

EMERGENCY PROCEDURES MANUAL



**ARKANSAS
SCHOOL**

FOR MATH,
SCIENCES,
+ THE ARTS

**UPDATED
SPRING 2024**

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GARLAND COUNTY EMERGENCY PHONE LIST

AGENCY	CONTACT	PHONE	EMAIL
GARLAND COUNTY JUDGE	DARRYL MAHONEY	501-622-3600	dmahoney@garlandcounty.org
GARLAND COUNTY EMERGENCY MANAGEMENT	BO ROBERTSON - DIRECTOR	501-767-3911	brobertson@garlandcounty.org
	BOBBY KING - DEPUTY DIRECTOR	501-767-3911	bking@garlandcounty.org
GARLAND COUNTY SHERIFF'S DEPARTMENT	MIKE McCORMICK - SHERIFF	501-622-3660	mmccormick@garlandcounty.org
	JASON LAWRENCE - UNDER SHERIFF	501-622-3660	jlawrence@garlandcounty.org
GARLAND COUNTY 911 CENTER	EMERGENCIES ONLY	911	
	JAMES 'CORKY' MARTIN - DIRECTOR	501-622-3660	jmartin@garlandcounty.org
	SYDNI SMITH - CENTER SUPERVISOR	501-622-3660	sksmith@garlandcounty.org
HOT SPRINGS ADMINISTRATION	BILL BURROUGH - CITY MANAGER	501-321-6811	bburrough@cityhs.net
	DENNY McPHATE - DEP CITY MANAGER		dmcphate@cityhs.net
HOT SPRINGS PUBLIC WORKS	RON SIEVWRIGHT - DIRECTOR PUBLIC WORKS	501-321-6901	rsievwright@cityhs.net
HOT SPRINGS POLICE DEPARTMENT	BILLY HRVATIN - CHIEF	501-321-6789	vhrvatin@cityhs.net
HOT SPRINGS FIRE DEPARTMENT	ED DAVIS - CHIEF	501-321-6971	edavis@cityhs.net
	TOM BRAUGHTON - FIRE MARSHAL	501-321-6970	tbraughton@cityhs.net
CITY OF HOT SPRINGS 911 CENTER	EMERGENCIES ONLY	911	
	MARK DAVIS - HSPD - 911 CENTER OVERSIGHT	501-321-6789	mdavis@cityhs.net
	STEVEN BATES - CENTER SUPERVISOR	501-321-6789	sbates@cityhs.net

AMERICAN RED CROSS	ARKANSAS OFFICE - LITTLE ROCK	501-748-1000	
	NICK GENTY - DISASTER SPECIALIST	501-747-8257	nick.genty@redcross.org
PUBLIC UTILITIES	KEN UNGER - PUBLIC SERVICE DIRECTOR	501-922-5524	kunger@hsvpoa.org
CHI ST. VINCENT HOSPITAL	DOUGLAS ROSS - PRESIDENT	501-622-1000	douglassross@stvincenthealth.com
NATIONAL PARK MEDICAL CENTER	SCOTT SMITH - CEO	501-321-1000	scott@NPMCHS.COM

GENERAL EMERGENCY PROCEDURES

To report any emergency at any time day or night:

1. Dial 911, then
Call Security at campus phone ext. 5152 or ext. 5153.
Off-campus or cell phone use 501-622-5152 or 501-622-5153

2. Once you have placed the call:
 - a. Stay calm.
 - b. Give your name, exact location, telephone number, and explain the nature of the emergency.
 - c. **STAY ON THE LINE** until you are asked to hang up. Provide any information requested of you.

PURPOSE AND SCOPE

This manual provides a guide for rapid response by school administrators, faculty, staff, and students to emergency situations. The school provides this framework for members of the ASMSA community to follow during emergency situations.

This manual is not intended to be all inclusive. However, it will assist a calm and reasoned response from everyone assuring the least damage to property, disruption of the educational routine, as well as the care and safety of each individual member of ASMSA's community of learning.

TYPES OF EMERGENCIES

These basic emergency procedures are designed to enhance the protection of lives and property through effective use of school and community resources.

The manual is designed to deal with large-scale disorders and disasters. An emergency may be sudden and without warning; therefore, these procedures are designed to be flexible. These procedures apply to all ASMSA employees and to any individuals on this campus during an emergency. The ASMSA Emergency Procedures Manual provides a realistic approach to problems likely to be encountered on campus during a major emergency or disaster.

CAMPUS MAP



EVACUATION PROCEDURES – GENERAL

Some emergencies require the evacuation of building(s) or the entire campus.

1. The decision to evacuate a building or area will be made by the Director, Dean of Students, Dean of Academics, or designee.
2. The notice to evacuate will be made through one of the following mechanisms: Physical alarm systems in buildings; the campus text alert system; email; and/or direct communication by employees.
3. The evacuation will be carried out under the direction of Security personnel with assistance of designated faculty and/or Student Life personnel.
4. Persons evacuated will be escorted to designated areas. ICS (Incident Command System) will decide whether individuals leave/remain in the area.
5. Campus Security will report “all clear” to the ICS (Incident Command System), who will decide whether classes or other activities will resume.
6. A post-incident debriefing presided over by the Director or designee will be held in the Director’s office/conference room to review the procedures used and modify the plan for greater effectiveness.

Emergency Responders and Contact Information

Personnel that will coordinate evacuation from specific buildings on campus are as follows:

Academic Building

Kim McKean	ext. 5114
Stuart Flynn	205-907-4931
Burt Hollandsworth	ext. 5169

Campus Administration Building

Mandy Patterson	ext. 5100
Sabrina Packard	ext. 5235
Dir. Of Finance	ext. 5106

Student Center

Sharon Brown	ext. 5172
Rheo Morris	601-447-1611
Staff on Call	501-282-5834

Helen Selig Hall

Staci Stich	ext. 5433
Maddisyn Karn	ext. 5245
Res. Life Staff	ext. 5305

Cedar Street

Joe Meredith	501-762-2004
Melinda Gaither	501-815-2784
Bill Varney	501-421-3126

CIC

IT Manager	ext. 5104
Bret Vallun	ext. 5129

* When using a cellphone or off campus phone please dial "501-622" before extensions.

Campus Unit Numbers

Admissions	5235
Cafeteria	5225
CIC-Munro Room	5126
College Counseling	5129
Dean of Academics	5111
Dean of Students	5174
Director	5117
Finance	5106
Foundation	5474
HELIX Prep	5135
Human Resources	5131
IT/Tech Support	5132
Library	5250
Maintenance	5103/5328
Mental Health	5433/5245
Nurse	5202
Outreach	5116
Powers (Jacob)	5139
Registrar	5114
Res Life Office	5213
Scholar Dev	5280
STEM Pathways	5230
Student Success	5175/5176
Switchboard	5100

Security Supervisor	5152
Security Desk	5153

Arkansas School for Mathematics, Sciences, and the Arts

Daily Schedule

Monday		Tuesday	Wednesday	Thursday	Friday
"A" Monday	"B" Monday				
1 st Period 8:15-9:45	5 th Period 8:15-9:45	1 st Period 8:15-9:45	5 th Period 8:15-9:45	1 st Period 8:15-9:45	5 th Period 8:15-9:45
2 nd Period 10:00-11:30	6 th Period 10:00-11:30	2 nd Period 10:00-11:30	6 th Period 10:00-11:30	2 nd Period 10:00-11:30	6 th Period 10:00-11:30
Lunch/Teacher 11:15-12:55	Lunch/Teacher 11:15-12:55	Lunch/Teacher 11:15-12:55	Lunch/Teacher 11:15-12:55	Lunch/Teacher 11:15-12:55	Lunch/Teacher 11:15-12:55
3 rd Period 1:00-2:30	7 th Period 1:00-2:30	3 rd Period 1:00-2:30	7 th Period 1:00-2:30	3 rd Period 1:00-2:30	7 th Period 1:00-2:30
4 th Period 2:45-4:15	Activity / Assembly 2:45-4:15	4 th Period 2:45-4:15		4 th Period 2:45-4:15	
			P.E. 4:45		
		Choir 7:30-8:30	Health (Spring) 6:00-7:00	Choir 6:00-7:00	

FIRE PROCEDURES

Know the location of the fire extinguishers, exits, and pull stations in your area and know how to use them.

1. Safeguard life.
2. Confine the fire by closing all doors as you leave. DO NOT lock the doors.
3. Report fire and/or smoke by activating the nearest fire pull station.
4. First, call 911 followed by the Security office at x5152 or x5153 to have them alert the Hot Springs Fire Department.
 - a. State "I want to report a fire." Give your name and the location of the fire including building, floor, and room number.
 - b. Do not hang up until told to do so.
5. Do not attempt to fight the fire alone! Firefighting should be delegated to trained firefighters except for a minor fire that could be quickly and easily extinguished with a portable fire extinguisher.
 - a. Be sure to use the correct type of extinguisher.
 - b. Use the "PASS" technique:
 - i. PULL
 - ii. AIM
 - iii. SQUEEZE
 - iv. SWEEP
 - c. Additional training and information are available from the maintenance staff.
6. Evacuate the building immediately when the building fire alarm sounds or when asked to do so by Security or Residence Life personnel. Inform others who may not have responded to the alarm to evacuate immediately.
7. Evacuation maps are posted in each building on each floor. Familiarize yourself with the evacuation plan.
8. When you evacuate, do not stop for personal belongings or records. Dress quickly but appropriately; you may be outside a long time. Leave immediately using exit stairs. **Do not use the elevator.** In a fire, the elevators will automatically shut down.
9. Assist any individual who is disabled or has mobility issues.
10. To move through a smoke-clouded area, drop to your knees and crawl to the nearest evacuation exit.
11. Evacuate at least 500 feet from the building. Do not return to the building until instructed to do so by authorized personnel. Roll will be taken.
12. Notify both the Security office and any authorized fire personnel if you suspect someone may be trapped inside the building.
13. If you become trapped in a building during a fire and a window is available, place something in the window (ideally, a colorful poster board or large sheet of paper) as a marker for emergency personnel. Stay near the floor

where air will be less smoky. Shout at regular intervals to alert emergency personnel of your location. Use your cell phone, if you have it, or a classroom phone to contact 911 and tell them your location (building, floor, and room number). Do not hang up until told to do so.

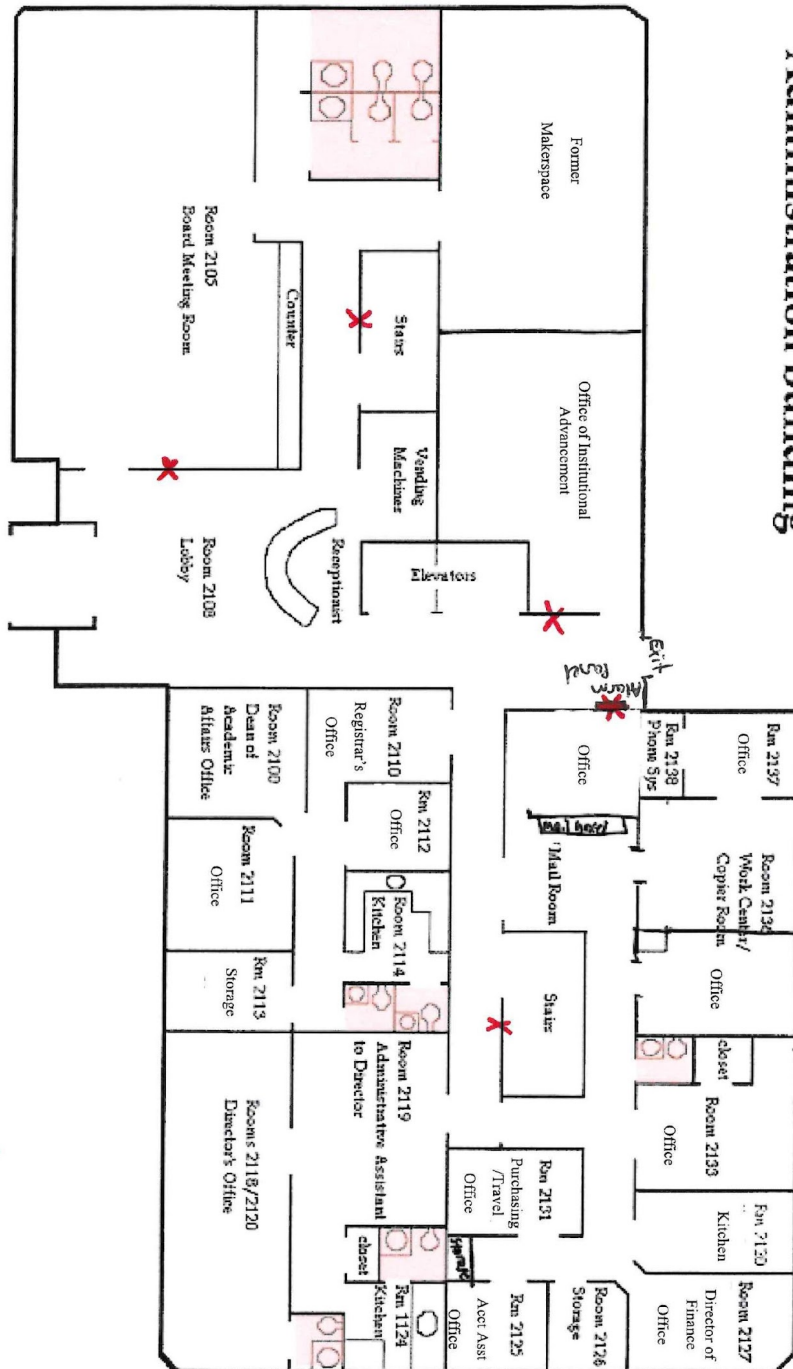
Emergency Meeting Points

ASMSA CAMPUS EMERGENCY MEETING POINTS



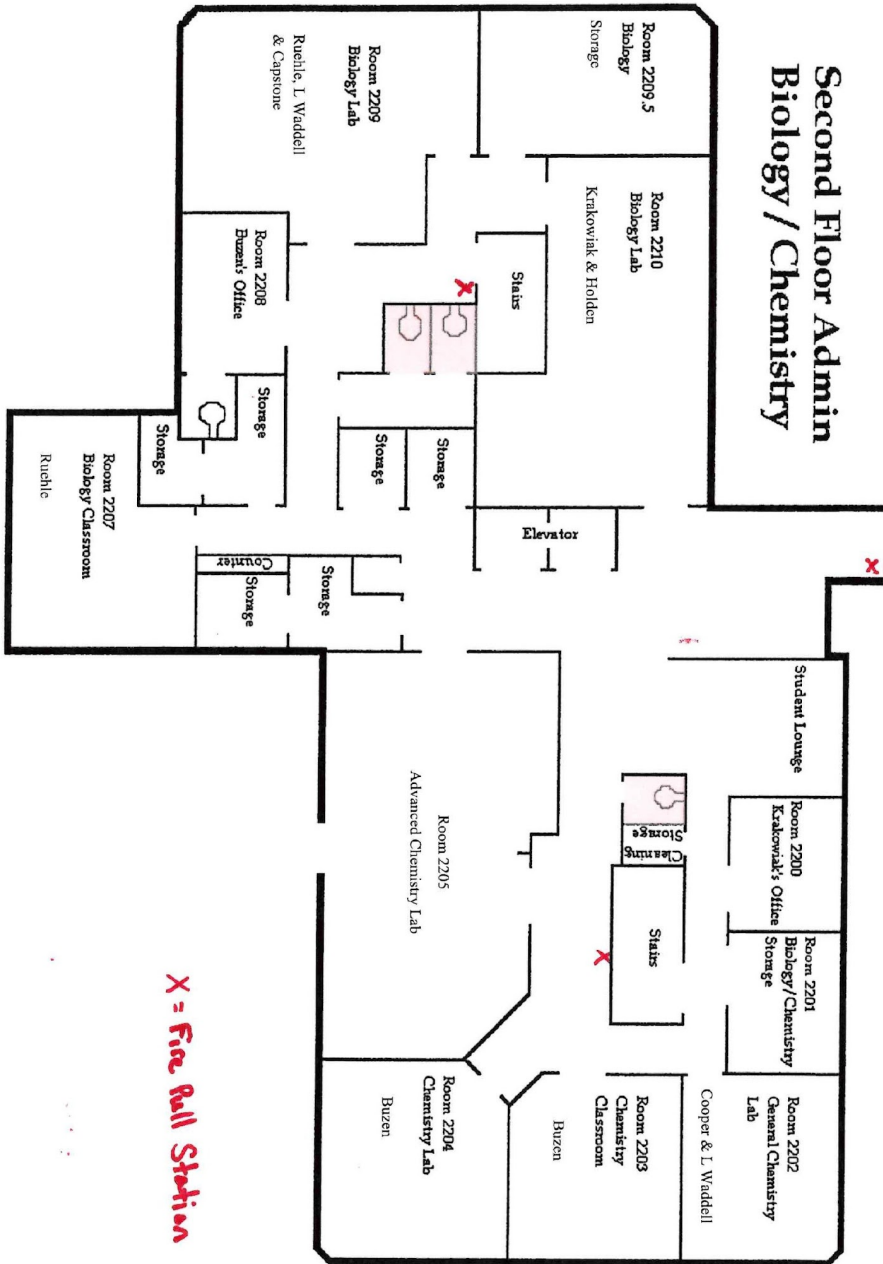
Academic and Administration Building (200 Whittington Ave)

First Floor
Administration Building

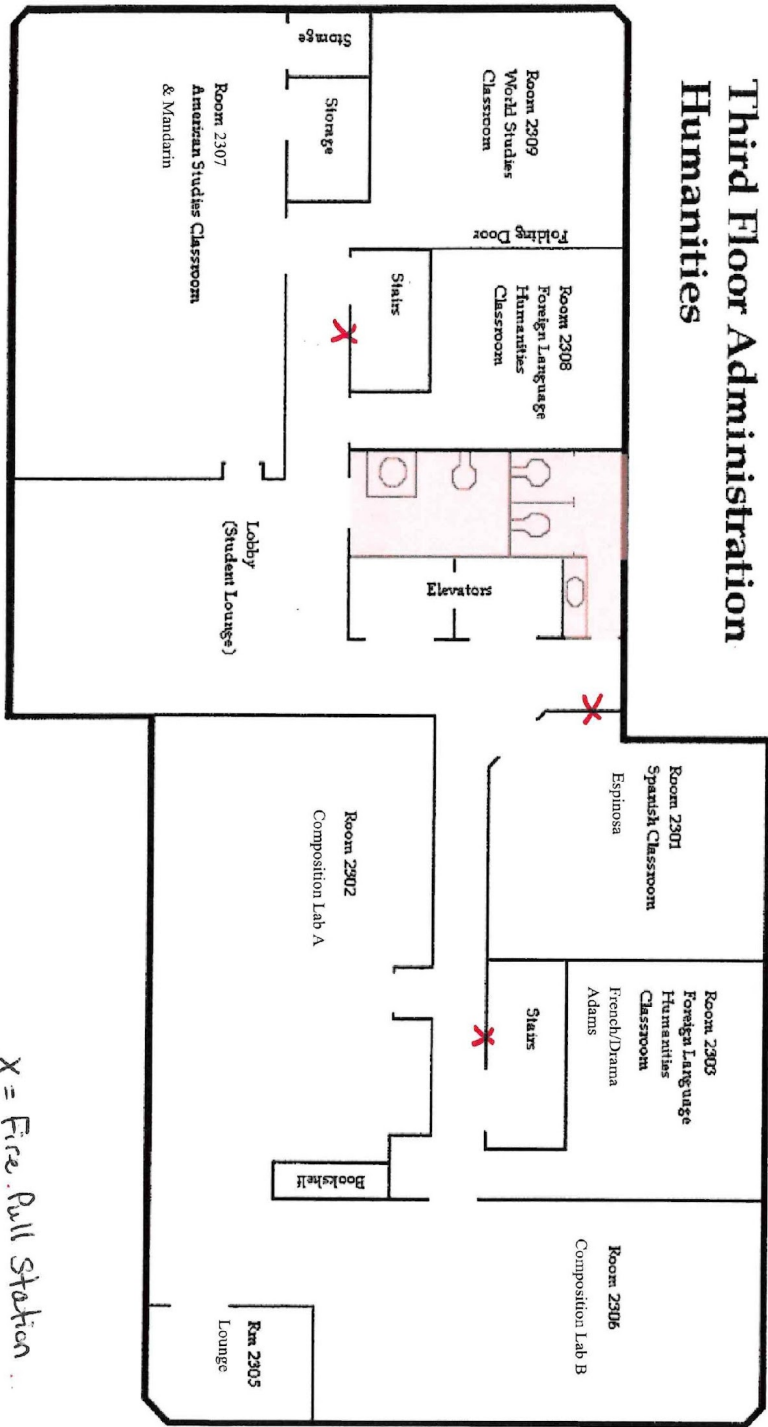


X = Fire Pull Station

Second Floor Admin Biology / Chemistry

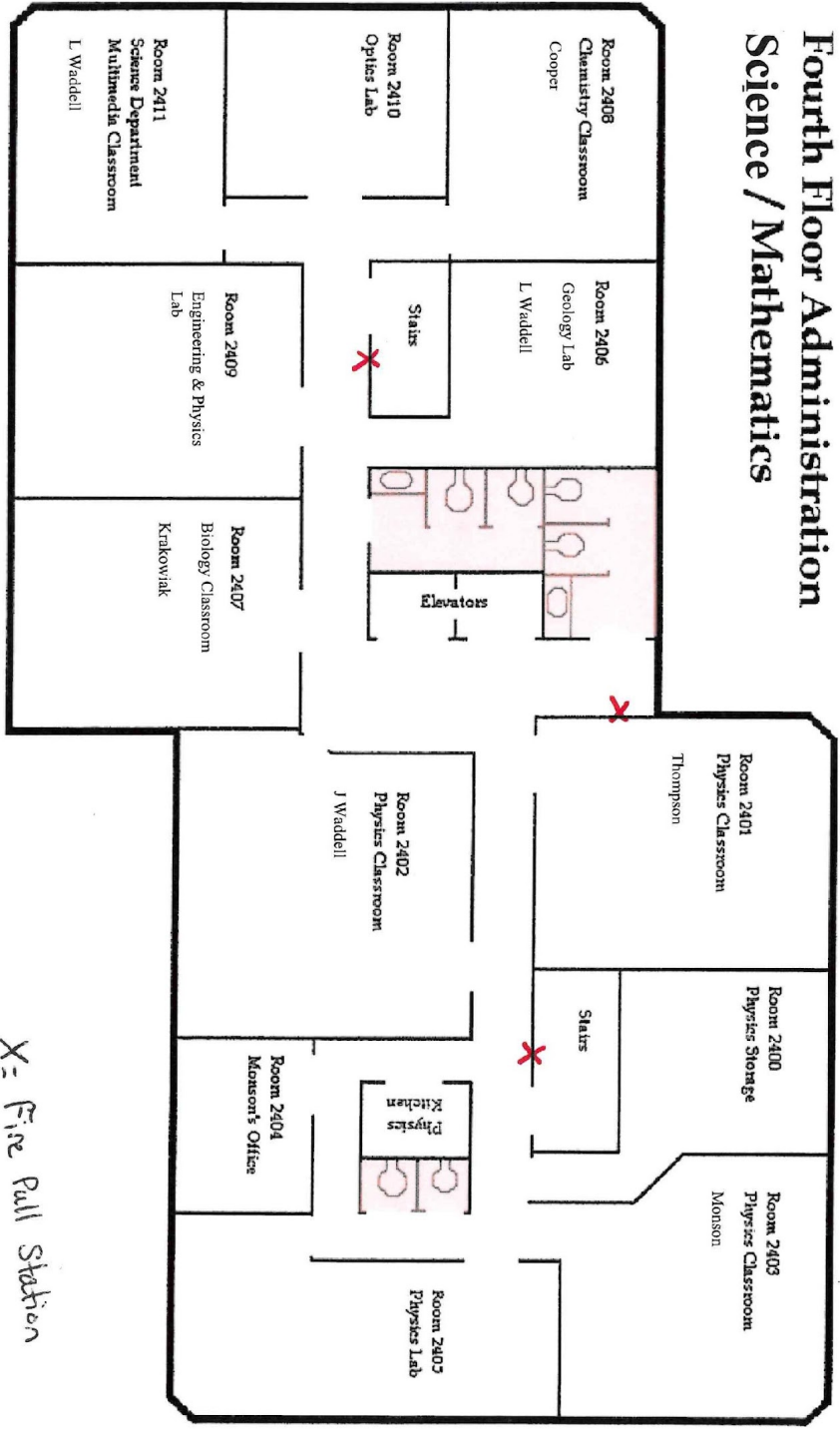


Third Floor Administration Humanities



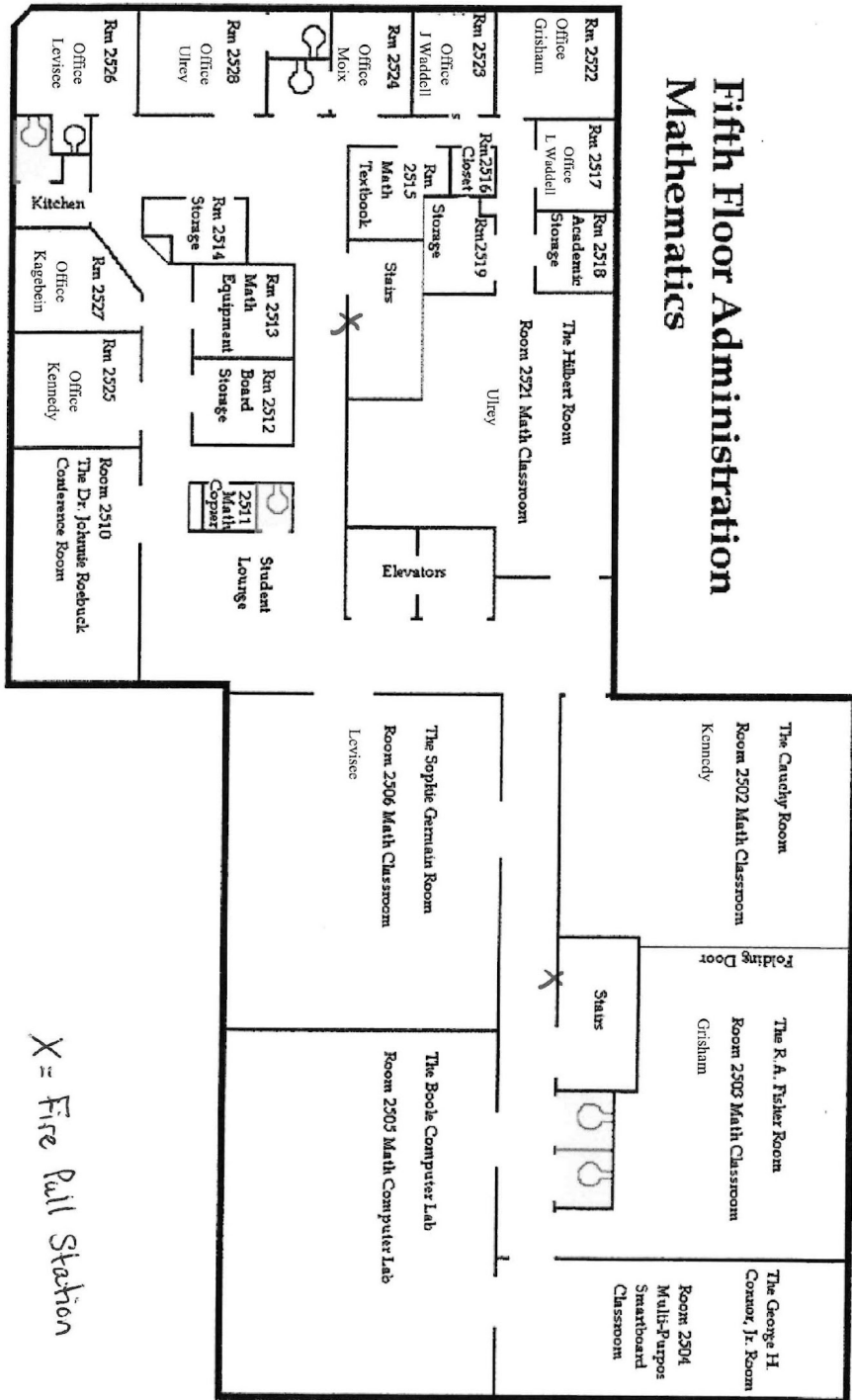
X = Fire Pull Station

Fourth Floor Administration Science / Mathematics

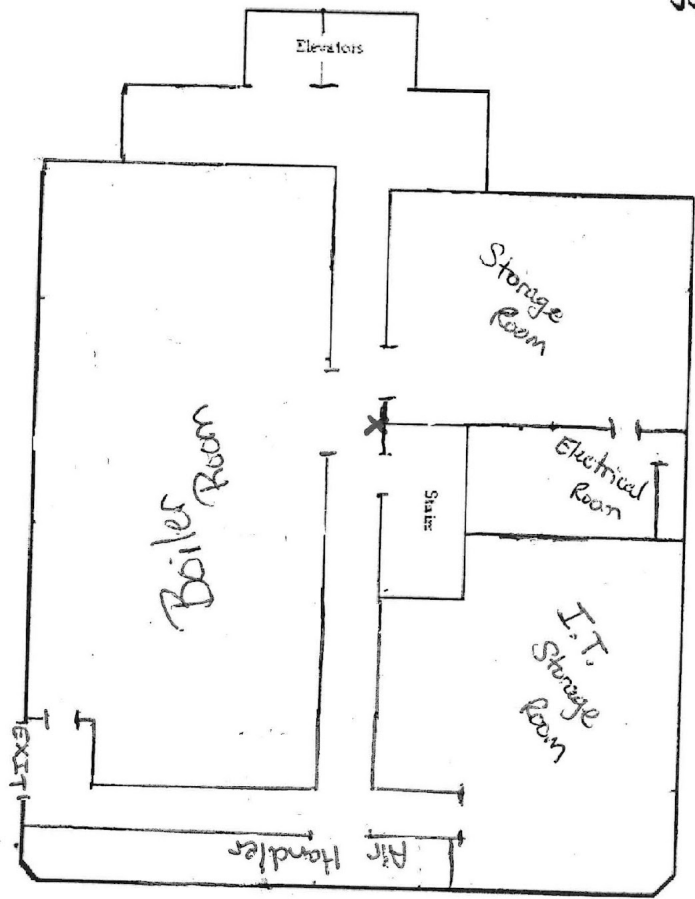


X = Fire Pull Station

Fifth Floor Administration Mathematics

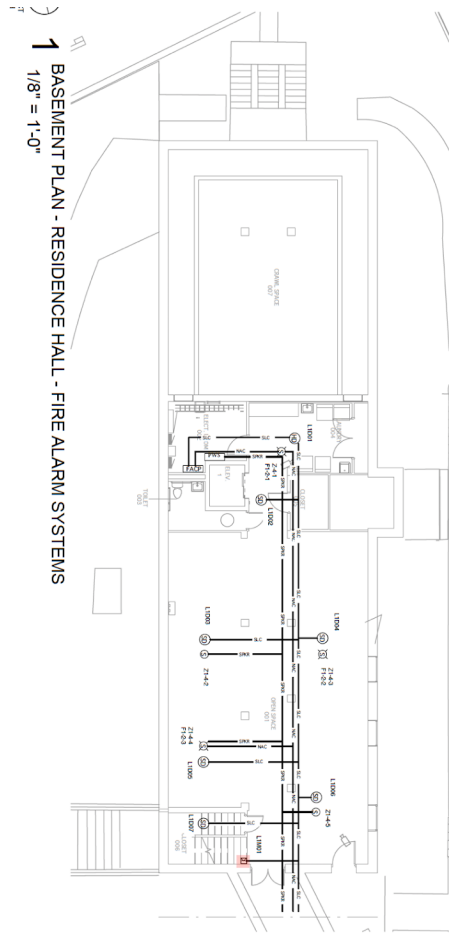


Basement
Administration Building



X = Fire Pull Station

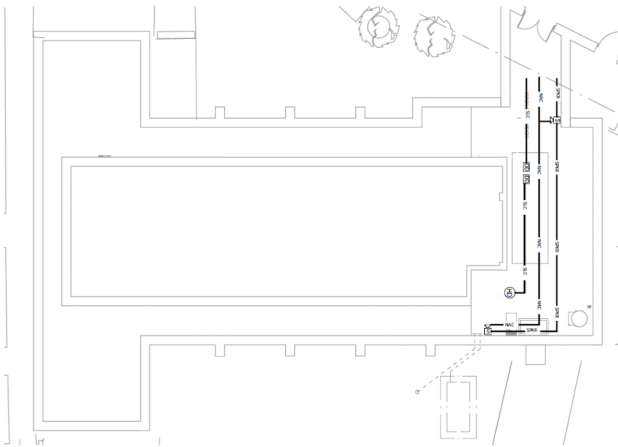
Helen Selig Hall (115 Alumni Lane) / Auditorium (111 Alumni Lane)



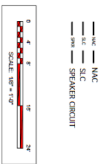
1 BASEMENT PLAN - RESIDENCE HALL - FIRE ALARM SYSTEMS
1/8" = 1'-0"

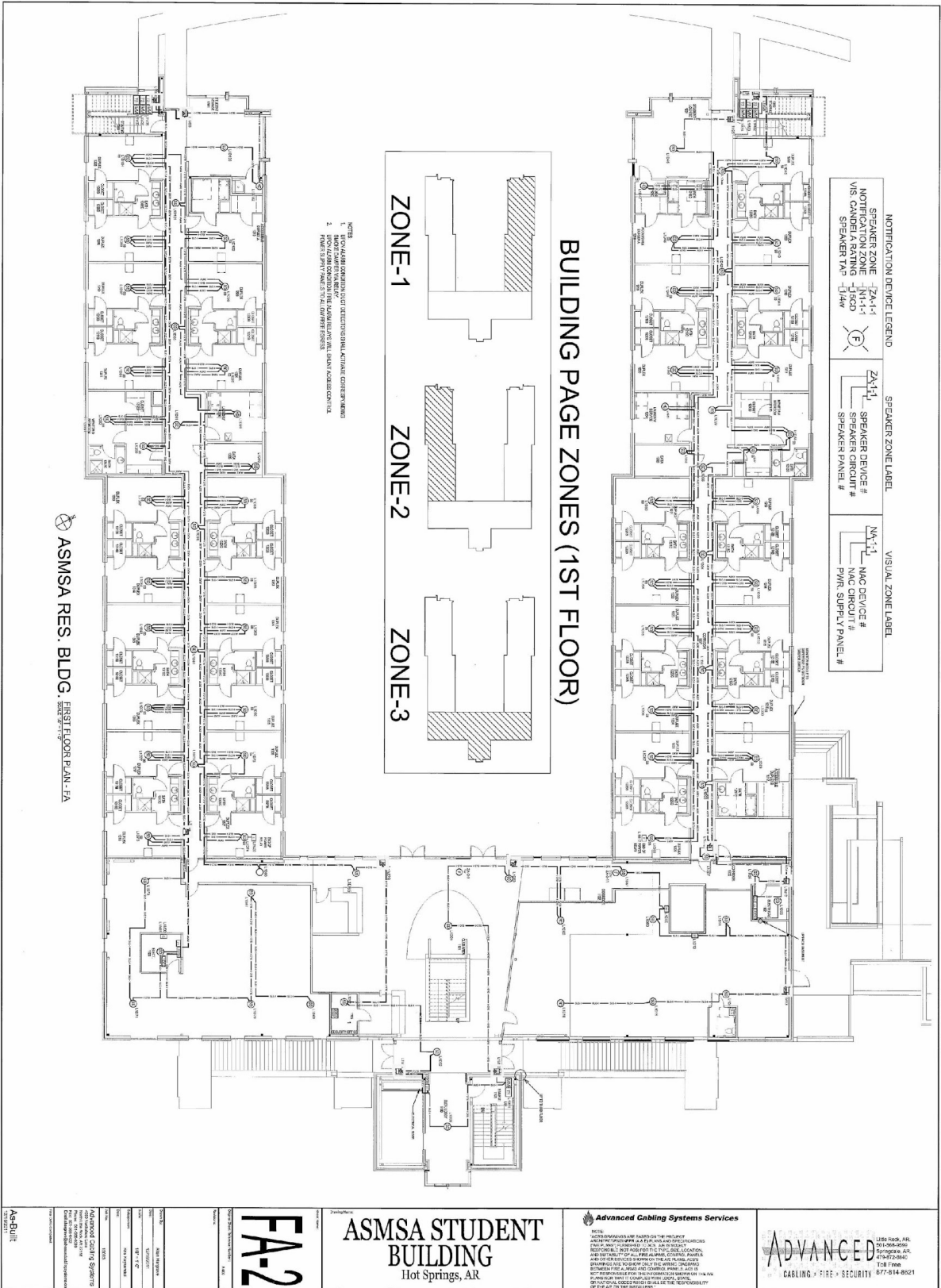


2 BASEMENT PLAN - MULTIPURPOSE - FIRE ALARM SYSTEMS
1/8" = 1'-0"



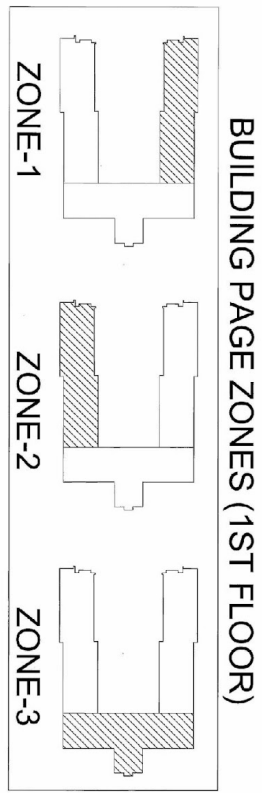
SYMBOL	FIRE ALARM SYMBOL LEGEND
(L) (L) (L)	FIRE ALARM REBOTE ANNUNCIATOR PANEL
(R) (R) (R)	FIRE ALARM PULL STATION
(S) (S) (S)	
(D) (D) (D)	SMOKE DETECTOR
(T) (T) (T)	HEAT DETECTOR
(B) (B) (B)	





NOTIFICATION DEVICE LEGEND

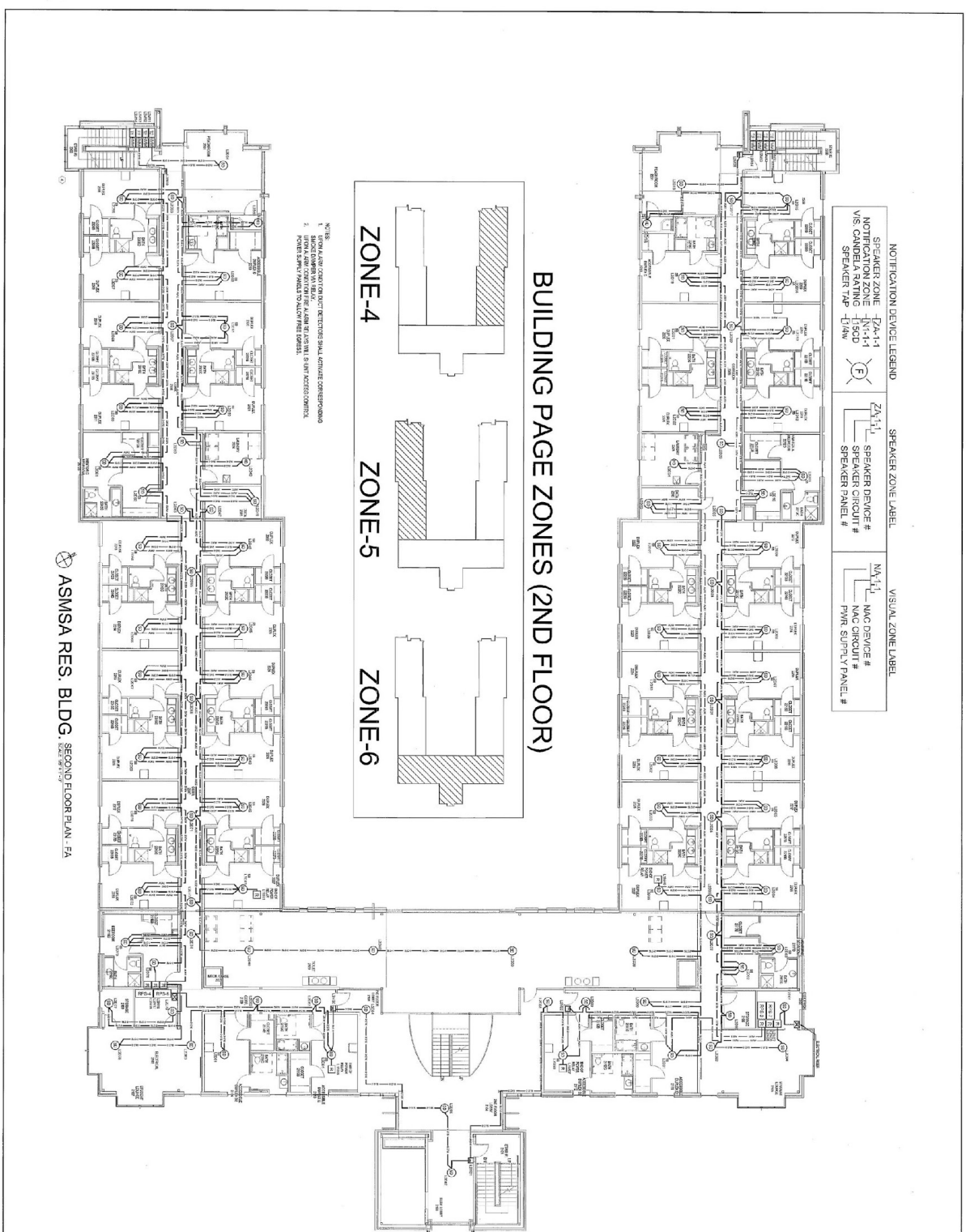
 SPEAKER ZONE LABEL ZN-1-1 SPEAKER DEVICE # SPEAKER CIRCUIT # SPEAKER PANEL #	 VISUAL ZONE LABEL NA-1-1 NAC DEVICE # NAC CIRCUIT # PWR. SUPPLY PANEL #
--	---



- NOTES**
1. NOTIFY ALARM EQUIPMENT SHOULD DETECT SIGNAL ACTIVATE CHIRP BY SOUND
 2. NOTIFY ALARM EQUIPMENT SHOULD DETECT SIGNAL ACTIVATE CHIRP BY SOUND

ASMSA RES. BLDG. FIRST FLOOR PLAN - FA

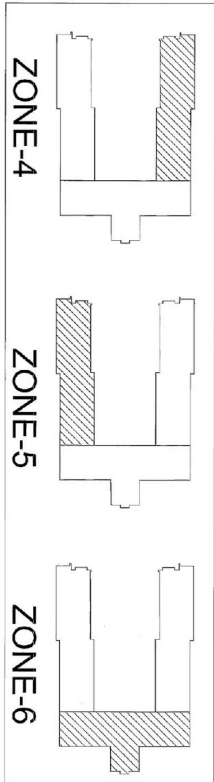
<p>ADVANCED CABLING • FIRE • SECURITY</p> <p>10000 S. 100th Ave. Suite 100 Tulsa, Oklahoma 74114 918-477-2842 10000 S. 100th Ave. Suite 100 Tulsa, Oklahoma 74114 918-477-2842</p>	<p>Advanced Cabling Systems Services</p> <p>NOTES: THIS DOCUMENT IS BASED ON THE PROJECT AS SHOWN ON THE DRAWINGS AND SPECIFICATIONS. IT IS THE RESPONSIBILITY OF THE CLIENT TO VERIFY ALL INFORMATION AND TO NOTIFY THE DESIGNER OF ANY CHANGES TO THE PROJECT. ADVANCED CABLE SYSTEMS SERVICES IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS DOCUMENT. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE AGENCIES.</p>	<p>ASMSA STUDENT BUILDING Hot Springs, AR</p>	<p>FA-2</p> <p>As-Built</p>
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NOTIFICATION DEVICE LEGEND

SPEAKER ZONE NOTIFICATION VIS CANDELA RATING SPEAKER TYPE		ZN-1-1 SPEAKER ZONE LABEL SPEAKER CIRCUIT # SPEAKER PANEL #	NA-1-1 VISUAL ZONE LABEL MDC DEVICE # MDC CIRCUIT # PWR SUPPLY PANEL #
--	--	--	--

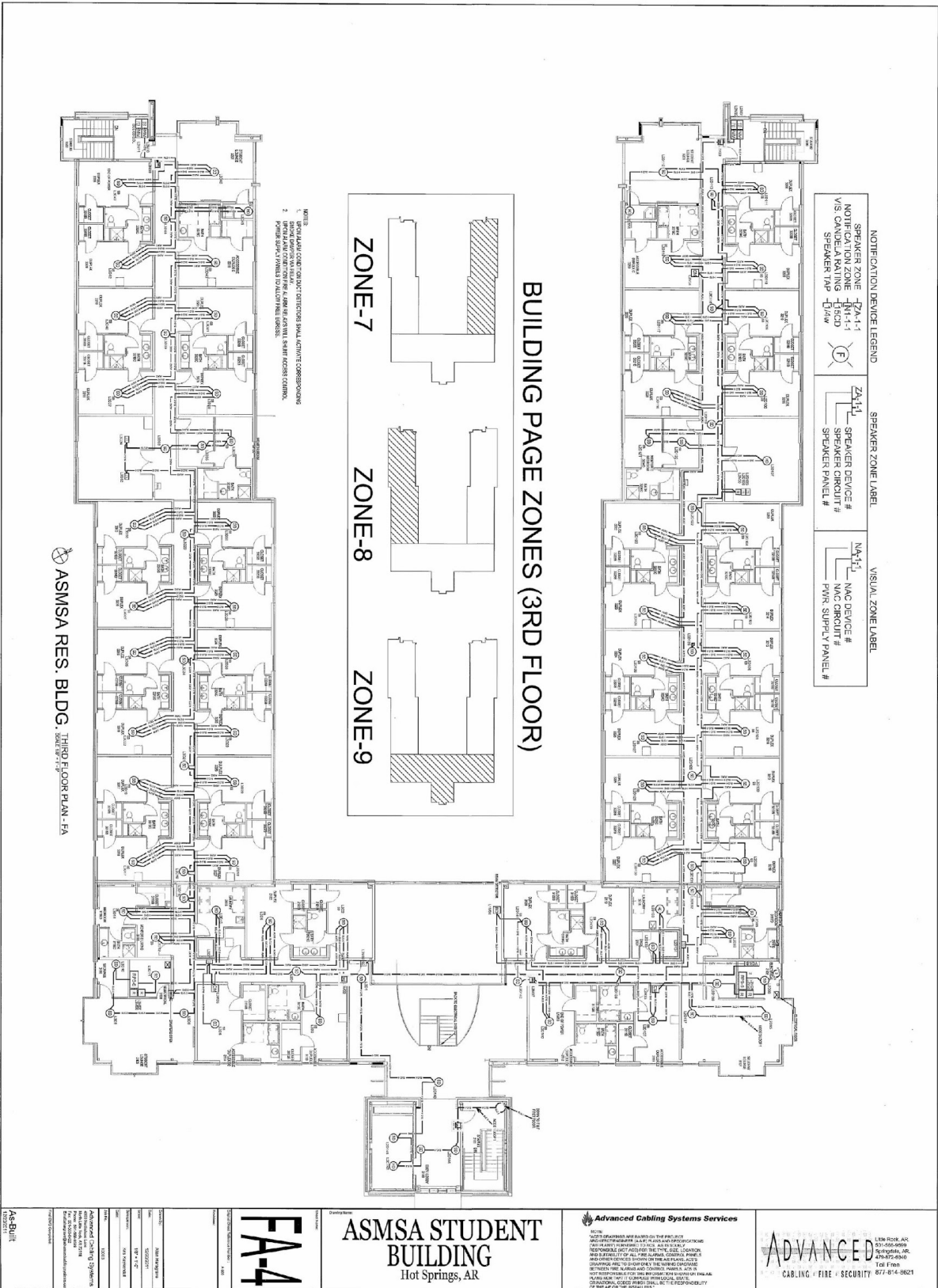
BUILDING PAGE ZONES (2ND FLOOR)



- NOTES
1. SIGNAL FROM NOTIFICATION DEVICES SHALL REMAIN OPERATIONAL SINCE DAMAGED IN SEIZURE.
 2. POWER SUPPLY PANELS SHALL BE INSTALLED IN EACH ZONE.

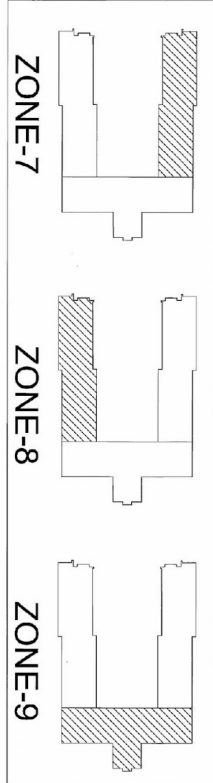
ASMSA RES. BLDG. SECOND FLOOR PLAN - FA

<p>ADVANCED CABLING • FIRE • SECURITY</p> <p>Little Rock, AR 501-586-8800 Scottsboro, AL 205-884-8800 Toll Free 877-874-8821</p>	<p>Advanced Cabling Systems Services</p> <p>NOTE: THIS CONTRACTOR HAS REVIEWED THE PROJECT AND HAS DETERMINED THAT THE PROJECT IS FEASIBLE TO INSTALL AND SHALL BE INSTALLED IN ACCORDANCE WITH THE SPECIFICATIONS AND REQUIREMENTS OF THE PROJECT. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING WORK.</p>	<p>ASMSA STUDENT BUILDING Hot Springs, AR</p>	<p>FA-3</p> <p>AS-Built 1/1/2011</p>
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NOTIFICATION DEVICE LEGEND		SPEAKER ZONE LABEL		VISUAL ZONE LABEL	
NOTIFICATION ZONE	7A-1-1	SPEAKER ZONE #	7A-1-1	VISUAL ZONE #	7A-1-1
NOTIFICATION ZONE	7M-1-1	SPEAKER DEVICE #	7M-1-1	VISUAL DEVICE #	7M-1-1
NOTIFICATION ZONE	7S-1-1	SPEAKER CIRCUIT #	7S-1-1	VISUAL CIRCUIT #	7S-1-1
NOTIFICATION ZONE	7U-1-1	SPEAKER PANEL #	7U-1-1	VISUAL PANEL #	7U-1-1

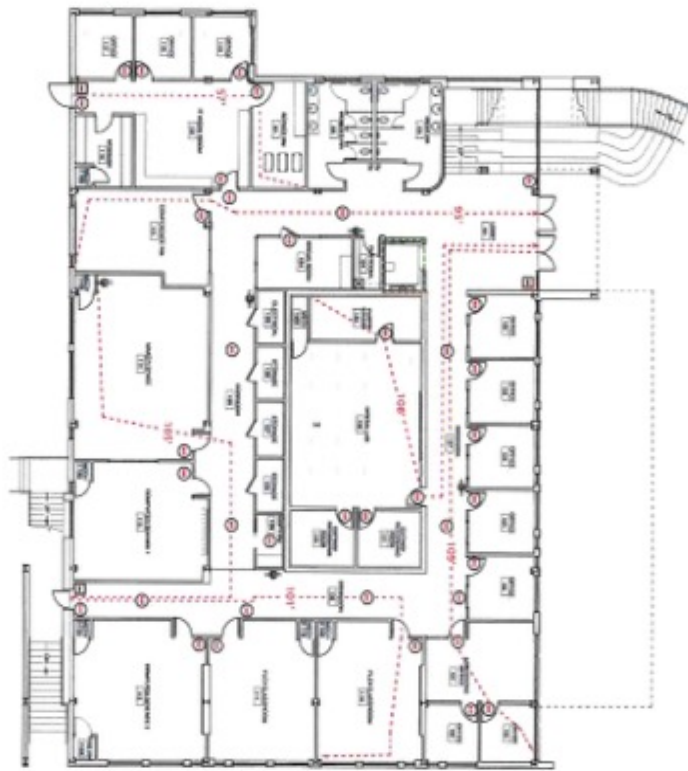
BUILDING PAGE ZONES (3RD FLOOR)



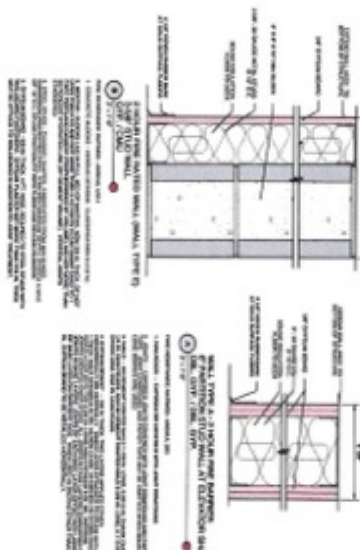
- NOTES:
1. SPECIALty COORDINATOR IDENTIFIES SMALL ACTIVATE COMPONENTS.
 2. BRING ALL TO THE ATTENTION OF THE PROJECT MANAGER FOR ALL ACTIVATE SHARED ACCESS CONTROL.
 3. POWER SUPPLY PANELS TO FOLLOW THESE.

ASMSA RES. BLDG. THIRD FLOOR PLAN - FA

<p>ASMSA</p> <p>FA-4</p>	<p>ASMSA STUDENT BUILDING</p> <p>Hot Springs, AR</p>	<p>Advanced Cabling Systems Services</p> <p>12015 UNIVERSITY BLVD. SUITE 100, HOT SPRINGS, AR 71913-1201</p> <p>PH: 501-752-8800 FAX: 501-752-8801</p> <p>WWW.ACS-SYSTEMS.COM</p>	<p>ADVANCED NEW YORK, NY</p> <p>CABLING • FIRE • SECURITY 877-814-5821</p>
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SMOKE DETECTOR



GENERAL NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL OTHER APPLICABLE CODES AND REGULATIONS.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.
4. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL AUTHORITIES.
5. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL EXISTING AND FUTURE UTILITIES AND STRUCTURES.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING AND FUTURE UTILITIES AND STRUCTURES.

LIFE SAFETY LABELING

1. ALL LIFE SAFETY LABELING SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL OTHER APPLICABLE CODES AND REGULATIONS.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.
 4. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL AUTHORITIES.
 5. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL EXISTING AND FUTURE UTILITIES AND STRUCTURES.
 6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING AND FUTURE UTILITIES AND STRUCTURES.

INCIDENT COMMAND SYSTEM (ICS)/INCIDENT COMMAND CENTER (ICC)

When, in the determination of the Director or designee, a condition that might endanger the lives of the faculty, staff, students, or property belonging to ASMSA exists, the Incident Command System (ICS) is activated by verbal authorization from the Director or designee.

The location of the ICC (Incident Command Center) will be chosen by the Director or designee and determined by the circumstances of the emergency, the needs of the staff for space, and the availability and conditions of campus facilities. It will usually reside with the security desk in the Student Center or the Office of the Director.

Criteria for Incident Command Center (ICC)

The criteria for selecting a location for the ICC on campus include:

1. The nature of the emergency.
2. Access to power and available power needs: e.g. lights, computers, and recharge of battery-powered equipment.
3. Communications: e.g. telephones, radios, external communications, reception, and a runner system.
4. Access to restroom facilities.
5. Ability to segregate functions around a central meeting area.
6. Facilities available to handle casualties and displaced persons.

Appropriate sites for triage points, evacuation centers, and displaced persons assembly points will be selected and designated based upon damage assessments and area evaluations performed immediately after an incident occurs.

Staffing for the Incident Command Center (ICC) will be established by the coordinators for each of the areas listed in the Incident Command System (ICS). The Incident Command Center (ICC) should reflect the need to operate on a 24-hour basis for a minimum of 72 hours after any major disaster. There should be at least one person available for each area listed in the ICS (Incident Command System).

Position descriptions have been developed for each ICS (Incident Command System) position designating basic roles, responsibilities, and specific tasks. The ICS (Incident Command System) Position Description section follows.

The ICS organizational structure has four basic segments:

Director or designee
Public Information Specialist (Media Liaison)
Security Office/Nurse/Mental Health Counselors
Director of Finance/Facilities Manager

Involved departments and individuals should receive training for executing the plan as well as an annual review by members of the Finance and Campus Safety Committee. A simulated exercise designed to test the strengths and weaknesses of the plan should be conducted annually by the Director or designee.

ICS (Incident Command System) Position Descriptions:

Director (or designee)

1. Assess incident situation.
2. Conduct initial briefing with ICS staff.
3. Assign a recorder to maintain a record of all recovery activities.
4. Authorize establishment of the incident action plan.
5. Ensure planning meetings are conducted.
6. Determine information needs and inform command personnel of those needs.
7. Coordinate staff activity.
8. Manage incident operations.
9. Authorize release of information to media by designated spokesperson.
10. Authorize release of funding for recovery purposes.
11. Review disaster and effectiveness of the campus response.

Communications Coordinator – Public Information Specialist (or designee)

1. Establish central emergency information center whenever possible and provide equipment (e.g. telephone, fax, laptop computers, radios, etc.) to organize communications.
2. Prepare initial information summary as soon as possible.
3. Release information to School community and media by designated spokesperson.
4. Establish and maintain emergency communications.
5. Inform students and staff about campus closure and recovery activities.
6. Respond to special requests for information.
7. Establish communications with off-campus constituencies for personal notification to family members of injuries and/or death.
8. Monitor media coverage for accuracy of reports and respond to inaccurate reports.

9. Provide personnel to maintain an accurate record of all recovery activities (written, verbal, photographic).

Support Coordinators (Senior Leadership)

1. Recruit, receive, and coordinate volunteer assistance.
2. Survey habitable space (including room capacity and amenities available).
3. Supervise arrangements for food and water.
4. Coordinate shelter operations with other agencies as required.
5. Assist Director of Finance and Facilities Manager in the establishment of work crews for providing off-campus assistance to faculty, staff, and students and aid in the initial stages of clean-up of individual dwellings.
6. Coordinate efforts with proper officials to ensure disabled students and staff receive adequate assistance.

Director of Finance/Facilities Manager

1. Establish and equip emergency command post.
2. Establish and monitor emergency requisition/financial disbursement program.
3. Oversee provisions of emergency food service operations.
4. Solicit assistance from city, county, state, and federal governments as required and available.
5. Oversee the establishment of emergency facilities and campus restoration projects.

Facilities Manager (or designee)

1. Provide emergency power and lighting systems.
2. Requisition vehicles, equipment, and operators necessary to move personnel and supplies. Provide fuel.
3. Establish and assign crews to perform campus-wide survey to evaluate damage assessment and determine habitable space for casualties.
4. Assign staff and working groups to remove debris, perform emergency repairs, temporary construction, and equipment protection.
5. Organize and assign rotational work shifts.
6. Request assistance of utility companies as required.
7. Provides updates to the command post.

Security Office (or designee)

1. Designate location of the Incident Command Center (ICC) if Director or designee is unavailable.
2. Direct emergency services for safety and evacuation.
3. Direct law enforcement resources for campus security.

4. Coordinate fire control.
5. Coordinate search and rescue operations.
6. Coordinate assistance from city, county, state, and federal government agencies as needed.
7. Assist in the establishment of evacuation locations, schedules, and travel.
8. Provide periodic updates to the command post.

Nurse's Office/mental Health Office(or designee)

1. Establish Triage and immediate treatment facilities.
2. Establish evacuations, schedules, and travel.
 - a. First Presbyterian Church Parking Lot
 - b. Student Center Parking Lot
 - c. Roanoke Missionary Baptist Church
3. Coordinate nursing resources from available employees.
4. Coordinate with city, county, state, and federal government agencies for emergency medical resources.
5. Secure, in locked storage, all medication on campus.

PRIORITY OBJECTIVES

Priority 1

Communications Network

Establish a communications network using available resources.

Resources:

1. Operations radios
2. Text alert system
3. Gmail
4. Social media
5. Broadcast radio and television

Medical Aid

Evaluate medical services available and direct rescue units regarding location of treatment facilities for casualties.

Resources:

1. School nurse's office
2. CHI St. Vincent
3. National Park Medical Center
4. On campus Mental Health

Fire Suppression

Evaluate fires and fire hazards and use resources to control and evacuate.

Resources:

1. Powers staff/Maintenance staff
2. Hot Springs Fire Department
3. U.S. Forestry Service
4. Surrounding community emergency units
5. Volunteers

Search and Rescue

Appoint search and rescue teams, acquire transportation vehicles and equipment required.

Resources:

1. Dean of Students Office
2. Hot Springs Fire Department
3. Hot Springs Police Department
4. Garland County Sheriff's Office
5. Surrounding community emergency units
6. Volunteers

Utilities

Evaluate condition of utilities and shut off/restore gas, electric, steam, water, and sewer. Evaluate road and walkway system.

Resources:

1. Powers staff
2. Entergy (electricity)
3. Summit Utilities (gas)
4. City of Hot Springs (water/sewer)

Incident Management

Consolidate the steps above with available information to provide a comprehensive action plan. This plan provides for immediate response and long-term recovery procedures to be followed in returning the campus to full operational status.

Resources:

1. Director
2. Public Information Specialist
3. Support Coordinators (as designated)
4. Director of Finance
5. Facilities Manager

Priority 2

Facility Survey

Evaluate facilities for occupancy. Residential units have priority. Identify and seal off contaminated areas.

Resources:

1. Powers staff
2. Maintenance Department
3. Residence Life staff
4. Security

Shelter

Identify usable housing structure and organize relocation as needed.

Resources:

1. Residence Life staff
2. Maintenance Department

Food/Drinking Water

Identify supplies and establish distribution system.

Resources:

1. Food services staff
2. Residence Life staff
3. Maintenance Department

Sewer System

Evaluate sewer system and identify resources available. Procure temporary toilet facilities if needed.

Resources:

1. Powers staff
2. Maintenance staff
3. Finance
4. City of Hot Springs

Communications

Establish a communications system with campus community and advise everyone regarding the availability of basic services.

Resources:

1. Communications Coordinators and Information Technology staff
2. Residence Life staff
3. Campus text message system
4. Campus e-mail system
5. Campus telephone system
6. Social media
7. Local radio
8. Printed material/signs

Criminal Activity Control/Vandalism

Establish a security system to control criminal behavior.

Resources:

1. Security staff
2. Local and state law enforcement agencies

Psychological Assistance

Establish a system to deal with cases of high stress and trauma.

Resources:

1. Mental Health Team
2. Community counseling services

Priority 3

Valuable Materials Survey

Identify, survey, and secure valuable materials on campus.

Resources:

1. Information Technology staff
2. Library staff
3. Academic Department Deans and Chairs
4. Residence Life staff
5. Volunteers

Records Survey

Identify, survey, and secure all school records.

Resources:

1. Finance Department
2. Registrar's office
3. Human Resources
4. School Nurse
5. Mental Health Team
6. Residence Life staff

Academic Survey

Survey academic departments and determine requirements to begin academic operations.

Resources:

1. Dean of Academic Affairs
2. Academic Deans, Department Chairs, and faculty
3. Information Technology staff

Supplies and Equipment

Develop system to renew flow of supplies and equipment from outside sources.

Resources:

1. Director of Finance or designee

It is expected that as operations progress from Priority 1 through Priority 2 and 3 the administrative control of the campus will move from the Incident Command Center to the normal campus structure.

The Director or designee will determine when to deactivate the Emergency Operations plan. Deactivation includes a review of the emergency, areas involved, actions taken, and the results achieved.

TIMELINE FOR INCIDENT COMMAND CENTER (ICC)

The following is a suggested timeline for implementation of recovery activities.

The recorder(s) of response to a disaster (the person or persons assigned to maintain an accurate record of all recovery activities for future insurance, disaster relief and reimbursement) must be kept abreast of all recovery activities as they are occurring.

Disaster Occurs:

Step I Within 10 minutes:	Notification to Director and Incident Command System (ICS) by security.
Step II Within approx. 30 minutes:	Incident Command Center (ICC) established; individuals report to ICC. Notification by community emergency services should be complete. Maintenance and Security personnel begin to survey initial damage. Work parties informed.
Step III Within approx. 1 hour:	First ICS meeting. Briefing by all sections. Duties distributed and actions begun. Work/rescue parties dispatched. Priority given to life and health issues for all persons. Shelters established. Initial requests for emergency assistance dispersed.
Step IV Within approx. 2 hours	ICS staff meeting. Update of damage assessment. Press releases prepared. Recovery activities continue.
Step V Within approx. 3 hours	ICS staff meeting. Update of damage assessment and recovery activities. Update on survivors, injuries, deaths, persons available to work, and areas needing immediate assistance. Updated requests for outside assistance distributed.
Step VI Within approx. 4 hours:	ICC staff meeting. Update. Formulate/dispatch mini crews to provide assistance where needed.
Step VII Within approx. 5 hours:	ICS staff meeting. Updates.

Step VIII ICS staff meeting. Update on condition of the campus,
Within approx. structures available, damage, activities of
6 hours recovery/rescue crews, and locations needing attention.

ACTIVE SHOOTER/ARMED INTRUDER

The following steps should be taken if an individual with a weapon is spotted on campus; if a hostage situation develops, or if a suspicious intruder is seen.

Outside

If outside when you spot the above:

1. Find alternative shelter. Enter the nearest building and call 911 then x5152/ 501-622-5153 (Security) to activate campus warning/alert systems
2. Do not hold the door for others.

Inside – Student Center and Helen Selig Hall

1. Proceed to a room or office; remain in the room with the door locked and stay away from windows until you receive the “All Clear” through the text system.
2. Do not leave hiding spot until you receive the “All Clear” notification.
3. Turn off lights, close blinds, and cover all windows if possible (especially in doors).
4. Move to the farthest, most secure setting such as a closet.
5. Remain quiet and calm.

Inside – Academic and Administration Buildings (all other buildings)

1. Enter the nearest office or classroom and lock the door. Stay away from all windows until you receive the “All Clear” through the text system.
2. Call the Security office at x5152 or x5153 (501-622-5152 or 501-622-5153) to activate the campus warning.
3. Teachers will round up all students in the hallway or common areas and take them to the nearest lockable room.
4. Barricade doors where possible and cover windows in doors.
5. Lock doors, turn off lights, sit in low positions as far away from doors as possible.
6. Remain calm and quiet.
7. Employees take roll at “All Clear” and send roll to the Dean of Academics and Registrar so students can be accounted for.

CHEMICAL SPILLS

Treat all chemical spills as toxic, unless in the presence of the person responsible for chemical safety and they deem it not harmful to themselves and others.

Take the following steps:

1. Leave the area and confine the spill by locking the door(s) where applicable.

2. Evacuate the building to fire drill areas if possible or 500 feet from building.
 - a. Do not stand downwind from the spill.
 - b. Do not walk through or stand in any spilled substance or smoke cloud.
 - c. Stay with coworkers or classmates until given the "All Clear".
3. Contact the Chemical Hygiene Officer (614-519-8751)
4. Contact Security at x5152 or x5153 to report spill.
5. Contact Maintenance at x5103.

CRIMINAL BEHAVIOR(S)

If you witness a criminal act or notice a person or persons acting suspiciously on campus:

1. Call Security at x5152 or x5153.
2. Do not attempt to apprehend or interfere with a suspected crime in progress.
3. If it is safe, take time to get a good description of the person(s) involved.
 - a. Note height, weight, gender, race, approximate age, clothing, method and direction of travel, and name (if known).
 - b. If the suspect(s) is entering a vehicle, note the license plate number, make, model, color and outstanding features or characteristics.
4. Give your name, location, and the telephone number from which you are calling.

ELECTRICAL FAILURE

Never touch any downed power or utility lines!

1. Contact Security at x5152 or x5153 (they will contact maintenance/Powers).
2. Battery powered emergency lighting will automatically activate in many locations.
3. Unplug as much computer equipment as possible to prevent equipment damage.
4. It is recommended that each office and room occupant maintain a battery-powered flashlight for such emergencies.

ELEVATOR FAILURE

If trapped in an elevator:

1. Remain calm.
2. Turn on the emergency/help/alarm (red button) located on the front panel.

3. Use the emergency contact phone within the elevator to contact security.
4. Contact security at 501-622-5152 or 501-622-5153.

EVACUATION PROCEDURES- GENERAL

Some emergencies require the evacuation of a building(s) or the entire campus.

1. The decision to evacuate a building or area will be made by the Director or designee, acting on the advice of the ICC (Incident Command Center).
2. The evacuation will be carried out under the direction of the Security Office with the assistance of Residence Life and/or faculty personnel.
3. Persons evacuated will be escorted to designated areas. The ICS (Incident Command System) will take roll and report to Security.
4. Security will report safety clearance to the ICS, who will decide when it is safe to reenter buildings.
5. A post-incident debriefing will be held in the ICC (Incident Command Center) presided by the Director or designee to critique the procedures used and modify the plan for greater effectiveness.

Building Evacuation

Everyone should move at least 500 feet or further from the building. **Do not use elevators to exit a building.** Once evacuated, no one will be permitted to re-enter until security or designee give the approval.

1. Evacuation will occur when a fire alarm sounds/ upon notification by the Security office.
2. Be aware of all marked exits and know the routes from your office, classroom, or living area.
3. Walk quickly to the nearest marked exit and ask others to do the same.
4. Assist individuals who are disabled to exit the building. If possible, evacuate mobility aids (wheelchairs, crutches) with the person.
5. Meet at the assembly points and stay clear of streets, fire lanes, fire hydrants, and walkways.
6. If requested or directed, assist the emergency personnel.
7. Faculty or staff should take roll at the assembly points:
 - a. First Presbyterian Church Parking Lot
 - b. Student Center Parking Lot back corner
 - c. Infront of St. Mary's Parish Hall

Campus Evacuation

Evacuation of any part of the campus will be announced by the Director or designee. Campus evacuations will be coordinated by the Security office.

1. Evacuate immediately and relocate to a specified off- campus location.
2. Evacuation may involve transporting persons to a designated area off campus.

Onsite Locations

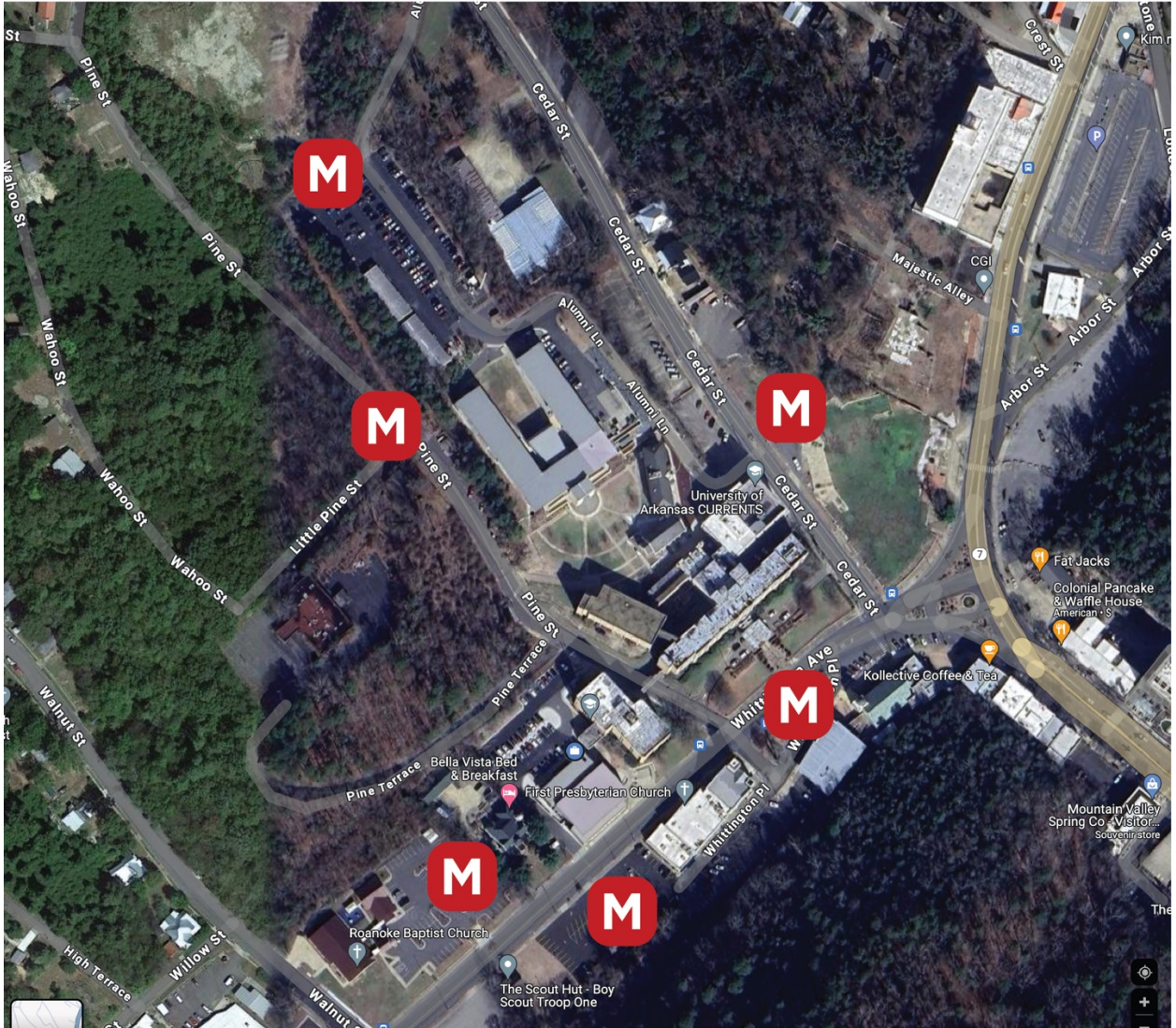
1. First Presbyterian Church Parking Lot
2. Student Center Parking Lot back corner

Offsite Locations

1. Roanoke Missionary Baptist Church

Emergency Meeting Points

ASMSA CAMPUS EMERGENCY MEETING POINTS



REV. MAY 2024

Evacuation of Individuals with Disabilities and Mobility Issues

The following guidelines should be considered when assisting disabled persons during an evacuation.

1. Communicate the nature of the emergency to the person.
2. Ask how they would like to be assisted.
3. If possible, evacuate mobility aids with the person.

Visual Impairments

Describe the nature of the emergency and offer to guide the individual to the nearest emergency exit.

1. Have the person take your elbow and escort him/her, advising of any obstacles such as stairs, narrow passageways, or overhanging objects.
2. When you reach safety, orient the person to the surroundings and ask if further assistance is needed.

Hearing Impairments

Persons with impaired hearing may not perceive that an emergency exists. Communicate by writing a note or using simple hand gestures.

Crutches/Canes/Walkers

Ask what method of assistance is preferred. If possible, evacuate the mobility aid with the person.

Wheelchairs:

Ask the individual if they need assistance. Some people have minimal ability to move and lifting them may be dangerous to their well-being. Some persons using wheelchairs have respiratory complications: remove those persons from smoke or fumes immediately. If the person wants to be moved in their wheelchair, keep the following mind:

1. Ask how best to move the person up/downstairs.
2. Wheelchairs have many moveable and/or weak spots.
3. Some persons have no upper trunk or neck strength.
4. Power wheelchairs have very heavy batteries; an evacuation chair may be needed, and the wheelchair retrieved later.
5. If a seatbelt is available, use it.

If the person prefers to be removed from his/her wheelchair for the evacuation, ask preferences on the following:

1. Ways of being moved from the wheelchair.
2. Whether to move extremities.
3. How the person would prefer to be moved up/down any stairs.
4. If a seat cushion or pad is needed.
5. What is necessary after evacuation is complete.

Mobility aids should be retrieved as soon as possible and given high priority. Contact the Security Office with the location of mobility aids if you are unable to retrieve them yourself.

GAS LEAK

Cease all operations. Do not switch on lights or electrical equipment. Follow the following steps:

1. Evacuate the building immediately. Confine the fumes by closing the door(s).
2. Only after leaving the area should, you contact security at x5152 or x5153.
3. Be specific about the nature of the material involved and its location.
4. Evacuate to a safe area at least 500 feet away from the building. Do not return to the building unless instructed that it is safe to do so by authorized personnel.
5. Do not walk through or stand in any smoke or vapor cloud.
6. Suspected gas leaks or suspicious odors should be immediately reported to the Security office.

MEDICAL EMERGENCIES

Cardiac Arrest/Heart Attack

1. Contact 911.
2. Contact Security at x5152 or x5153.
3. Get AED and begin CPR (see AED locations below).
4. Contact the Nurse at x5202.
5. Stay with patient until help arrives.
6. If a student, contact parents/guardians once someone takes over.

AED and Opioid Rescue Kit Locations

Student Center

- 1st floor by the elevator
- 2nd floor by the elevator
- 3rd floor by the elevator

Selig Hall

- Community Kitchen (on wall facing Cedar Street)

Fitness Center

- At the desk in AED box

Pine Street

- 5th floor by elevator

Creativity and Innovation Complex

- 1st floor next to restrooms

Academic and Administration Building

- 1st floor by the elevator

Campus Administration Building

- To be determined

Potential Death or Suicide

1. Call 911
2. Contact Security at x5152 or x5153.
3. During the school day, contact:
 - a. The Nurse at x5202 or the RLO at x5213
 - b. Dean of Student's office at x5174.
 - c. Director's office at x5117
4. Outside of school hours/days, contact:
 - a. RLO at x5213
 - b. Dean of Student's – 601-447-1611
5. If trained, begin CPR. If not, await the arrival of medical personnel or security.
6. Check for signs of life.
 - a. Check for a pulse alongside the neck.
 - b. Observe the chest for signs of breathing.
 - c. Open eyelids to see if there is a reaction to light.
 - d. Listen to the chest for signs of a heartbeat.
7. If needed, the Incident Command System (ICS) will be activated and will review the situation and determine courses of action.
 - a. Security will act as the liaison with external law enforcement agencies and medical authorities with the assistance of the Nurse's office and Dean of Students.
 - b. Law enforcement or medical personnel are responsible for the initial notification of parents/guardians. **The ICS will not contact parents/guardians until after law enforcement or medical personnel have completed their initial notification.**
 - c. Activate mental health personnel.
 - d. The Director or Public Information Specialist will be the only ones making statements to media, family, friends, and onlookers.

Faint/Collapse

1. Position the individual on their back.
2. If they are not breathing:
 - a. Call 911.
 - b. Contact security at x5152 or x5153.
 - c. Get AED and begin CPR (see AED locations below).
 - d. Contact the Nurse at x5202.
 - e. Stay with the patient until help arrives.
3. If they are breathing:
 - a. Prop up their legs about 12 inches.

- b. Stay with the individual until they regain consciousness.
- c. Have the individual lay down for 10-15 minutes before they sit up.
- d. If a student, contact parents/guardians.

Injury/Illness

1. Contact the Nurse at x5202 or Residence Life staff at x5213.
2. If unavailable, contact Security at x5152 or x5153.
3. Do not move the individual until help arrives.
4. If injured or ill person is a student, contact parent/guardian to keep them informed and for them to make the decision of which medical facility they should be transported.
5. If transported, the Residence Life staff on Call will follow the ambulance to the hospital and remain with the student until a parent/guardian arrives.
 - a. Copies of a Permission to Treat form should be given to the emergency personnel or taken to the medical facility.
 - b. Make a copy of the insurance card and take to the medical facility.
6. In the event of a contagious disease, inquiries must be initiated to determine the length of contact needed for symptoms to occur and who in the school community might be at risk. The Health Department would be notified to initiate proper protocol.
7. In the event of a contagious disease the Garland County Health Department in conjunction with ICS members will determine the best way to implement protocols prescribed by the medical provider including:
 - a. Assisting in the notification of persons at risk.
 - b. Determining the best way to convey information to the campus community about the contagious illness to ensure that concerns are answered promptly.
 - c. Providing counseling services for anyone in direct contact with the patient.
 - d. Providing the school's administrators or ICS personnel with appropriate updates about the patient's condition.
 - e. Determining the best way to offer closure for the incident.
8. If alcohol or drug overdose is an issue, the proper authorities will address the issue as an emergency; 911 will be called and CPR/AED initiated as needed. Parents/guardians will be notified.

Seizures

1. Place individual on the floor and roll on their side.
2. Note the start time of the seizure.
 - a. If more than 5 minutes passes or if they have a history of seizures, call 911.
3. Stay with the individual until help arrives.
4. If a student, contact parents/guardians.

SEXUAL ASSAULT, RAPE, ABUSE, OR MISCONDUCT

The instructions in numbers 1 and 2 apply to both victims and witness(es).

Numbers 3 through 6 apply to the victim only.

1. Immediately call 911 then call Security at x5152 or x5153 to report the activity. Ensure you are in a safe place before calling. Security will contact the Dean of Students immediately.
2. Do not clean the area where the incident took place. Do not touch any materials.
3. Do not clean or wash yourself in any manner. Your cooperation at this time will assist the law enforcement officer.
4. If you feel need for someone of the same gender to give support and comfort, call that person from your current location and have him/her come to you.
5. You may be taken by medical personnel to a treatment facility or hospital for examination.
6. Once at the treatment facility or hospital medical exams and investigation into the occurrence will take place according to medical policy and state law at the facility.
7. The school and its facilities may be used to assist the victim of a crime of sexual violence, assault, or domestic dispute, or obtain assistance in dealing with the trauma of such activity.
8. A Title IX investigation will be initiated.
 - a. In order to enable the school to respond effectively and to proactively stop instances of discrimination, harassment, retaliation and sexual misconduct at ASMSA, all employees must, within 24 hours of receiving information regarding a potential violation of this Policy, report information to the Title IX Coordinator (Dean of Students). Only employees who are statutorily prohibited from reporting such information (e.g., licensed health-care professionals) are exempt from these reporting requirements.
 - b. Upon receiving a report of alleged or possible violation of this Policy, the Title IX Coordinator and/or designate will evaluate the information received and determine what further action should be taken. The Title IX Coordinator will follow the procedures described in the Policy (see asmsa.org). The Title IX Coordinator and/or designate will take steps, either directly with the Complainant or through a reporting employee to provide information about the school's Complaint/Grievance Procedure, as well as available health and advocacy resources and options for criminal reporting.

WEATHER-RELATED INCIDENTS

Inclement Weather Policy

If inclement weather necessitates closure of campus, the following procedures will be observed:

1. The Director or designee will make the decision to close the campus or to change its hours of operation.
2. Security will notify the Director's office or designee of possible hazardous weather conditions, utilizing campus reports and local road and state highway conditions obtained from the Hot Springs Police Department, Garland County Sheriff's Office, and the Arkansas State Police.
3. If inclement weather develops overnight, using the above procedure, a decision regarding text and email notification will be made as early as possible.
4. The Director or designee will send a message to campus via the text message system and email.
5. Staff reserves the right to forbid student travel in their personal vehicles until weather clears and roads are safe.

Storms

There is a potential for storms that may disrupt normal campus business, damage, or destroy school property, and/or threaten lives of students and personnel. Potential storm activity may include heavy rain, high winds, ice, snow, sleet, or tornadoes.

The Director or designee will evaluate the impact of storm conditions with the ICS (Incident Command System). Based upon their input, the Director or designee will decide if the campus will continue business as usual or make alternate arrangements by implementing the campus' inclement weather/emergency closure policy.

Tornadoes

If advance notice of the tornado is received during the day, the city's siren will sound, followed by the announcement "Tornado Warning/Everyone Inside."

If advance notice is received during the evening, night, or weekend hours, the Security Office will contact the Student Life Staff on Call. Residential staff will evacuate students to shelter areas:

1. Student Center: first floor Faris and Nichols halls.
2. Creativity & Innovation Complex: Mac lab.
3. Academic and Administration Building: basement.
4. Campus Administration Building: to be determined.

Evacuation procedure:

1. Students will be moved to the lowest part of each building, away from windows.
2. Sit against the wall with their knees up, heads down, and arms over heads for protection.
3. Adults will determine number and identity of students in their care; roll may be called, but that may be impractical at night.
4. Remain calm and quiet.
5. Remain in the safe area until the "All Clear" sounded.

OUTSIDE EMERGENCY AGENCIES

After security has called for emergency services, one officer needs to go to the bottom of the hill at Cedar and Alumni Lane to guide them to the correct building. When the emergency services arrive, the officer at the bottom of the hill will communicate their arrival via radio to the officer at the security desk.