The President or in the absence of the President, his/her designee, shall be responsible for deciding on emergency status, closing/opening the College/campus/location, and communicating with the public and the media during/after the emergency. The President and/or campus/center administrator shall ensure that appropriate emergency procedures are followed and proper documentation is completed.

Emergency Procedures Manual. Each College location shall develop an `Emergency Procedures Manual` containing directions for responding to (1) bomb threats, (2) hurricanes, (3) fires or explosions, (4) tornadoes, (5) medical crises, (6) hazardous materials spills, and (7) civil disturbances. Furthermore, it shall designate the specific responsibilities of the campus/location personnel who serve as an Emergency Action Group, delineate the responsibilities of collegewide staff, and outline the steps to be taken by the individual reporting an incident.

The manual shall be distributed to all College employees at that location and filed in the offices of the Director of Health and Safety, the Vice President for Facilities and College Services, and the President. Updates of the document shall be the responsibility of a designated campus/location administrator.

Special Responsibilities. If an accident involves blood or other body fluids, only individuals who have received training on exposure to bloodborne pathogens as prescribed by OSHA shall provide assistance, and they must use personal protective equipment.

Link to Policy 6Hx2-7.01