

Annex B – Natural No-Notice Event

Version: 1.0	Effective: 10/01/2015	Revision Date: 10/01/2015	Approved By: John Pitcher
--------------	-----------------------	---------------------------	---------------------------

Purpose

The purpose of Natural No-Notice Event Annex is to ensure the safety of BHCC staff, faculty, student, contractors, and visitors. Natural No-Notice Events are severe weather events (Tornadoes, Flash Floods, Thunderstorms, Snow Storms) or geological events (Earthquakes) that could occur with limited or no warning. These No-Notice events do not provide city or state emergency responders or the Campus Emergency Response Team the time to prepare.

All BHCC staff and faculty share in the responsibility of being aware of the Natural No-Notice Event procedure and should be able to provide support to students and visitors.

Roles and Responsibilities

ALL BHCC Staff and Faculty	<ul style="list-style-type: none"> • Receive emergency response training and participate in drills • Report possible natural hazards to BHCC Police personnel or contracted security • Inform students and visitors of this Campus Natural No-Notice Event Procedure by posting and maintaining required facility evacuation maps (including a figure of the building with arrows pointing to the closest exit) • Follow all instructions from the emergency notification, public address system, or BHCC Police/security personnel during an event • MAINTAIN PERSONAL LIFE SAFETY • Refer all media questions to the PIO
Emergency Management Team (EMT)	<ul style="list-style-type: none"> • Maintain this Natural No-Notice Event Annex • Schedule and conduct regular exercises and trainings • Monitor Weather and Hazard warning • Provide clear and timely notifications and alerts to Students, Faculty, and Staff • Coordinate Campus emergency response activities • Conduct incident After Action Reports (Annex) following an event
EMT Chair	<ul style="list-style-type: none"> • Ensure awareness of the Natural No-Notice Event Annex • Activate the EMT as needed • Establish and EMT operational periods • Make the decision to evacuate/close the facility (in situations without clear directive) • During normal business hours the EMT Chair or the Chief of Police will make the decision to

	<p>evacuate/close the facility</p> <ul style="list-style-type: none"> • After business hours, the BHCC Police/security personnel will make the decision to evacuate/close the facility • Make the decision to re-open the building once all clear has been provided by first responders • Communicate all activities to the College President and Trustees • Manage the After Action Report and Improvement Plan process following an incident
<p>Public Safety</p>	<ul style="list-style-type: none"> • Know and understand all Public Safety operating procedures • Receive regular training on procedures • IF NOT A DIRECT THREAT TO LIFE SAFETY - Conduct sweep of facilities • Maintain and monitor camera and CCTV system • Establish situational awareness communications with city and state emergency management agencies • Liaison to first responders
<p>Operations and Logistics</p>	<ul style="list-style-type: none"> • Maintain and test all alarm, communications, surveillance, and access systems • Maintain the emergency egress system including signage and lighting • Ensure all egress routes are clear • Maintain and report regular monitoring of all relevant systems • Conduct regular Fire alarm checks • IF NOT A DIRECT THREAT TO LIFE SAFETY - Conduct sweep of facilities • Activate HVAC and/or lock-out system if directed by first responders, EMT Chair, Chief of Police, or designee
<p>Planning and Finance</p>	<ul style="list-style-type: none"> • Faculty should review emergency response procedures with students at the beginning of each semester. • Maintain access to rosters of onsite students, staff, faculty, and contractors • Provide additional support, as needed, to persons with Functional Needs • Organize evacuees at sheltering or Staging Areas • Relay critical information to students, staff, and faculty • Conduct headcounts and identify any medical needs • Conduct reporting and review process following an event

Public Information	<ul style="list-style-type: none"> • Coordinate all emergency communication platforms • Implement Crisis Communication Plan • Liaise with the media • Implement the EMT communications strategy • Evaluate communications and record for future reference.
--------------------	---

Scope

The procedure applies to all BHCC staff, faculty, and contractors. It should be activated in cases of Tornado, Earthquake, Flash Flood, or other natural incident that occur with limited or no warning and present a clear, immediate, and present threat to health and safety. It may be activated, at the discretion of the Emergency Management Team (EMT) Chair, the Chief of Police, or on-site first responders in cases of sudden disruptive natural hazards.

Requirements

The Campus emergency notification and public address systems must be fully operational and regularly tested and maintained. Evacuation and emergency response signage, throughout the Campus, will be posted providing emergency guidance. Clearly identified exits with eliminated signage on battery backup power. Fire prevention and suppression systems must be fully operational and maintained. Regular drills and exercises must be conducted.

References

- Massachusetts Emergency Management Agency (MEMA) – Ready Massachusetts
- Ready.gov – Natural Disaster Guidance
- National Oceanic and Atmospheric Administration (NOAA)
- National Weather Service

Procedures

<p><i>General Response</i></p> <p>Severe Weather (Thunderstorms, Winter Storms, Tornado, Hurricane) Students, Faculty, and Staff members will receive instructions via the campus alert system of any impending severe weather events.</p> <p><u>Watches</u> This means that conditions are right for severe weather.</p> <ol style="list-style-type: none"> 1. If you are in the watch area, seek shelter immediately and take precautions before leaving shelter. 2. If you are in a vehicle, get to your destination and seek shelter in a sturdy building expediently. 3. Monitor news sources for updates on weather conditions and effects on the area. <p><u>Warnings</u> This means spotters and/or radar have identified the weather emergency in the area.</p> <ol style="list-style-type: none"> 1. If you are in the warning area, seek shelter immediately.
--

General Response

2. If you are in a vehicle, get out and seek shelter in a sturdy building.
3. If the severe weather involves high winds and a building is not available, a depression such as a ditch or ravine may offer some protection.
4. Do not open windows. This can actually increase damage to the building. Stay away from windows and exterior doors.
5. Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
6. Do not attempt to turn utilities on or off. Do not use landline phones.
7. Report injuries and damage to extension 2222 or 911.
8. After the all clear, leave badly damaged buildings and do not attempt to return unless directed to do so by the Campus Police or first responders.

With certain types of severe weather, evacuations prior to the arrival of the weather may be declared by state or local authorities. All BHCC community members will abide by these types of evacuations and follow the directions of the declaring authorities.

Tornado

If a Tornado Warning is issued that means that a spotters and/or radar have identified a tornado in the area. If you are in the Warning area, seek shelter immediately.

BHCC Facilities are not designed as Tornado Shelters

- An underground area provides the best protection from a tornado. If an underground shelter is unavailable, consider the following:
 - Seek a small interior room or hallway on the lowest floor possible
 - Stay away from doors, windows, and outside walls
 - Stay in the center of the room, and avoid corners because they attract debris
 - Rooms constructed with reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system overhead
 - Avoid auditoriums, cafeterias and gymnasiums that have flat, wide-span roofs.
- Personnel should also be aware of what to do if caught outdoors when a tornado is threatening.
 - Seek shelter in a basement or a sturdy building.
 - If one is not within walking distance, try to drive in a vehicle, using a seat belt, to the nearest shelter.
 - If flying debris is encountered while in a vehicle, there are two options:
 1. Staying in the vehicle with the seat belt on, keeping your head below the windows and covering it with your hands or a blanket; or
 2. If there is an area which is noticeable lower than the roadway, lie in that area and cover your head with your hands.

Earthquake

Drop, Cover, and Hold On

1. Keep calm and remain where you are unless you are: in a stairway, elevators, walkways close to and under buildings. If so seek shelter away from these areas.
2. **If you are indoors**, stay indoors.
 - Take shelter snug to the side of your desk, a table, near an inside wall, a corner, and around building columns. Stay away from windows, glass walls, shelves, equipment, or outside doors.
 - Direct others to Drop, Cover, and Hold On.
3. **If you are outdoors**, stay there until after the quake subsides. Keep away from buildings, trees, and wires. Go to an open space such as a college parking lot.
4. Do not attempt to enter or leave a building during a quake. You will be advised by the Campus Police or first responders when it is safe to enter or exit a building.
5. Remain in sheltered or safe areas until you are advised it is safe to do otherwise.
6. Assemble at Staging Areas so that a head count can be taken.
7. After the initial earthquake shock will be “after-shocks”. After shocks are less intense than the initial shock, but may cause additional damage.
8. After the initial shock, evaluate the situation. An effort should be made to notify Campus Police or first responders of serious hazards or injuries. The injured should be attended to and protected from aftershocks. If able, locate and shut off utilities, gases, etc.
9. Depending on the degree of the earthquake, it may be necessary to evacuate the building(s). Elevators should not be used during or immediately following an earthquake due to possible damage.

Follow the general Evacuation Annex.

10. Assist persons with injuries and those with disabilities in exiting the buildings.
11. Use phones only to get help (injury, fire) or report damaged facilities. Call for assistance at extension 2222.
12. Due to the many people attempting to call others it is expected that phone lines will be busy for a minimum of 4 hours after the quake.

Flash Floods

BHCC facilities are not in the 100-year Floodplain, but that does not mean that flooding cannot occur.

1. When flooding conditions are present, there is generally time for advanced warning.
2. If flooding of the BHCC campus is imminent, notification shall be made to the campus community.
3. The best protection during a flood is to leave the area and go to shelter on higher ground.
4. Upon notification, individuals will move to higher locations around the campus.

Flash flood conditions can develop with little or no warning. During periods of heavy rain, flooding or the possibility of flooding, all must be aware of the flash flood potential.

1. Avoid low-lying areas if at all possible and move to higher ground.

2. If a flash flood strikes the campus area, notification is to be made to the campus community.
3. Upon notification, individuals must move to high locations around campus.