. Campus State of Emergency

The authority to declare a campus state of emergency rests with the President or his/her designee as follows:

During the period of any campus major emergency, Administration shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and secure control and access to campus physical facilities. The Administration shall immediately consult with the President and the group of designated administrators that comprise the Emergency Operations Team regarding the emergency and the possible need for a declaration of a campus state of emergency. Depending on the nature of the emergency, a determination will be made as to the level of evacuation, if any.

In the event of fires, storms or major disaster occurring in or about the campus, or which involves College property, the Director of Facilities and other appropriate College personnel will be dispatched to determine the extent of any damage to College property.

8. Initial Emergency Procedures

The initial point of contact for reporting College emergencies after calling 911 during the normal operating hours is the Welcome Center. Emergencies should be reported to the Welcome Center after calling 911 if it is needed.

Normal operating hours for the Welcome Center are Monday-Thursday 7:30 a.m. to 6:30 p.m. and Friday 7:30 a.m. to 4:30 p.m.

After normal operating hours report any emergencies to Per Mar Security at 319-759-1727.

Notifications of building alarms received by Per Mar are reported to the Director of Facilities, who in turn will follow the same notification procedure detailed in the following paragraph.

During normal hours of operation the Security Officer will notify the Director of Facilities of the nature of the emergency, who will notify the Administration as appropriate. In the event that the Director of Facilities is unavailable, the Security Officer will directly notify the Administration of the emergency during normal business hours; or during evening hours and on Saturdays notify the Administrator On Call of the emergency.

All emergency notifications must ultimately be reported to the Administrator On Call.

1. On receipt of an emergency notification, the Vice President of Administrative Services, his designee or the Administrator On Call will take the following initial steps upon notification of an emergency as appropriate:
 - a. Ensure that the appropriate alarms, calls and / or warning systems have been made or activated as appropriate (e.g. fire alarm, 911 dispatch, radio, public address systems, the Emergency Notification System), to notify emergency responders, and alert the campus community of the emergency or approaching / imminent danger.
 - b. Dispatch sufficient staff to the scene to alert the campus community and to prevent harm or destruction of College or private property.
 - c. Notify the President of the emergency / disaster and other key staff as appropriate.
 - d. Activate the Emergency Operations Team.
2. The Director of Marketing and Communications will be notified of the emergency situation. If appropriate, the media will be notified and all external communication and request for information will be coordinated by the Marketing Department.

9. Emergency Notification Systems and Procedures

Effective communications are probably the most important elements in the success of security and emergency response programs. In recent years SCC has made a concerted effort to improve all types of communications at the College; and, has made dramatic improvements in all of our communication systems. Everyone at the College should be aware of all possible means of communication available and should use any and all of them to the fullest extent possible to meet emergency response needs or to share information which may improve any of our security, safety or emergency response.

■ Internal College Notification Systems and Procedures

Telephone, Voice Mail and the Public Address System:

The Public Address System provides the capability to make announcements in the public areas of the College. Although voice mail should not be used to report an actual emergency, it is an extremely effective tool for sharing important information; particularly with multiple addressees who may need to know.

Text: Every student and employee at the College who has registered a cell phone number in the Datatel system will be notified via text message during a college wide notification or emergency that may include them. Text messages are a very effective way to communicate with staff and students in a very quick manner.

E-Mail: Every employee at the College has an email account and access to computers at numerous locations throughout the College as well as from other locations where their e-mail can be checked using the College web e-mail. Since e-mail is probably one of the quickest, most secure and most efficient means of communications in a large organization such as ours; everyone is encouraged to use this means when reporting any type of security, safety, or emergency procedure information or question; however, this means should not be used for emergency reports which require “immediate” response.

Fax: This is a very quick and easy means of passing information, particularly copies of documents. Fax machines are located throughout the campus and identified by name or operational entity in the College phone directory.

Messenger: This may seem like an unusual means of communication, but in fact, this is one of the most reliable ways to pass information in an emergency. If you are faced with a problem, do not hesitate to send a student or anyone available for assistance or to make a call reporting the situation.

■ Emergency Communication Procedures

Knowing who to contact in any emergency situation and how to reach them is clearly the most critical element in successful emergency response. For this purpose a listing of numbers to call in both day and evening situations is provided as Appendix A to this guide. It is suggested that everyone make an extra copy of this listing and post it in a convenient location for ready reference. Appendix A will be updated and posted to the intranet whenever necessary.

■ External Notifications

External notification of a campus emergency will be made through various means.

- Temporary Closings
- The President will confer with Administration and other appropriate personnel on all closings due to emergencies or inclement weather.

Communications regarding closings, cancellations, and delays: In the event a decision is made to cancel or delay classes or to close school completely, this decision will be communicated in the following ways:

- Through text messages, email alerts and phone calls.
- Radio and Television Announcements will be made on local stations.
- The College’s main phone number and website will also have announcements regarding any delays, cancellations or closings. This information may be obtained by calling the main campus phone number, 319-208-5000; or by checking the college website at www.scciowa.edu.

9. Emergency Notification Systems and Procedures

Timing of announcements: In the event of inclement weather, information on the status of day classes will be available and published by 6:30 AM and by 3:00 PM for evening classes starting at 5:00 PM and later.

Additional information concerning instructor cancellation of classes can be obtained by calling 319-208-5222. Cancellations of on and off-campus classes and activities will be posted on the home page of the SCC website.

■ Evacuation

All building evacuations will occur when a fire alarm sounds and/or upon notification through an announcement over the PA system.

When the alarm is activated, or evacuation instructions are received, leave the building by the nearest exit and alert others to do the same.

- Be aware of anyone who may need assistance in evacuating the building and assist them as you can.
- Do not use the elevator.
- Once you have left the building, proceed to an area at least 500 feet from the building and do not gather in a street, next to a fire hydrant or in any path that will create delay in emergency responder access.
- Do not return to an evacuated building until told so by an authorized official or a message is received via cell phone that the building is cleared for entry.
- If a campus-wide evacuation is required, do so immediately. Announcements will be made through text messages, emails and local media will make notification when the campus is reopened.

■ Shelter in Place

This is used as a precaution to keep College personnel and students safe indoors. It is used when there is a hazardous situation outside such as a chemical release into the atmosphere. Chemical, biological or radiological contaminants may be released accidentally or intentionally.

Shelter in place means selecting a small interior room with no windows if possible and taking refuge there. It does not mean sealing off the building.

Procedures for Shelter in Place:

- Close the school- close and lock windows, doors, and secure all openings to the outside.
- Activate the emergency plan.
- Bring people indoors.
- Ask students and visitors to stay in the building for their safety.
- Send out alerts through emergency notification system and PA announcements.
- Write down the names of everyone in the room.
- Listen for the announcement of all clear before evacuating.
- Maintenance department will turn off all mechanical systems.

10. Campus Evacuation

Evacuations of all or part of the campus grounds will be announced by the President's Office and/or the Welcome Center. A comprehensive evacuation plan is set forth in Section 14 (Fire and Evacuation Plan) of the Emergency Action Plan. In the event that an alarm is sounded or a notification to vacate the building is broadcast, all persons are to immediately vacate the building following posted evacuation routes and procedures set for the in Section 14. Instructors, staff and / or their designees are responsible for assisting non-ambulatory occupants requiring wheel chairs or assisted means of vacating the building.

■ Building Evacuation

There are a number of emergency situations which would require the evacuation of the building. These include fires and bomb threats, which are the most likely occurrences; but also situations such as chemical or gas leaks, structural failures, prolonged power outages and major violence. In most cases, the procedures for evacuation and basic response to the emergency will essentially be the same and will include the following steps:

- The fire alarms may be sounded with an announcement to evacuate the building.
- The intercom system will be used for special instructions during an emergency situation.
- Evacuation plans are posted near all classrooms and offices identifying the evacuation route, appropriate exit and the location where persons should gather after they have left the building.
- If an evacuation plan is not posted in your classroom or office, please request one from the Director of Facilities.
- Once people are outside the building, they should move to their designated Assembly Areas, keep away from the building and under no circumstance reenter the building until informed that the Fire Department Officer in Charge has declared the emergency over.
- During the evacuation, all entrances to the College will be closed to all entering traffic except emergency vehicles. Orderly vehicle exits from the College will be permitted to the extent that they do not interfere with emergency operations.

11. Fire and Evacuation Plan

A fire safety plan is an essential part of any workplace safety program. Occupational Safety and Health Administration (OSHA) standards require a written plan to be prepared and communicated to all employees.

The Fire and Evacuation Plan is one component of the Southeastern Community College (SCC) Emergency Action Plan (EAP). The most critical and essential elements of the Fire and Evacuation Plan are: immediate reporting of the incident AND timely and safe evacuation of the building.

It is essential that all students, staff and faculty be familiar with the locations of emergency phones, pull alarms, and evacuation route maps posted in each classroom and office and use specified routes and stairs to exit and proceed to their designated assembly area.

**Maintenance staff will notify the West Burlington Police and Fire Departments prior to and immediately following a fire drill exercise.

■ Security Responsibilities-West Burlington

If notified of a fire, the Per Mar Security Guard must determine if the fire has been reported to 911. If 911 has not been called or the alarm has not been activated, the Security Guard will activate the manual pull station alarm AND call 911. In the event that an automatic fire alarm has been activated, the Security Guard will call 911 to report and/or confirm the alarm as a safeguard.

The Security Guard will maintain a presence at the Welcome Center until evacuation is necessary or until instructed by the Director of Facilities.

■ Facilities & Maintenance Responsibilities:

The Director of Facilities will dispatch Maintenance personnel to respective fire control panels and to assist in confirming that all spaces have been evacuated and personnel are moving to designated assembly areas.

■ Occupant Responsibilities

In the event a fire follow these steps:

- Activate the manual pull station building alarm.
- If possible, dial 911 from one of the emergency phones located throughout the building.
- When the alarm is sounded proceed to evacuate the building following the designated evacuation route.

Do not use the elevators during a fire.

- Immediately initiate evacuation and do not take time to gather personal items or work material, or in logging off computers.
- During evacuation close all doors to confine the fire and use discretion in locking doors.
- Assist physically disabled individuals in exiting the building.
- The location of physically disabled occupants in need of assistance must be called to the Welcome Center by dialing 0.
- Do not panic or cause others to panic.
- Should you become trapped inside the building during a fire and a window is available place an article of clothing (shirt, coat, etc.) either outside of the window or on the window as a marker for rescue crews.
- Call 911.
- If there is no window, stay near the floor where the air will be less toxic and shout at regular intervals to alert emergency crews of your location.
- Once outside move to the designated Assembly Area.
- Remain in your assembly areas, maintaining a safe distance from the structure.
- Faculty and students should assemble with their classes, and staff with their respective office occupants. Faculty should attempt to account for students; and, the senior staff office representative must account for occupants from their respective office areas.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building until the Fire Department has declared the building safe for reentry and instruction by notification to reenter the building has been issued.

11. Fire and Evacuation Plan

■ Dormitories

In the event of a fire, the following procedures should be used:

Winegard, Witte Halls:

1. Pull the fire alarm.
2. Notify Residence Life staff.
3. Evacuate the building.
4. Have Residence Life staff call 911.

Millennium Hall:

1. Pull the fire alarm.
2. Notify Residence Life staff.
3. Evacuate the building.
4. Have Residence Life staff call 911.

Blackhawk Hall:

1. Evacuate the respective apartment.
2. Notify Residence Life staff.
3. Have Residence Life call 911.
4. Have Residence Life staff call 911.

If the fire alarm sounds in any of the housing units, do the following:

1. Close room windows, but leave blinds open and leave lights on.
2. Close room door and leave it **unlocked** so fire personnel will have easy access.
3. Notify Residence Life staff.
4. Proceed quickly and cautiously to the nearest exit. Go to designated area and wait.
5. Do not re-enter the building until authorized officials give you permission to do so.

Designated Fire Evacuation Areas:

Millennium Hall – grassy area NE of Millennium Hall parking lot.

Winegard Hall – basketball hoop area in Millennium Hall parking lot.

Witte Hall– East of Witte Hall in the grassy area across the street.

Blackhawk Hall – North or West of the building across the street.

11. Fire and Evacuation Plan

■ Designated Assembly Areas:

SCC West Burlington Campus

Assembly Area 1 – Next to the ball fields

Assembly Area 2 – Behind Witte and Winegard Dorms

Assembly Area 3 – Behind Millennium hall



Center for Business

Assembly Area 1 – Park across street



SCC Keokuk Campus

Assembly Area 1 – grass by messenger road and parking lot



SCC Fort Madison Center

Assembly Area 1 – Northwest corner of the parking lot.



SCC Mount Pleasant Center

Assembly Area 1 – Northeast corner of property.



12. Facilities Emergencies

Facility emergencies arise from a disruption of campus utilities, services and/or as the result of a material spill. Such emergencies may include, but are not limited to:

- Power outages
- Water leaks
- Ruptured water lines
- Floods
- Heating/cooling outages
- Gas leaks
- Sewer problems
- Hazardous or non-hazardous materials spills

Facilities emergencies should be reported to the Welcome Center which in turn will notify the maintenance department. Maintain a safe distance from the emergency.

The Director of Facilities will advise the Vice President of Administrative Services of damages that occurred and what corrective action should be taken. If the situation warrants building evacuation, the action will be taken according to the building evacuation guidelines.

13. Medical Emergencies

SCC staff and students should use their judgment when to call 911. Do not hesitate to do so.

In the event of a medical emergency, call 911. Be prepared to give your name, location, and the nature of the emergency. Do not hang up until the dispatcher tells you to. The next call is to be made to the Welcome Center by dialing 0 from an internal phone or 319-208-5000 from a cell phone, to inform them of the nature and location of the emergency.

If able, you can render first aid or CPR until first responders and/or ambulance arrives.

SCC has Automated External Defibrillator, First Aid Kits and biohazard kits located at the following locations:

■ **West Burlington**

100 Hallway outside of the Business Office

400 Hallway across from the Gym

600 Building entrance hallway

Athletic Office

■ **Keokuk**

Main building

■ **Mt. Pleasant**

Main floor by computer lab

■ **Fire Training Facility**

Restroom facility

■ **CBIZ**

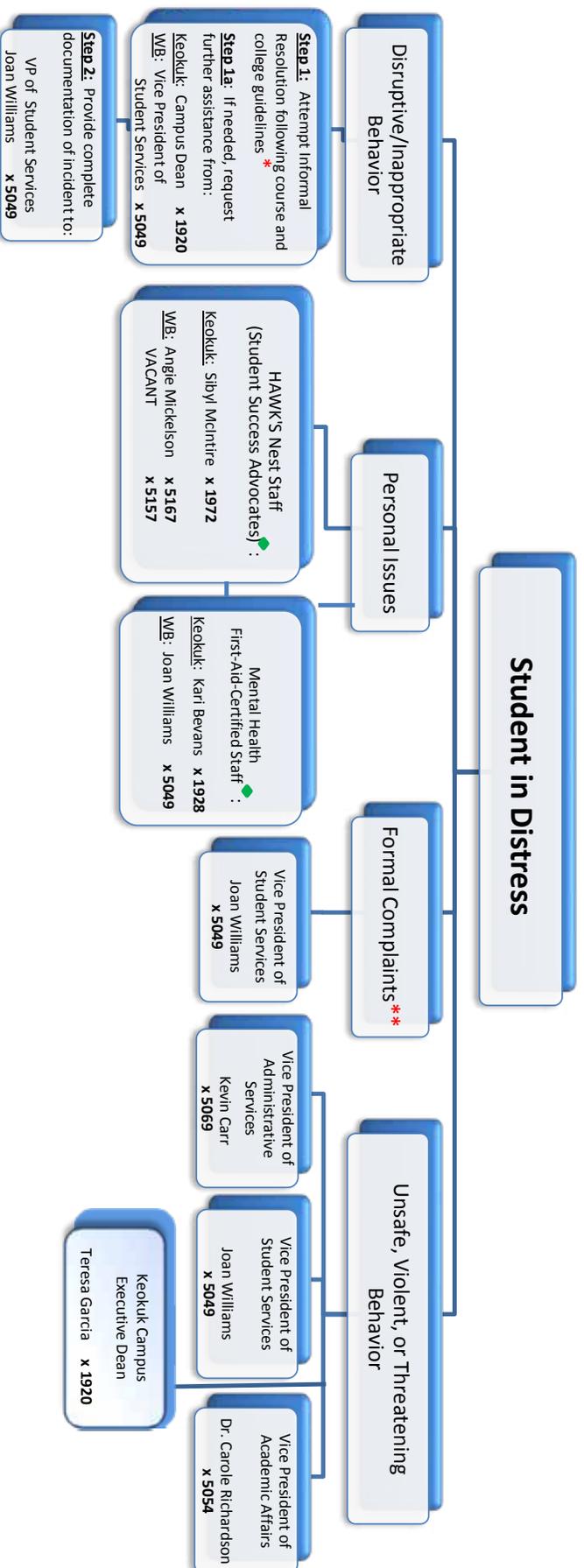
Second floor by main entrance

■ **Athletics**

All illnesses and injuries should be reported to the Administrative Assistant to the Vice President of Administrative Services. All parties involved will be asked to fill out an incident report.

Any employee who is injured or becomes ill while working at SCC needs to contact their supervisor as soon as medically possible.

SCC Student in Distress (SID) Response Protocol



* Guidelines for dealing with disruptive/inappropriate behavior can be found on page 10, Article VI, Section A of the Judicial Code of Conduct and Student Rights located online at: <http://www.sccowa.edu/resources/docs/codeofconductandstudentrights.pdf>
 ** The process for addressing student complaints is detailed on page 19, Article X, Sections A, B, & C of the Judicial Code of Conduct and Student Rights located online at: <http://www.sccowa.edu/resources/docs/codeofconductandstudentrights.pdf>
 *** Success Advocates are also certified in Mental Health First Aid

24 hr. National Crisis Intervention Hotlines

Boys Town Suicide and Crisis Line: 800-448-3000 or 800-448-1833 (TDD) Provides short-term crisis intervention and counseling and referrals to local community resources. Counsels on parent-child conflicts, marital and family issues, suicide, pregnancy, runaway youth, physical and sexual abuse, and other issues.

National Domestic Violence Hotline: 800-799-SAFE /800-799-7233 and 800-787-3224 (TTY) Provides crisis intervention and referrals to local services and shelters for victims of partner or spousal abuse. English and Spanish speaking advocates are available 24 hours a day, seven days a week. Staffed by trained volunteers who are ready to connect people with emergency help in their own communities, including emergency services and shelters. The staff can also provide information and referrals for a variety of non-emergency services, including counseling for adults and children, and assistance in reporting abuse. They have an extensive database of domestic violence treatment providers in all US states and territories. Many staff members speak languages besides English, and they have 24-hour access to translators for approximately 150 languages. For the hearing impaired, there is a TTY number. This is a great resource for anyone--man, woman or child--who is experiencing or has experienced domestic violence or abuse, or who suspects that someone they know is being abused.

Nationwide RAINN National Rape Crisis Hotline: 800-656-4673 Anti-sexual assault organization working with local rape crisis centers across the U.S. Also has a web-based crisis hotline providing live and anonymous support.

National Youth Crisis Hotline: 800-442-HOPE (4673) Provides counseling and referrals to local drug treatment centers, shelters, and counseling services. Responds to youth dealing with pregnancy, molestation, suicide, and child abuse.

15. Active Shooter

An active shooter is defined as an individual(s) actively possessing and/or shooting a firearm in a threatening manner that could cause death, injury or physical damage and has access to the campus. This is not a hostage situation.

Southeastern Community College will use the A.L.I.C.E. active shooter program:

Alert: Announcement is made overhead to the entire campus as possible, giving specific information as to the location of the active shooter, so that informed decisions can be made.

Lockdown: The need for a lockdown of the exterior campus will be determined based on the circumstances of the incident. An internal lockdown should occur immediately by all who do not have the ability to evacuate to safety. The hiding place should be out of sight if possible and doors should be locked. It can also be blockaded with heavy furniture. When hiding in lockdown, silence cell phones, turn off any noise, and remain quiet.

Inform: Real time information is provided to all occupants using the overhead public address system as possible. Movements and actions of the suspect will be broadcast to provide current information.

Counter: As a last resort, and if occupants are unable to evacuate and have contact with the suspect and feel that they are in danger, they have the option of using counter techniques to interrupt the violent actions of the suspect. This includes acting aggressively, throwing things, improvising weapons and yelling.

Evacuation: If the situation warrants, immediately leave an area that could expose you to danger and go to a secure area safe from the threat. This decision must be made on real time information and previous planning and training. Some components to that decision may be: have a planned escape route in mind, evacuate whether others agree to follow if you feel it is the best option, leave all belongings, if you see law enforcement, leave your hands in view and follow all instructions given by law enforcement. Upon leaving the building, continue away from the building until you feel you are out of harm.

Procedure:

1. Upon a staff member receiving information of someone within the campus or on SCC property with a firearm and is using the weapon in a threatening manner, they shall immediately call 911. Never assume that someone else has already made a call for help. A description, location and actions of the armed person should be given. It is important to notify the Welcome Center staff as soon as possible. If possible, designate a second person to call the Welcome Center. If this person is actively using the firearm or weapon or has the intent to use it, the Welcome Center staff receiving the call will initiate the A.L.I.C.E. program by making an overhead announcement using the public address system.
2. Upon the Welcome Center receiving information that an active shooter is on SCC property, one Emergency Operations Team member will directly report to the Welcome Center to assist with the implementation of the A.L.I.C.E. program. Other Emergency Operations Team members and staff will assist with police arrival and evacuation of students, visitors and staff.
3. SCC Administration, Supervisor or any Welcome Center staff can initiate the A.L.I.C.E. program upon receiving information that an active shooter is on campus.
4. Welcome Center staff will make an announcement using the PA system stating that there is an Active Shooter located at: give current location. Continuously update location as further information is obtained as safety allows.
5. Welcome Center staff will stay in direct contact with the Police Department providing them with real-time information as to the actions and location of the active shooter. Welcome Center staff will also provide real-time information through the PA system to employees, students and visitors in accordance with the A.L.I.C.E. program as possible.
6. Staff, with the information that they have available to them, will make a determination to evacuate, barricade or engage the shooter.
7. These procedures and the A.L.I.C.E. program will remain in effect until law enforcement has determined that the campus is safe and secured. Welcome Center staff will announce over the PA system "All clear, all clear, all clear".

16. Bomb Threats

1. In the event of a bomb threat or other threatening call is received do not dismiss or treat the call as a prank.
2. Do not hang up on telephone threats and try to keep the caller talking to gain as much information as possible (see below list).
3. If possible notify someone nearby that you are talking to an individual making a bomb threat and have the person call the Welcome Center by dialing 0 from an internal phone or call 319-208-5000 from a cell phone.
4. Write down the information contemporaneous with the call and as close to verbatim as you can.
Date
Time
Number on which the call was received?
Caller ID displayed?
Your Name (printed legibly and sign and date all original notes or forms)
Notes should be attached to the original Bomb Threat Form
5. Write down the exact wording of the threat.
6. Ask the following questions and write down the answers:
When is the bomb going to explode?
Where is the bomb right now?
What does it look like?
What will cause it to explode?
Did you place the bomb?
What is your name?
7. Concerning the caller, do you have any opinion as to the person's:
Race or ethnicity?
Gender?
Age?
8. Note your impressions of the caller's voice:

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal
<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter
<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp
<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy
<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep
<input type="checkbox"/> Soft	<input type="checkbox"/> Ragged
<input type="checkbox"/> Loud	<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Laughter	<input type="checkbox"/> Deep Breathing
<input type="checkbox"/> Crying	<input type="checkbox"/> Cracking voice
<input type="checkbox"/> Normal	<input type="checkbox"/> Disguised
<input type="checkbox"/> Distinct	<input type="checkbox"/> Accent
<input type="checkbox"/> Slurred	<input type="checkbox"/> Familiar

If the voice sounds familiar, who did it sound like?
9. Did you hear any background sounds:

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Factory machinery
<input type="checkbox"/> Crockery	<input type="checkbox"/> Animal noises
<input type="checkbox"/> Voices	<input type="checkbox"/> Animal noises
<input type="checkbox"/> PA system	<input type="checkbox"/> Clear
<input type="checkbox"/> Music	<input type="checkbox"/> Static
<input type="checkbox"/> House noises	<input type="checkbox"/> Local
<input type="checkbox"/> Motor	<input type="checkbox"/> Long distance
<input type="checkbox"/> Office machinery	<input type="checkbox"/> Booth

Other _____
10. Your observations of the language used by the caller in his / her threat:
Well spoken (educated)
Foul
Irrational
Incoherent
Taped
Message read by threat maker

16. Bomb Threats

11. Remarks: _____
12. It is critical that you provide all information to the 911 dispatcher as soon as the call is terminated.
Provide a detailed briefing.
13. Do not leave campus; the police will want to interview you.
14. Call Welcome Center during regular business hours or Administrator On Call after hours.
15. Await arrival of law enforcement authorities.

17. Severe Weather

Southeastern Community College may delay or cancel classes when inclement weather conditions occur. Administrative personnel will contact staff and students via text message, phone message and e-mail. Public announcements will be made on the SCC website as well as local television and radio stations and the SCC phone system.

Every attempt will be made to have a decision made and notification out by 6:00 AM for day classes and 3:00 PM for evening classes.

Students and employees should not endanger their lives to meet classes when severe weather conditions occur, but should communicate the delay to their instructor or supervisor and report as soon as travel is safe.

■ Tornado

The following guidelines should be adhered to when the National Weather Service issues a tornado or severe weather warning and activates the emergency warning siren. West Burlington and Keokuk campuses will receive notification via the intercom system to seek shelter.

If indoors, report to the predesignated safe area in your building. Each classroom has a map of the location and doors are marked with a green “Severe Weather Shelter Area” sign.

Remain in the safe area until the warning has passed and the “all clear” announcement has been made.

All staff should orient themselves to the closest safe area and faculty should review these procedures and the closest safe area with students at the start of each semester.

■ Severe Weather Shelter Areas:

SCC Fort Madison Center

Students proceed to the main room (which is interior room) in the basement (lower level).

SCC Mount Pleasant Center

Students proceed to the basement area (lower level) to the restrooms and hallway adjacent to the restrooms.

SCC West Burlington Campus

111, 129, 146, 151, 171B, 190 & Bathrooms

201, 213, 214 & Bathrooms

322, 330, 331, 332 & Bathrooms

404, 412, 413, 431, 441, 442, 443, 444, 451, 452, 453 & Bathrooms

510, 514 & Bathrooms

601A, 601B, 602, 604, Vending Area & Bathrooms

702, 703, 704

SCC Keokuk Campus

104, 123 & Bathrooms

210, 212, 224, 226 & Bathrooms

303, 311E & Bathrooms

409A, 409B, 409E, 409F, 415A & Bathrooms

504, 509, 510, 512A, 521 & Bathrooms

CBIZ

Basement of RiverPark Place

Dormitories

In the event of severe weather, such as a tornado, residents should follow posted instructions and instructions from the Residence Life staff. Severe weather instructions are posted on bulletin boards in the residence halls. The ground floor in any of the student housing units is the safest place for shelter. Tune to local television/radio stations for information on weather developments.

Designated Areas in the Event of a Tornado:

Millennium Hall: 1st floor laundry room/hallway

Winegard Hall: kitchen/laundry area

Witte Hall: kitchen/laundry area

Blackhawk Hall: laundry room at center of building

18. Public Safety

■ Public Health Crisis

In the event of a public health crisis, whether local, regional, or national, the College may be called upon to close in the interest of public health. As a result, all employees will be sent home until such time the Department of Public Health determines that the threat has passed and state officials reopen schools.

■ Hazardous Materials Incidents

Any spillage or release of a hazardous chemical or gas leak should be reported immediately by calling the college operator who will notify the Director of Facilities. Evacuate the area.

Do not be the least bit hesitant to call 911 first if there is any need for immediate medical assistance. Should you contact 911 first, the second call is to the Welcome Center to activate the Director of Facilities.

If the outside air is threatened, SCC will issue a Shelter-in-Place request. Shelter-in-Place means that everyone goes inside the closest room, shuts the doors and windows and do not leave the building until you receive official notification from the Fire, Police, or College administration that the danger has passed.

The Director of Facilities will assess the need and feasibility of shutting down ventilation systems.

- Remove any contaminated clothing.
- Use eye wash station if applicable
- Avoid contact with others

■ General Campus Crimes

Everyone is asked to help make the College a safe place by being alert to suspicious situations or persons and by reporting them to the Welcome Center when they are observed. Do not take unnecessary chances. Avoid confrontation with any person responsible and if possible, write down any details that you can as soon as you are safe. These details could be clothing, personal characteristics, car color, license plate information and route of travel. Do not touch or move anything that may be used as evidence.

All forms of crime on campus must be reported as soon as possible. Call 911 if there is any question of emergency and contact the Welcome Center dialing 0 from a internal phone or 319-208-5000 with a cell phone. Stay somewhere safe and be prepared to talk to law enforcement.

All thefts and vandalism should be reported to the Welcome Center. The Welcome Center will notify appropriate College staff members.

You will be asked to fill out an incident report when any emergency has passed.

All campus crimes will be evaluated for reporting requirements and should be reported and documented completely by anyone knowing of such crime. Some of the points of documentation should be: Nature of the incident, location, description of person(s) involved and description of the property involved.

■ On-Campus Civil Disturbance

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disruptive unless one or more of the following conditions exist as a result of the demonstration: interference with normal operation of the college or prevention of access to offices, buildings or other college facilities. If any of these conditions exist, the Welcome Center should be notified and will be responsible for contacting the Administrator on Call.

19. Missing Student

■ Missing Student Policy and Procedure for Residential Students

Southeastern Community College takes student safety very seriously. The following policy and procedure has been developed in order to assist in locating an SCC student living in on-campus housing, who based on the facts and circumstances known to the College, is determined to be missing. This policy is in compliance with Section 485(j) of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing his/her routine without informing roommates, family, and/or friends of the change. However, anyone who believes a student to be missing (has not been seen on campus, cannot be reached by acquaintances, and for whom concern has been expressed regarding the individual's safety and well-being by an acquaintance, for a period of more than 24 hours) should report their concern to one of the following staff: Residence Life Coordinator, the Resident Assistant (RAs), or the Keokuk Apartment Manager. The staff member receiving the report will immediately notify the Vice President of Student Services or designee who will conduct an informal investigation on every missing student report. If the student is determined missing, the Vice President of Student Services or designee will make appropriate notifications no later than 24 hours after the time that such determination of missing status was made. Depending on the circumstances presented to college officials, appropriate notifications when a student is determined missing will include some/all of the following entities: West Burlington Police, individual(s) identified as the student's emergency contact, and/or custodial parent or guardian.

At housing check-in, students 18 years of age and older will have the option of identifying a contact person(s) whom the institution or law enforcement shall notify within 24 hours of the determination that the student is missing. This confidential contact information is maintained in the student's housing file in Residence Life and is only accessible by authorized college personnel and/or law enforcement officers in furthering a missing person investigation.

Students under 18 years of age and who are not emancipated are required to provide contact information for their parent or legal guardian, and will be advised that SCC is required to notify a custodial parent or guardian, any additional contact person(s) designated by the student, and the local law enforcement agency within 24 hours of the determination that the student is missing.

All students will be advised that regardless of whether or not they choose to identify a contact person(s), are above the age of 18, or are an emancipated minor, SCC will notify the West Burlington Police within 24 hours that the student is determined missing.

General Procedure

1. The SCC staff member receiving the report will collect and document the following information at the time of the report:
 - The name and relationship of the person making the report.
 - The date, time, and location the missing student was last seen.
 - The general routine or habits of the suspected missing student (e.g. –visiting friends who live off campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - The missing student's cell phone number (if known by the reporting individual).
2. The SCC staff member receiving the report will immediately contact the Vice President of Student Services to alert them of the situation and to receive additional consultation. The Vice President of Student Services will ascertain if/when other college officials need to be contacted and will conduct such notifications as appropriate.
3. Upon notification that a student may be missing, SCC officials may use any or all of the following resources to assist in locating the student:
 - Call the student's room.
 - Go to the student's residence hall room.
 - Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - Check with the student's respective faculty.

19. Missing Student

- Secure a current student ID photo.
 - Call and/or text the student's cell phone and call any other numbers on record.
 - Send the student an email.
 - Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student common areas, etc.
 - Contact or call any other on-campus or off-campus friends or contacts that are made known.
 - Ascertain the student's car make, model and license plate number. Check SCC's parking lots for the presence of the student's vehicle.
 - Contact the student's parent and / or emergency contact.
4. The SCC Information Technology Staff may be asked to obtain email logs in order to determine the last login and/or access of the SCC network.
 5. Once all information is collected and documented the Vice President of Student Services or designee will make appropriate notifications if the student is determined missing. (Note: If at any time during the course of gathering information as described above, foul play is evident or strongly indicated, the police will be contacted immediately.)

20. Suspicious Letter or Parcel

The U.S. Postal Inspection Service Dangerous Mail and Homeland Security are responsible for detecting and preventing prohibited mailings, mail bombs and dangerous mail to include hazardous material and weapons of mass destruction. Local law enforcement agencies do not have a bomb squad. Additionally, the Federal Bureau of Investigation has concurrent jurisdiction with the U.S. Postal Inspection Service on mail bombs; and, primary jurisdiction on bombing incidents involving terrorism.

Familiarity with the characteristics of suspect parcels can help to avert a tragedy. Although the appearance of mail bombs may vary greatly, some characteristics that have repeatedly shown up are identified below:

- Mail bombs may have excessive postage. Normally a bomber does not want to mail a parcel over the counter and have to deal face-to-face with a window clerk.
- The return address may be fictitious or non-existent.
- The postmark may show a different location than the return address.
- Mail bombs may bear restricted endorsements, such as “Personal” or “Private.” This is particularly important when the addressee does not usually receive personal mail at the office.
- Mail bombs may display distorted handwriting, or the name and address may be prepared with homemade labels or cut-and-paste lettering.
- Parcel bombs may be unprofessionally wrapped with several combinations of tape used to secure the package, and may be endorsed “Fragile--Handle With Care” or “Rush--Do Not Delay.”
- Letter bombs may feel rigid, or appear uneven or lopsided.
- Package bombs may have an irregular shape, soft spots or bulges.
- Mail bombs may have protruding wires, aluminum foil, or oil stains, and may emit a peculiar odor.

Additional guidance on what constitutes a suspicious letter or parcel provided by the U.S. Postal Inspection Service includes the following typical characteristics which ought to trigger suspicion include letters or parcels that:

- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address, or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as “Personal” or “Confidential.”
- Have strange odors or stains.

If you become suspicious of a mailing and are unable to verify the contents, observe the following safety precautions:

- Don't open the article.
- Isolate the suspect parcel and evacuate the immediate area.
- Don't put it in water or a confined space, such as a desk drawer or cabinet.
- If possible, open windows in the immediate area to assist in venting potentially explosive gases.
- Don't worry about possible embarrassment if the item turns out to be innocent. Instead, contact the local police department or dial 911.
- Wash hands
- Call Welcome Center

Appendix A: SCC Quick Reference Emergency Numbers

All SCC Campuses/Centers

- Emergency (Police, Fire, EMS) 911
- SCC Welcome Center (from a college phone) 0
- (from a cell or outside line)319-208-5000

SCC Security

- (West Burlington Campus).....319-759-1727

