

South Central College Administrators Reference Guide for Emergency Notification Procedures



<p>Tornado Notification Procedure Tornado Warning:</p> <p>Provide message over public address by use of RED CARD information: <i>A tornado warning has been issued for our immediate area please move to a place of shelter within the building.</i></p> <p>Access Star Alert messaging by use of RED CARD information. Contact a Star Alert Manager for prepared alert for tornado.</p> <p>Provide email alert by using South Central College Outlook. Email sent to SCC-Campus-Faculty AllFaculty@southcentral.edu SCC-Campus-Staff AllStaff@southcentral.edu And SCC-Campus-Students ALLStudent@southcentral.edu. Email content: A tornado warning has been issued for our immediate area please move to a place of shelter within the building.</p>	<p>Fire/Bomb Threat Notification Procedure Fire Evacuation/Bomb Threat:</p> <p>Activate Fire Alarm Pull Station which will sound fire alarm system</p> <p>Access Star Alert messaging by use of RED CARD information. Contact a Star Alert Manager for prepared alert for Fire.</p> <p>Provide email alert by using South Central College Outlook. Email sent to SCC-Campus-Faculty AllFaculty@southcentral.edu SCC-Campus-Staff AllStaff@southcentral.edu And SCC-Campus-Students ALLStudent@southcentral.edu. Email content: Fire Alarm activation at South Central College. Please exit the building to a distance of 300 feet. Wait for further direction</p>	<p>Lockdown Procedure Lockdown:</p> <p>Provide message over public address by use of RED CARD information: <i>Intruder intending harm is on the South Central College Campus. Leave campus immediately or move to a secured area of the building.</i></p> <p>Access Star Alert messaging by use of RED CARD information. Contact a Star Alert Manager for prepared alert for Lockdown.</p> <p>Provide email alert by using South Central College Outlook. Email sent to SCC-Campus-Faculty AllFaculty@southcentral.edu SCC-Campus-Staff AllStaff@southcentral.edu And SCC-Campus-Students ALLStudent@southcentral.edu. Email content: Intruder intending harm is on the South Central College Campus. Leave campus immediately or move to a secured area of the building.</p>	<p>Lockout Procedure Lockout:</p> <p>Provide message over public address by use of RED CARD information: <i>South Central College is securing/locking down the building due to a violent situation outside the building. Move inside the building.</i></p> <p>Access Star Alert messaging by use of RED CARD information. Contact a Star Alert Manager for prepared alert for Lockout.</p> <p>Provide email alert by using South Central College Outlook. Email sent to SCC-Campus-Faculty AllFaculty@southcentral.edu SCC-Campus-Staff AllStaff@southcentral.edu And SCC-Campus-Students ALLStudent@southcentral.edu. Email content: South Central College is securing/locking down the building due to a violent situation outside the building. Move inside the building.</p>	<p>Medical Emergency Procedure Medical:</p> <p>Provide message over public address by use of RED CARD information: <i>Emergency Responders are needed at (Room number or location) for a medical emergency.</i></p> <p>Ensure 911 is contacted for EMS/police response.</p> <p>Ensure someone goes to the nearest entry point near the victim to direct emergency personnel to the patient.</p>
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