

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**March 14, 2013 – 5:30 P.M.
Student Union, Room 209**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of the Agenda**
- V. Consent Agenda**
 - A. Minutes from February 14, 2013, Meeting
 - B. Claims for Disbursement for February 2013
 - C. Personnel
 - D. Course Inventory Revisions/Additions
- VI. Reports**
 - A. Faculty Senate – Charles Babb
 - B. Outreach – Brenda Krumm
 - C. Treasurer’s Report – Sandi Solander
 - D. President’s Report – Dr. Brian Inbody
- VII. Old Business**
 - A. Resolution 2013-10: Admissions Policy Revision
 - B. Resolution 2013-11: Attendance Policy Revision
- VIII. New Business**
 - A. Schedule Spring Board Retreat
 - B. Resolution 2013-12: Change to 2012-2014 Academic Calendar
 - C. Resolution 2013-13: Webmaster/Graphic Designer Job Description Change
 - D. Resolution 2013-14: Emergency Action Plan (EAP) Recommendation
 - E. Resolution 2013-15: Faculty Renewal Recommendations
 - F. First Reading: Fiscal Control Policies Revisions
 - G. Executive Session: Employer-Employee Negotiations
 - H. Resolution 2013-16: Approval of the 2013-14 Negotiated Agreement
 - I. Executive Session: Non-elected Personnel
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

March 14, 2013 – 5:30 P.M.

Student Union, Room 209

I. Call to Order

David Peter called the meeting to order at 5:30 p.m. in room 209 of the Student Union.

II. Roll Call

The following members were present: Kevin Berthot, Charles Boaz, Patricia Griffith, Lori Kiblinger, David Peter and Dennis Peters.

Also attending were Charles Babb, LeRoy Barnes, Amber Burdge, Chanute Tribune, Blake Francis, Marie Gardner, Jim Genandt, Denise Gilmore, Dr. Brian Inbody, Emily Kasprzak, Jason Kegler, Brenda Krumm, Haylee Merrill, Wayne Peterson, Tim Pescott, Kent Pringle, Sarah Robb, Mike Saddler, Ben Smith, Sandi Solander, and Forest Turner.

III. Public Comment

Amber Burdge introduced Head Wrestling Coach Wayne Peterson. Wayne introduced LeRoy Barnes who finished third as a freshman and became the lastest two-time All-American for the NCCC wrestling team. Wayne also introduced Tim Prescott who finished fifth and earned All-American honors as well.

IV. Approval of the Agenda

On motion by Charles Boaz and second by Kevin Berthot the agenda was approved as printed.

V. Consent Agenda

On motion by Lori Kiblinger and second by Charles Boaz the following items were approved by consent:

- A. Minutes from the February 14, 2013, Meeting
- B. Claims for Disbursement for February 2013
- C. Personnel

- 1. Financial Aid Specialist

It was the president's recommendation that the Board approve the appointment of Lori Clements as Financial Aid Specialist. Ms. Clements has a B.S. in Education and Human Sciences from the University of Nebraska-Lincoln.

Ms. Clements' prior work experience includes working as a sales associate for Wellman Insurance Agency/Farm Bureau and substitute teacher and special education TA for USD 145, Hamlow Elementary, all in Waverly, NE;

Ms. Clements will be paid \$11.70 an hour (Level 4) beginning March 25, 2013.

2. Assistant Women's Soccer Coach

It was the president's recommendation that the Board approve the appointment of Colin Wylie as Assistant Women's Soccer Coach. Mr. Wylie has a B.A. in Exercise Science from Ottawa University.

Mr. Wylie has worked as a part-time seasonal soccer coach for the Kaw Valley Soccer Association, helped with summer sports programs for children with physical and/or developmental disabilities through Challengers Sports, and was head high school soccer coach in Edinburgh, Scotland.

As a first-year coach he will receive \$1,450 per month for nine months (\$13,050) plus cafeteria privileges when food service is open. His start date will be March 18, 2013.

3. Resignation of Head Women's Basketball Coach

It was the president's recommendation that the Board accept the resignation of Kelley Newton, Head Women's Basketball Coach. Mr. Newton's resignation shall be effective May 22, 2013.

D. Course Inventory Revisions/Additions

Before each semester begins, the Kansas Board of Regents asks coordinated institutions to submit a list of courses that the college is capable of teaching in that semester, but is not compelled to offer. This list of courses is referred to as the course inventory. Each change to the inventory must be approved by the academic department where it originated, the curriculum committee, the Chief Academic Officer, the President of the College and finally, the College Board of Trustees, as per NCCC policy.

**Course Inventory Changes
March 2013 Board Meeting**

Course Name Change

SOSC 200 Introduction to Anthropology, 3 credit hours, to Introduction to Cultural Anthropology, 3 credit hours

Course Prefix and Number Change

PSYC 253 Human Sexuality SOSC 240, 3 credit hours, to Human Sexuality PSYC 253, 3 credit hours

New Course

ENGL 220 American Literature I, 3 credit hours

NEOSHO COUNTY COMMUNITY COLLEGE MASTER COURSE SYLLABUS

COURSE IDENTIFICATION

Course Code/Number: ENGL 220

Course Title: American Literature I

Division: Applied Science (AS) Liberal Arts (LA) Workforce
Development (WD) Health Care (HC) Lifetime Learning (LL)
Nursing Developmental

Credit Hour(s): 3

Effective Date: Fall 2013

Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

American Literature I is a survey of American literature from the earliest colonial period through the Civil War. The course traces the development of American literature through literary movements and the works of major authors. Specific literary works will be considered within their cultural and historical contexts.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

None

TEXTS

* The official list of textbooks and materials for this course is found on Inside NC.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:

- listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
 4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

At the end of this course, a student should be able to do the following:

1. Define basic literary terms as tools that writers use in common.
2. Demonstrate an understanding of the development of American Literature through 1865.
 - a. Demonstrate an understanding of the major literary schools of thought before 1865.
 - b. Discuss and describe the contributions of authors toward an emerging national identity.
3. Analyze the influence of social and historical issues on early American authors.
 - a. Demonstrate an understanding of the social and historical issues that influenced various early American authors.
 - b. Correlate and analyze key political, social, and religious developments with motifs in the various works.
4. Demonstrate an understanding of the distinctive features of various genres in early American literature, including nonfiction, fiction, and poetry.
5. Apply modes of critical inquiry specific to the discipline.
 - a. Demonstrate the ability to locate valid secondary sources for the use of literary analysis.
 - b. Demonstrate the ability to incorporate effectively the thoughts and ideas of others into one's own writing.
 - c. Demonstrate the ability to provide proper documentation of primary and secondary sources.
6. Compose thoughtful analyses of representative literary works.

MINIMUM COURSE CONTENT

The following topics must be included. However, the course is not limited to these topics. The order of topics is up to the discretion of the instructor.

- I. Early Colonial period
 - a. Native American literature
 - b. Puritanism

- II. The age of reason
- III. Transcendentalism
- IV. Romanticism
- V. Anti-slavery literature
 - a. Slave narratives
 - b. Abolitionist fiction
- VI. The beginnings of realism

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

The following grade scale will be used in this course:

90-100 %	A
80-89 %	B
70-79%	C
60-69 %	D
0-59 %	F

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

ATTENDANCE POLICY

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information

3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE:

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

NOTE:

If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify studentdevelopmentteam@neosho.edu, Chanute Campus, 620-431-2820, Ext. 213., or Ottawa Campus, 785-242-2067 ext. 305, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

COURSE NOTES

VI. Reports

- A. Faculty Senate – Charles Babb presented a Faculty Senate report. See Attachment.
- B. Outreach – Brenda Krumm presented a report on Outreach and Workforce Development. See Attachment.
- C. Treasurer’s Report – Sandi Solander gave a treasurer’s report. Revenue for the month of February was \$860,352.41 and disbursements were \$1,881,107.38. See Attachments.
- D. President – Dr. Brian Inbody gave a president’s report. See Attachment.

VII. Old Business

Agenda Item VII-A: Admissions Policy Revision (second reading)

This is the fourth in a series of cleanup efforts of the Board of Trustees policy manual to ensure that policies are up-to-date. Following is the Admissions policy with changes highlighted. There are no departures from accepted practice or previous Board directives. It the president’s recommendation that the Board approve this policy.

Admissions

(revised 1/15/04)

Although there are no examinations required for general admission, all degree-seeking students and students enrolling in English composition or mathematics courses must provide placement scores from a testing instrument approved by the college. Degree-seeking students without placement scores must take the college’s resident placement test.

Official transcripts of all GED or high school work and transcripts of all prior college coursework are required of all degree-seeking students. Transcripts must be sent directly to the student services office at NCCC by the issuing school.

~~The bi-level nursing program requires all applicants applying for entrance to complete a nursing entrance exam before they are admitted into the nursing program. Information regarding this test may be obtained by contacting the department of nursing. Entrance to the nursing program will be determined based on the nursing entrance exam score, and number of general education courses completed prior to entrance interview process. Specific programs may have additional admission requirements. See College Catalog or program for more information.~~

All students intending to complete a certificate or degree program in a vocational or technical program will complete a statement of intent ~~provided by the department~~. Those statements of intent will be filed in the student’s educational record.

The following are categories of students who will be admitted to NCCC:

1. Graduates of an accredited high school;

2. High school students who have completed the ~~sophomore~~freshman year of high school and are approved by the high school administration;
3. Gifted children, as defined in K.S.A. 72-962 (g), who are enrolled in any of the grades 9 through 12 and who have been recommended for early college enrollment;
4. High school students who have not completed their ~~sophomore~~freshman year or have not been designated as gifted may enroll for audit during summer session with permission of their high school principal;
5. Persons who have successfully completed the GED test battery;
6. ~~Persons 18 years of age or older who are~~have not graduated from a state-accredited high school may be admitted conditionally after ~~evaluation of the students' educational credentials and determining if students have the~~taking the COMPASS or other suitable assessment to determine if the student has the ability to benefit from the courses in which ~~they~~the student wishes to enroll; ~~or,~~
7. Students transferring from an accredited college or university.
8. ~~Students that were H~~home schooled ~~students~~ and those from non-accredited high schools ~~are not required to take the GED and~~ will be accepted for admission provided they take the ACT or SAT exams and obtain ~~a valid score on the~~an ACT composite score of 20 or higher, or ~~an score on the~~SAT composite score of 850 or higher. ~~Students with a valid ACT score of 19 or less, or an SAT of 849 or less, will be required to take the GED for admission. Any student from a non-accredited high school must also take the COMPASS for proper placement.~~
9. Students that have been determined by NCCC, after evaluation of their educational credentials, to be able to benefit from the courses in which they wish to enroll.
- 8.10. Students who demonstrate the ability to benefit from college as defined by NCCC policy.

Resolution 2013-10

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised Admissions Policy as presented.

Upon motion by Charles Boaz and second by Lori Kiblinger the above resolution was approved. Motion passed unanimously.

Agenda Item VII-B: Attendance Policy Revision (second reading)

The attendance policy helps the organization promote student success, enhancing evidence and documentation of diligence of the institution (which reinforces compliance with federal and accreditation guidelines and regulations), while still permitting students to participate in official functions without fear of academic sanction based only on non-attendance. Following is the Attendance Policy with changes highlighted. It was the president's recommendation that the Board approve this policy.

Attendance Policy

(revised 11/13/03, 3/9/06)

3. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
4. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's ~~unexcused~~ absences exceed one eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour ~~for the course or, in the case of on-line or other non-traditional courses, the student is inactive for one eighth of the total course duration, a face-to-face class)~~ the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been ~~withdrawn~~dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been ~~withdrawn~~dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

Resolution 2013-11

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised Attendance Policy as presented.

Upon motion by Lori Kiblinger and second by Kevin Berthot the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-A: Spring Board Retreat Date and Topics

April 25, 2013, was selected as the date for the spring Board retreat. Topics that will be discussed at the retreat are legislative updates, the 2013-14 budget, renovation expenses, self-study, Garnett classes, and disclosure.

Agenda Item VIII-B: Change to 2012-2014 Academic Calendar

Due to the fact that July 4, 2014, falls on a Friday during the time the college is already closed during the summer, it was the president's recommendation that the 2012-2014 Academic Calendar be amended to include closing July 3, 2014, in observance of the Fourth of July holiday.

Resolution 2013-12

RESOLVED, that the Board of Trustees of Neosho County Community College approves amending the 2012-2014 Academic Calendar to include closing July 3, 2014, in observance of the Fourth of July holiday.

Upon motion by David Peter and second by Charles Boaz the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-C: Webmaster/Graphic Designer Job Description Change

During the re-organization of the Operational area of the college some duties previously assigned to the position of Webmaster/Graphic Designer were re-assigned. Those re-assigned duties were the duties of the Webmaster. Because of the reassignment of duties the Graphic Designer job description has been modified to reflect this change. It was the president's recommendation that the revised Graphic Designer job description be approved. A copy of the job description follows.

Resolution 2013-13

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised Graphic Designer job description as presented.

Upon motion by Charles Boaz and second by Patricia Griffith the above resolution was approved. Motion passed unanimously.

Webmaster/Graphic Designer

Reports to: Director of Development and Marketing

Classification: Exempt, Management Support

Full-time, 12 month, Fringe Benefits per Board Policy

Starting Salary Range: \$24,000-\$34,000

Revision Date: ~~June 2010~~ March 2013

Purpose of the Position: The ~~Webmaster/~~Graphic Designer reports to the Director of Development and Marketing ~~as well as coordinate the webmaster functions with the Chief Information Officer.~~ The ~~Webmaster/~~Graphic Designer is responsible for developing professional design graphics for printed materials, ads, layout of NCCC marketing resources and packaging that reflect the NCCC brand. Results will reflect appealing aesthetics and visual design. ~~This position will also serve as Webmaster and be responsible for NCCC website content.~~ Duties include, but are not limited to:

Essential Functions:

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Duties and Responsibilities:

Graphic Design

1. Produce and maintain high quality and effective marketing collateral including but not limited to: program books, power point presentations, class schedules, ads, sponsorship banners, and event invitations for college activities and foundation events;
2. Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts;
3. Develop and maintain the official Graphic Standards Manual and ensure compliance in all college publications;
4. Manage and deliver creative projects on time and on budget;
5. Design and produce direct mail projects;
6. Design and produce miscellaneous art, brochures, pamphlets, and reports as needed;
7. Respond to special design request from staff;
8. Coordinate projects with outside entities such as printers, programmers or other technicians, to complete the final product;
9. Regularly assess the effectiveness of marketing/advertising materials;
10. Digitally photograph college activities and edit appropriately; and store on common in proper location for easy access
11. Perform other duties as assigned

Webmaster

- ~~1. Evaluate all web page content for accuracy and assist the Chief Information Officer with the development of any and all policies and procedures to ensure compliance;~~
- ~~2. Create new web pages and update existing web pages with information provided by staff, which will include the events calendar, news and announcements, and information on classes, facilities and other web page needs;~~
- ~~3. Evaluate and analyze website structure and make appropriate changes as necessary;~~

~~12. Consult with and assist NCCC staff and faculty in designing, and developing, streamlining, and maintaining web pages graphically through current programming languages; and ensuring that the branding guidelines.~~

~~5. Work with editing of other contributors' web submissions for accuracy, consistency, grammar, and tone;~~

~~6. Regularly assess the effectiveness of the college website; and~~

~~8. Perform other duties as assigned.~~

Photographer

1. Will be available to take pictures of college functions, activities, events and sports pictures as requested. Via the online picture form.
2. Will manage the picture files
3. Will manage the flickr account

Minimum Job Requirements

Associate's degree in graphic design, web design or closely related field. Two years work experience and/or bachelor's degree in graphic design, web design or closely related field are preferred.

1. Extensive knowledge of industry standard graphic design, web design and digital photography software is required
2. Creativity and strong organizational skills and attention to detail.
3. A strong working knowledge of printing, publishing, graphic arts procedures and related computer software and electronic communication tools is preferred
4. Proven command of editorial, grammatical, and writing skills.
5. Excellent communication skills with the ability to work cooperatively.
6. Ability to make creative/procedural decisions and judgments.
7. Knowledge of college policies, procedures and regulations.
8. Working knowledge of Windows-based operating environment.
9. Must be familiar with current web design practices.
10. Be able to manage one's time and meet project timelines and due dates.
11. The ability to juggle multiple priorities independently and proactively.

Working Conditions

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Ability to reach and work overhead on an occasional basis is required.
4. Some travel during normal working hours may be required.
5. Occasional overtime may be required.

Non Discrimination

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion; in the admission, access to, treatment, or employment in the college's programs and activities is prohibited. The Chief Student Affairs officer, NCCC, 800 West 14th Street, Chanute, Kansas 66720, 431-2820 ext. 213m has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Right Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008. Information concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance coordinator.

Agenda Item VIII-D: Emergency Action Plan (EAP) Recommendation

In 2007, the administration brought the first Emergency Action Plan (EAP) to the Board for action. That plan was the culmination of hundreds of hours of research, planning, discussions, and meetings involving local and state emergency management personnel, other colleges and universities, and the entire NCCC community. When the Board approved the EAP, the Board directed the administration to keep the plan current with “the content to be modified as necessary and appropriate.”

Two years later, NCCC extended the breadth of the EAP with the addendum of an Automated External Defibrillator (AED) plan and initiated the phased purchase of AED devices for every building the college operates. The EAP and AED plans have served as living documents and changes have been made annually as statutes, codes and regulations have changed. Latest changes are not substantive with the exception of the replacement of the Neosho County Hazard Mitigation Planning Committee with the Neosho County Local Emergency Planning Committee and the addition of the active shooter scenario section. No changes are necessary to the AED Plan this year.

The plan has been approved by the Safety and Security Committee and endorsed by the Executive Committee. (See Emergency Action Plan, separate document)

It was the president’s recommendation that the Board approve the NCCC Emergency Action Plan (EAP) with the content to be continually modified as necessary and appropriate.

Resolution 2013-14

RESOLVED, that the Board of Trustees of Neosho County Community College approves the NCCC Emergency Action Plan (EAP) with content to be continually modified as necessary and appropriate.

Upon motion by Lori Kiblinger and second by Charles Boaz the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-E: Faculty Renewal Recommendations

As Kansas statues dictate, the Board must inform contracted full-time faculty of their intent to renew or not renew their contracts before May 1st for the next academic year. The following recommendations were given by the faculty member’s respective division chair or director then confirmed by the Chief Academic Officer. If a faculty member receives their fourth consecutive contract from the Board, the instructor receives additional due process rights if a request for nonrenewal occurs.

The following faculty on the renewal list has completed three probationary contracts. This fourth contract will give him a continuing, non-probationary contract with full rights of due process:

Ethan Smilie

The following faculty has completed three probationary contracts, however, is not on the renewal list pending further review:

Amy Sanford

The following faculty has completed three probationary contracts but cannot be given a non-probationary contract for the reasons stated:

Patricia McDonald, developmental English instructor – Patty is a retired KPERS employee and cannot receive a non-probationary contract

NCCC Faculty Recommended for Non-probationary Contract Renewal

The administration recommended the following faculty for non-probationary contract renewal for the 2013-2014 academic year:

Larry Anderson	Mark Eldridge	Becky Rhone
Melinda Ayers	Teresa Faust	Sarah Robb
Charles Babb	Bobbie Forrest	Kay Shoemaker
Linda Barrington	Stephanie Guinotte	Ethan Smilie
P. Kevin	Linda Jones	David Smith
Blackwell	William Jordan	Nathan Stanley
Debra Callahan	Mary Lisa Joslyn	Cheryl VanHemert
Michael	Luka Kapkiai	Mary Weilert
Campbell	Joan LaRue	Brad Wilkinson
Chad DeVoe	Janet Mitchell	Steve Yuza
Rita Drybread	Susan Rhodes	Ruth Zollars

NCCC Faculty Recommended for Probationary Contract Renewal

The administration recommended the following faculty for probationary contract renewal for the 2013-2014 academic year:

Diane Bertone
Suzanna Butz
Nancy Carpenter
Nancy Hindle
Tomomi Kamijo
Emily Kasprzak
Laura Mallett
Patricia McDonald – Patty is a retired KPERS employee and cannot receive a non-probationary contract
Tina Oelke
Andrew Ouellette
Eric Row
Tammie Russell
Paul Walcher
Richard Webber

NCCC Coaches Recommended for Contract Renewal

The administration recommended the following coaches for contract renewal for the 2013-2014 academic year (by statute coaches are not eligible for non-probationary contracts):

Kim Alexander
Vincent Bingham
Kourtney Clark
Jeremy Coombs
Melissa Harrison
Steven Harrison
Asya Herron
Steve Murry
Wayne Petterson

Resolution 2013-15

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation from the administration to renew faculty/coaches contracts for the 2013-14 academic year as presented.

Upon motion by Kevin Berthot and second by Lori Kiblinger the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-F: Fiscal Control Policies Revisions (first reading)

This is the fifth in a series of cleanup efforts of the Board of Trustees policy manual to ensure that policies are up-to-date. Following are Fiscal Control policies with changes highlighted. There were no departures from accepted practice or previous Board directives. The Board was asked to consider these policies as a first reading for approval at the April meeting.

Fixed Asset Records Waiver

~~The board of trustees of NCCC herewith requests from the Division of Accounts and Reports, State Office Building, Topeka, Kansas, a waiver of the requirements of law relating to the preparation and maintenance of fixed asset records, in accordance with the provision of K.S.A. 75-1120S.~~

Purchasing Requisition

A electronic purchase requisition is the form which must be used to request the purchase of supplies/services for the college, and can be obtained from the business office.

After the employee initiating the requisition completes the form, it is ~~sent~~ submitted to the division chair, who will approve or disapprove the expenditure and consult the budget to determine the availability of funds. The requisition is forwarded to the ~~chief academic officer vice-president or president~~ for approval and then to the chief financial officer. The chief financial officer will verify availability of funds, accuracy of account number, and adherence to college policies. At this point, a purchase order will be ~~processed~~ electronically created.

Completion of requisition form: The form contains the following information:

1. Vendor
2. Requestor
3. Quantify
4. Description – the description should be written in technical terms (K.S.A. 2581-43), and also in layman’s terms. Include information such as size, color, model, brand, time span services cover. A brief justification is needed as to why the supplies/services are needed and/or how and where they will be used.
5. Unit cost
6. Total cost
7. Account number
8. Special comments – used for such things as “prepayment required,” “hand deliver purchase order,” “special shipping instructions.”

Purchase Order

The purchase order is used to notify vendors of needed supplies. ~~Purchase orders are processed in the following manner:~~

- ~~1. 1st copy (original) – mailed to vendor~~

- ~~2. 2nd copy (canary) — used by business office to encumber funds, and keep all PO's in chronological order~~
- ~~3.1. 3rd copy (gold) — receiving report. — When supplies/services have been received and found in working order, the person initiating the requisition should sign in designated area and return to the business office along with any packing slips or invoices. The requisition will be attached to the receiving report.~~
- ~~4. 4th copy (pink) — requester copy for their records~~

Travel

An employee wishing to travel on business on behalf of NCCC must first complete a electronic travel request form before making any commitment to travel or before any traveling is done. ~~Travel request forms may be secured from either the division chair or the business office.~~

The travel request form must be complete and must have appropriate registration forms or brochures electronically attached. The employee must secure all required ~~signatures~~. If travel has been approved, ~~the employee will receive a copy of the travel request form from the dean of finance, along with his/her information needed. At this point,~~ the employee may proceed to make any necessary arrangements.

Cash Advance

A cash advance may be provided to employees engaged in out-of-town travel on behalf of NCCC. If a cash advance is approved, employees can pick up their cash advance from the business office the day prior to their travel. Upon returning, an electronic travel expense report must be completed and turned in to the business office submitted for approval within one week. No employee will be allowed an additional advance until the previous expense report has been completed and filed with the business office.

Any prepaid or charged expenses must be recorded as an actual expense on the report to assist in computing the full cost of each trip.

If a personal vehicle is used, specify the number of miles traveled times the mileage rate and record this amount as personal vehicle transportation expense. Detailed information is needed for all miscellaneous expenses.

Each expense report should be used to settle with the college only those expenses incurred in conjunction with the travel request previously submitted. Any personal expenses, which qualify for reimbursement, should be given submitted to the business office on a requisition.

All receipts must be attached to the expense report before it is sent to the chief financial officer. Reimbursements cannot be made without the receipts.

The expense report must be completed and turned in to the chief financial officer within one week after returning. If money is due to the college, it must be brought to the chief financial officer cashier with the expense report. ~~The account number must be written on all gasoline receipts. This will allow the correct account to be charged in instances where an employee has a dual role.~~

Agenda Item VIII-G: Executive Session – Employer-Employee Negotiations

There was no executive session on employer-employee negotiations.

Agenda Item VIII-H: Approval of the 2013-14 Negotiated Agreement

The PEA negotiation team and the administration reached an agreement for the 2013-14 academic year. The revisions were mailed to faculty members for ratification. Faculty ratified the agreement.

The revisions are attached for your review.

Resolution 2013-16

RESOLVED, that the Board of Trustees of Neosho County Community College thanks the Professional Educators Association for productive and collegial negotiations. These successful talks show that the PEA and Trustees both want NCCC to move forward and further its mission and have agreed on how to accomplish that. The Kansas State Legislature is currently shaping the 2014 budget. Unfortunately, initial indications show an unexpected sharp cut coming to community colleges that was not foreseen during negotiations. The matter is in flux with several proposals circulating. The Trustees, in light of this funding uncertainty, tables the resolution to accept the agreement until the state aid allocation is more solidified.

The Board is hopeful that this is merely a delay and that the legislature adequately funds NCCC which will allow for acceptance of the agreement.

Upon motion by Charles Boaz and second by Patricia Griffith the above resolution was approved. Motion passed unanimously.

ARTICLE 2

Workload and Calendar

- A. Contract Length and Calendar. The contract length shall be 180 days each contract year subject to exceptions provided elsewhere in this contract. A member of the Association will be appointed to the committee responsible for recommending the calendar. The Professional Employees and the Administration will jointly recommend by February 1 each contract year one or more annual calendars to the Board of Trustees for approval subject to changes made by the Board, including any modifications to the calendar made by the Board to make up days lost due to an extended emergency closing of the College. The calendar will include class days, final exams, holidays, and in-service days with each day and duty specified by date. The Administration shall provide a copy of the Professional Employee calendar, as adopted by the Board, to all employees at least two weeks prior to the beginning of the fall semester.
- B. Normal Professional Work Load. The professional work load shall consist of 30 credit hours of teaching (or the equivalent as determined by the Administration) per academic year. In addition, other assigned duties may include faculty workshops, in-service days, assistance with enrollment, student registration, student academic advisement, recruitment, committee assignments, outcomes assessment duties, and sponsoring activities related to the Professional Employee's teaching assignments. Committee assignments shall be limited to two standing committees per academic year and ad hoc committees as needed. Standing Committee assignments will be announced on or before the fall semester in-service meeting and are subject to change due to vacancies or reorganization. The standing committee chairs shall be announced during the spring semester prior to the effective date of assignment.
- C. Professional Work Days. Professional Employees shall be required to be ~~on campus~~ **present at an assigned site** 5 days a week for 35 hours per week exclusive of meals, or equivalent as determined by the Administration, including regular class time (other than overload class time), regular posted office hours, and other assigned duties. Professional work load schedules shall be subject to the approval of the Administration. The Administration may approve time off from regular duties for the conducting of college business, attendance at conferences, workshops, or seminars, or for other purposes which benefit the College. Overload class time is in addition to the 35 hour- per- week requirement described above.

ARTICLE 12

2013-14 Salary Schedule

Base \$31,725

Step	Instructor	MS	MS 15	MS 30	MS 45	MS 60	DOC
1	\$30,030	\$31,725	\$32,642	\$33,722	\$34,902	\$35,902	\$38,902
2	\$30,685	\$32,576	\$33,494	\$34,574	\$35,754	\$36,754	\$39,754
3	\$31,340	\$33,427	\$34,346	\$35,426	\$36,606	\$37,606	\$40,606
4	\$31,996	\$34,280	\$35,197	\$36,548	\$37,457	\$38,457	\$41,457
5	\$32,650	\$34,935	\$36,048	\$37,130	\$38,308	\$39,308	\$42,308
6	\$33,306	\$35,590	\$36,900	\$37,981	\$39,160	\$40,160	\$43,160
7	\$33,960	\$36,246	\$37,556	\$38,832	\$40,012	\$41,012	\$44,012
8	\$34,616	\$36,900	\$38,210	\$39,684	\$40,864	\$41,864	\$44,864
9	\$35,271	\$37,556	\$38,865	\$40,339	\$41,715	\$42,715	\$45,715
10	\$35,925	\$38,210	\$39,521	\$40,994	\$42,566	\$43,566	\$46,566
11		\$38,865	\$40,175	\$41,650	\$43,418	\$44,418	\$47,418
12		\$39,339	\$40,831	\$42,305	\$44,073	\$45,073	\$48,073
13		\$39,815	\$41,485	\$42,959	\$44,729	\$45,729	\$48,729
14		\$40,290	\$42,141	\$43,615	\$45,383	\$46,383	\$49,383
15		\$40,765	\$42,616	\$44,121	\$46,039	\$47,039	\$50,039
16		\$41,240	\$43,091	\$44,628	\$46,693	\$47,693	\$50,693
17		\$41,715	\$43,567	\$45,135	\$47,349	\$48,349	\$51,649
18		\$42,190	\$44,041	\$45,642	\$48,004	\$49,004	\$52,004
19		\$42,666	\$44,517	\$46,149	\$48,510	\$49,510	\$52,510
20		\$43,140	\$44,991	\$46,655	\$49,016	\$50,016	\$53,016
21		\$43,616	\$45,467	\$47,162	\$49,524	\$50,524	\$53,524
22		\$44,090	\$45,941	\$47,669	\$50,030	\$50,580	\$54,030
23			\$46,417	\$48,176	\$50,538	\$51,088	\$54,538
24			\$46,892	\$48,682	\$51,044	\$51,594	\$55,044
25			\$47,367	\$49,189	\$51,550	\$52,100	\$55,550
26					\$52,058	\$52,608	\$56,058
27					\$52,564	\$53,114	\$56,564
28					\$53,071	\$53,621	\$57,071

ARTICLE 13

Supplemental

- A. A supplemental contract shall be issued to each Professional Employee accepting assignments that are not part of the primary contract as described in the master agreement. These assignments include, but are not limited to, overload teaching, summer teaching, and sponsorship/supervising duties. All supplemental contracts shall include a statement of the duties to be performed.
- B. For Professional Employees on extended or supplemental contracts, Memorial Day and the Fourth of July will be considered as paid holidays if they occur within the period of the extended or supplemental contract.
- C. Except for Professional Employees who have head coaching duties as a part of the primary contract, all sponsorship, coaching, or special extra-duty assignments will be paid according to an amount mutually agreed upon between the Professional Employee and the Administration. The Professional Employee may be accompanied by an NCCCPEA advisor during the discussion. These assignments shall be identified by separate supplemental contract issued by the Administration within the first 30 calendar days of the semester prior to beginning duties. Payment for services performed to be made on the next pay period following completion of the supplemental contract.
- D. Overload classes and classes scheduled outside of normal duty days shall be contracted by supplemental contract. Teaching assignments will be clearly identified in the supplemental contract. This contract will be subject to the following terms and conditions:

If an overload class contract or contract for classes scheduled outside of normal duty days is offered and accepted and the College Administration determines that the class should be cancelled, the Professional Employee will be paid in the appropriate fractional amount of the contract amount as to hours actually taught by the Professional Employee up to the date of cancellation of the class.

Professional Employees will be given the opportunity to teach overload classes and classes scheduled outside normal duty days in their teaching discipline prior to adjunct instructors if:

1. The term of the supplemental contract will not extend beyond the last day of a non-renewed or a resigning Professional Employee's primary employment contract and any extensions of the same.
2. Overload assignments are limited to one to three (3) classes, but not more than six (6) credit hours per semester. Additionally, total contract load is not to exceed twenty-one (21) credit hours per semester. The Chief Academic Officer may approve a greater overload assignment with advanced written authorization.

The decision as to whether a class goes will be made on or before the beginning of the second class meeting. If the class has a finalized enrollment of eight (8) or more students, the instructor will be issued a contract for \$450 per credit hour. If there are not 8 finalized students enrolled, the administration can approve a contract for the

instructor on a pro-rated basis. A supplemental contract will be issued following the conclusion of the second class meeting.

3. The professional employee notifies the administration no less than 28 days before the beginning of the class or as soon as it is practicable. Exceptions may be approved by the Chief Academic Officer due to extenuating circumstances.

- E. When a professional employee accepts appointment to a committee that will require commitment of time during summer months not covered by the primary employment contract, the professional employee shall be entitled to compensation if:
1. The written appointment is made by the Chief Academic Officer and states that compensation shall be paid.
 2. Amount of total compensation requested for professional employee committee members does not exceed the amount budgeted in advance by the Chief Academic Officer for committee member compensation.
 3. The committee chairperson certifies actual attendance time expended and participation by the professional employee to the Chief Academic Officer.

Compensation to be paid shall be \$30.00 per hour.

F. Special Situations

1. On-line courses:
 - a. The Professional Employee will be credited with one (1) hour of release time for one (1) semester for each credit hour of course developed.
 - b. In addition to the normal contract, the Professional Employee will be compensated for each section of each course taught in an amount equal to 25% of the summer/overload scale of this article for the first two semesters the course is taught and 10% each subsequent semester.
 - c. The Professional Employee in conjunction with the administration may propose an alternative work schedule that includes teaching an online course from a remote site. All work schedules are subject to the approval of the chief academic officer.
2. ITV courses in addition to the normal contract:
 - a. The Professional Employee will be paid \$75.00 per credit hour for the 1st time the Professional Employee offers the course.
 - b. The Professional Employee will be compensated an amount equal to 15% for one off campus site, 30% for two and 45% for three or more off campus sites, of the summer/overload scale of this article
3. Instructors of private music lessons:
 - a. The Professional Employee will receive compensation on the basis of four (4) applied music student contracts equal one (1) credit hour of regular contract time for Professional Employees with less than fifteen (15) hours and at least twelve (12) hours of "regular classes" that do not include applied music classes.

- b. For overload, Professional Employees will receive for each applied music student contract compensation equal to the overload schedule for one student of this article plus the additional private lesson fees charged to the student.
- c. Only full-time students enrolled in at least one other NCCC music class or juniors and seniors from high schools that qualify for the concurrent enrollment program will be able to receive private lessons on any of the NCCC campuses. Normal overload limitations apply for the maximum number of private music lessons that an instructor can teach.

Agenda Item VIII-I: Executive Session – Non-Elected Personnel

On motion by Kevin Berthot and second by Charles Boaz the Board recessed into executive session for 5 minutes to discuss a personnel matter of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President for Student Learning, Vice President for Operations, and the college attorney.

The Board entered executive session at 7:03 pm. The Board returned to open meeting at 7:08 pm.

Resolution 2013-17

RESOLVED, that the Board of Trustees of Neosho County Community College approves terminating the non-certified employment contract of Jeff Brown effective March 26, 2013.

Upon motion by Kevin Berthot and second by David Peter the above resolution was approved. Motion passed unanimously.

Agenda Item IX: Adjournment

Upon motion by Dennis Peters and second by Lori Kiblinger the meeting adjourned at 7:10 pm.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

(Attachments follow)

Faculty Senate Board Report
Thursday, March 14, 2013

Items from Faculty Members:

1. From Linda Barrington:
 - a. Once again my nursing students in Foundations of Nursing made a life story book for one of their patients. Some students do a scrap book of their patient from birth to present. Some do more of a story with pictures.
 - b. This project is to get our students used to asking personal questions and gathering enough data to provide a clear view of their patient. They give their project to the patient after it has been graded.
2. From Pam Covault:
 - a. The Ottawa nursing board pass rates are looking pretty good right now. We still have two to test, but it looks like it could be 90% if those two are unsuccessful and in the 94% range if those two are successful.
3. From Mindy Ayers:
 - a. AECT competed in the weather delayed preliminary meet on March 9. Results--It was a very competitive set of rounds, with Neosho coming out on top with 5-0 record, followed by both Johnson 1 and KCKCC with 4-1 records. Both of their losses occurred against Neosho.
 - b. Forest Turner (Neosho) was the high individual scorer with an average of 120 points/round.
 - c. The State AECT meet will be held April 5-6th in Salina.
4. From Beverly Roush:
 - a. March 13th was the Nursing Recruitment Fair where we had health care facilities and BSN/MSN nursing program vendors in the gym giving freebies and information to both levels of nursing students from Chanute and Independence. These vendors pay for the ability to participate which funds pizza/pop for the students as well.
 - b. We also had the police department here to do fingerprinting for state board application and Total Image here to take pictures for the application as well.
5. From Brad Wilkinson:
 - a. On Saturday March 9th, the Art Club visited the Nelson- Atkins Art Museum and the Kemper Museum in Kansas City and the Works of Art Studio/Gallery in Humboldt, KS.
 - b. Art instructor, Brad Wilkinson has a local display of (digitally manipulated images of a pin oak tree) at the Works of Art Studio/Gallery in Humboldt, KS.
6. From Bobbie Forrest:

- a. The third NCCC construction technology cabin will be transported to Greenbush the week of Spring Break. Original completion/delivery date was to be May 1st. Although they will be taking the cabin 6 weeks early, we have been able to complete 95% of work.
 - b. Leaving only the Flooring to be completed on-site by them. This has been a very difficult task, but the students have done great job.
7. From Charles Babb:
 - a. I am teaching two four-week non-credit Beginning Excel training classes for the City of Chanute through Outreach/Continuing Education.
 - b. There will be additional Intermediate and Advanced classes for the City.
8. From Phi Theta Kappa:
 - a. Chapter members and advisors from both campuses attended the Kansas Region Convention in Hutchinson, KS.
 - b. The Chanute chapter received a plaque as a Platinum Donor for the Kansas Region Life Happens Scholarship, an honorable mention-Service Award, an honorable mention-Distinguished Chapter Officer-Danielle Shearin, an honorable mention-Distinguished Chapter Member-Minh Mac, an honorable mention-Distinguished Chapter Officer team, an honorable mention-College Project Award, and a Five Star Chapter Certificate.
 - c. The Ottawa chapter received a winner for Honors in Action, an honorable mention for College Project Award, an honorable mention for Most Outstanding Chapter, and a Five Star Chapter Certificate.

A Look Inside NCCC (Enriching Lives):

1. Emily Kasprzak--Theatre.

Charles Babb
President, Faculty Senate

**Board of Trustees –March 14, 2013
Outreach and Workforce Development Report**

ITEM OF INTEREST

Department credit hour production: Fall 2012 compared to Fall 2011. See chart

Multiple sessions of Microsoft Excel training are being taught for City of Chanute Employees. Charles Babb is leading this training.

EntrepreneurShip Investigation – Chanute, a summer day camp for middle school-aged entrepreneurs, will be held June 10 – 14th.


The 16th Annual Kids' College will be held June 17 – 20, 2013.

Information was presented at the Miami County Economic Development meeting regarding the Eastern Kansas Rural Technology Center in Garnett. Discussed SB155 and the programming we are offering in Ottawa and Garnett for high school students. Information was also presented at the Garnett City Commission meeting on March 12, 2013.

Leadership Chanute will start after Labor Day. The Chanute Area Chamber of Commerce & Office of Tourism and NCCC have partnered with the Kansas Leadership Center in Wichita. KLC will provide the instruction for our program.

ADULT BASIC EDUCATION/ DEVELOPMENTAL EDUCATION

- The Accelerating Opportunities for Kansas' (AO-K) grant has helped 136 students during the spring semester increase their basic reading/math skills while simultaneously earning a technical certificate. Heather Garrett has been asked to present on AO-K at the KBOR Conference on June 13, 2013.

		Target Enrollment Goal	Number Enrolled - Adult Ed	Number Enrolled - Dev Ed	Number Enrolled - CTE	Total Number Enrolled	Enrollment Goal Over/Under	Target Credential Goal	Number of College Credentials Achieved	Number of Industry Credentials Achieved	Total Credentials Achieved	Credential Goal Over/Under	Number Employed
Career Pathways		343						172					
Aerostructures			0	0	0	0			0	0	0		0
Health Science			12	0	77	89			0	75	75		55
Law, Public Safety & Security-EMT			3	0	9	12			0	0	0		12
Welding			3	0	32	35			85	51	136		10
TOTAL		343	18	0	118	136	-207	172	85	126	211	39	77

- The partners in Change Program has been offered in Independence, Coffeyville, and Chanute. There were 5 completers in Independence, 5 in Coffeyville, and 8 in Chanute. Ottawa will be one of our next training sites.

- Emporia State University Developmental Education Numbers: 157 students enrolled in MATH112 for 4 credits each, totaling 628 credit hours.

Health Information Technology(HIT), Healthcare Coding, Healthcare Documentation and Transcription, Medical Assistant, and Phlebotomy programs

- The Medical Assistant program and Healthcare Coding program went through re-alignment due to clerical errors in recording the alignment process that took place a year ago. Our programs did not change.
- Medical Transcription underwent alignment and will now be called Healthcare Documentation and Transcription Specialist. Several new courses were created and our program will be modified significantly.
- The medical assisting and phlebotomy programs are doing a donation drive for Midwest Pregnancy Center in Independence, KS. MPC is one of our externship sites that relies solely on donations and volunteers to remain operational. Both campuses are bringing in much needed supplies to see who can out do the other campus. The students are also excited to implement a program wide lab coat for recognition in the clinical sites.

LIFETIME LEARNING

- Signs are that Summer Theatre is growing this year—24 have reserved the package and we have not even gotten to time for summer enrollment.
- Senior Fitness and Senior Aerobics have brought in new students and feedback is very positive.
- Chanute seniors often express how great it is that NCCC wants them involved and on campus. I take it as a sign that things are well, when many persons who call in asking about Lifetime Learning opportunities have been referred by a current lifetime learner.

ALLIED HEALTH

High School courses continue to be the best option to get youth interested in health careers. Erie High School started a new record high of 15 students in the nurse aide course. Chanute High School started 20 students in the course. Eudora High School sent several students to the online versions and Lawrence facility for medication aide courses.

- The Erie and Chanute High School CNA classes had 100% pass rate on the Certified Nurse Aide Exam.
- The paramedic partnership with Cowley County Community College started off well with 15 students enrolled. These courses are held in Chanute to enable participants in Southeast Kansas the same training provided in Central Kansas.
- Work continues with the Adult Basic Education staff to ensure students in health occupations pathways have the basic skills employers need. This effort has intensified and now ABE instructors are joining with the health occupations instructors to ensure all skills, including basic reading and math, are taught.

OUTREACH/CONCURRENT

- I am excited to have Dr. Tony Brown on board and to get re-familiarized with the Ottawa Outreach school districts and personnel. It has been 12 years since I supervised those outreach sites and it is nice to find some of the people still in those schools and nice to meet the new ones.
- Dr. Brown, Jay Scott from KSDE, and I presented SB155 information to a group of principals and counselors from our service area in Garnett yesterday.
- We are working with Erie HS in piloting an in-school opportunity for students to take on-line courses with direct academic support. St Paul is also interested in joining in this type of plan if it proves successful.

- We are working to maximize high school enrollment in CTE courses across delivery methods.
- Scheduling is complete for the Chanute area high schools' Concurrent Roundup activities. This includes admissions completion, academic testing, a campus tour, ID badge completion and enrollment for Fall courses. The Roundup will be held April 29 for Erie, April 26 for St. Paul, and Chanute will be held March 26, April 2, and 24.
- We are working to normalize processes between Chanute and Ottawa concurrent procedures in order to create a smooth system that is easily understood by all parties.

CONSTRUCTION TECHNOLOGY

The third NCCC construction technology cabin will be transported to Greenbush the week of Spring Break. Original completion/delivery date was to be May 1st. Although they will be taking the cabin 6 weeks early, we have been able to complete 95% of work. Leaving only the flooring to be completed on-site by them. This has been a very difficult task, but the students have done great job.

The construction program currently has 20 concurrent students and 7 college-only students.

WELDING

- Will Jordan and Curtis Hughes have been visiting the Garnett site to determine equipment needs for the Eastern Kansas Rural Technology Center.

Will Jordan hosted NCCC's 5th Annual Tig Welding Contest was held Wednesday here in Chanute. A record number of participants (54) from Chanute, Coffeyville Community College, Manhattan Area Tech, Washburn Tech, Parsons, participated.



The winning high school team was.....Chanute High School. The winning college team was..... the NCCC Panthers! Both teams taught by our own, Will Jordan! Congratulations Will.

Students pictured at right: Cassidy McCoy College Champion and Dillion Wolverton High School Champion

AEROSTRUCTURES

Five students are finishing the current Aerostructures class. A new course will begin March 26th. Tommy Mount, Spirit AeroSystems General Manager and I visited Chanute High School on Wednesday to discuss this training opportunity with high school seniors. Seniors can attend the training at no cost – due to Senate Bill 155 and grant scholarships.

Our training for Spirit AeroSystems has expanded to include a 2.5 day sealant training, 1.5 day electrical bonding course, and recertification for both of these courses on an annual basis.

Training for Valent Aerostructures in Fredonia began in September. Since then we have trained 43 Valent Aerostructures employees, all taking a minimum of 5 credit hours. Additional blueprint reading courses and math courses are just starting.

ENERGY MANAGEMENT

The Building Performance Institute (BPI) made changes (again) in their energy auditor recertification requirements that will offer an opportunity to offer more CEU courses which could be courses that accumulate college credit hours towards our energy degree.

TITLE III GRANT

Surgical Technology

- Upon receiving program accreditation in November, May 2012 graduates met criteria to take the national certification exam for surgical technology; although not all have taken it yet, of those who have they have all passed and received their CST (Certification in Surgical Technology).
- Ottawa's second cohort is in their final semester; they are attending clinical three days per week and are in class one day per week - very busy.
- We have three students that have been offered jobs at their clinical sites, which is virtually unheard of before graduation. The reports from the clinical sites are extremely good and very complimentary of their training, preparation and professionalism.
- The third cohort began this semester with 18 students.
- The NC Scrub Club, which consists of all three cohorts, raised over \$400.00 during a recent bake sale to earn money for the organization. It has not been decided if they will use funds to assist students in attending the Association of Surgical Technologist national conference in New Orleans in May, or for other student needs.
- The first Chanute cohort completed their clinical readiness exams and are preparing to begin their first clinical rotation after spring break. The second Chanute cohort is scheduled to begin in August.
- Jennifer Ferguson, clinical coordinator and cohort 1 graduate has taken and passed her national certification exam making her a CST. She is doing extremely well in her position as clinical coordinator!
- All three surgical technology staff members will attend the AST National Conference in May.
- We are preparing to submit our first annual report since receiving accreditation.

Occupational Therapy Assistant

- The first cohort is finishing the first of two Level II Fieldwork experiences - full time 8 weeks with an individual OTR or COTA supervisor. Peggy is working closely with Fieldwork supervisors to identify ways to continue to improve coursework that prepares students for the wide variety of approaches and modalities used in FW sites across the region.
- We continue to seek additional Fieldwork sites for student placement.

- The second cohort student organization is in full swing and they are preparing for April OT month activities and fundraising.
- The first annual report to ACOTE, the accreditation council, was submitted by the program director. This was an e-file of information, e.g., # of students admitted, and # who applied, completed Fieldwork, faculty profiles. We are very proud of students in the program and they are working hard!
- We continue to advise pre-OTA students on an ongoing basis – many will be ready to apply in June for 2014 start date.

RSVP Grant - Corporation for National and Community Service

- The RSVP received their (\$51,488) grant award for this coming year from the Corporation of National and Community Service. The grant runs April 1st-March 30th, 2014. This coming year's focus will be on Intergenerational projects, St. Pat's Bargain Store with an emphasis on providing clothing for veterans and active military and their families, community projects and food pantry support to promote food security. School greeters will be in the schools as well. Counties served include Neosho, Woodson, Bourbon, and Allen.
- Mayor Jim Chappell will be part of Mayors Day of Recognition for National and Community Service. A Proclamation will be presented to the RSVP on April 8th, at a city council meeting. So far NCCC and RSVP have not received their certificate from Generations United/Met-Life for the Best Intergenerational Finalists Award.
- The 7th Annual "Take Me Out to the Ballgame" will be held on March 30th with festivities starting at 12:30 p.m. This is also the 40th year of NCCC baseball. Community support is good with donations for hot dogs (400), chips, and water. There is more inclusion of bringing the young and old together in a Memory Tree Project and special projects with area nursing homes, an assisted living, and students.
- The 2nd Annual "Bringing Hearts Together" Valentines Event was held February 14th at Heritage Healthcare. NCCC students, coaches, and RSVP staff participated in the event.



TRIO GRANTS

Student Support Services (STARS)

- STARS is full
- STARS Advisors are early enrolling continuing students
- Working on the Annual Performance Report
 - Meeting our 11-12 objectives is looking good!
- Said Goodbye and Good Luck to Kyle Bures former Transfer/Career Advisor
- Completing the Hiring process for Transfer/Career Advisor
- Bart will be attending the Office of Postsecondary Education's (OPE) Higher Education Programs (HEP) 2013 Project Directors' (PD) Meeting in Washington DC the end of March

Talent Search

- February 16, 2013, Talent Search and Upward Bound successfully put on Trio Day at Neosho County Community College. I have attached the article about Trio day that was published on COE website.
- February 23-24, 2013. Sixty-two students spent the weekend at Sky Ranch Camp in Quapaw, OK. Activities included: Student assessments, Financial Literacy, College information, College Money Game and team building activities.
- The College Money Game simulation - The students went through a small example of the things they will have to deal with when getting ready for and going to college. The first thing the students did was fill out applications for admission to college, a scholarship, checking/savings account, and a job application. They then received a checkbook along with a piggy bank for turning in their application for a checking account. Secondly they received an award letter showing the financial aid available to them along with the cost of living for the semester (dorms) or monthly (rental property). They had to determine how much aid they would have to accept or decline so that they could afford to go to college and pay their expenses. They were able to pay these bills and keep track of their money using the checkbook they were given while the piggy banks were used as a visual for their savings accounts and the students were able to place pictures on the sides to show what they were saving for.
- March 14-18, 2013 we are taking some of our seniors to San Antonio, TX. To be able to partake in this advantage senior had to meet these objectives: Submit FASFA, Apply for admission to at least one college, Take or schedule a date to take the ACT/Compass test, Apply for scholarships, be an active participant. We will take a tour at the Alamo, Texas A&M, San Fernando Catholic Church, Sea World, River Tour and doing some community serves at the St. Patrick's Day parade.
- March 20, 2013 around 80 Talent Search students will be traveling to Wichita, KS for a Campus tour of Friends University and ice skating. We tried to attempt this visit last year, but It was cancelled due to tornados.

Upward Bound

- We have 8 seniors qualified for the 2013 Summer Bridge program. All 8 of these seniors have completed their FAFSA and have ALL been accepted into college for the fall. 4 of the 8 students will be NCCC students in the fall of 2013!
- Upward Bound participated in a community service project to help setup the Main Street Chanute Christmas Card Lane in early December and we are working with officials to do community service to

help get the flags placed and taken down for the annual Memorial Day decorating in the Highland Park Cemetery here in Chanute.

- Talent Search and Upward Bound collaborated on a TRiO day event on February 16. We did workshops on goal setting, ACT preparation, Entrepreneurship, and the road to college. We ended our day with a Mystery dinner activity set in the old west. All of the students had a great time. An article talking about our TRiO day activity was posted on the National Council for Opportunity in Education (COE) website. A big thanks goes to Jim Genandt for volunteering his time on Saturday morning to be a guest speaker and lead our goal setting workshop!
- Upward Bound is gearing up for summer 2013. We plan to have approximately 50 students on campus for our 6 week College Simulation Experience.
- Beau McMillan recently attended AHEAD training to learn new and innovative strategies for handling students with disabilities.
- Kaley Eastman just attended a TRiO training regarding budget management and regulations to stay abreast of changes to the Upward Bound program.
- Laurie Kerns will be attending the HEP Project Director's meeting in Washington DC March 25 – 29 to stay informed of recent and upcoming changes due to government regulations and cuts to the TRiO programs.

TRiO Works!

On February 16, 2013 approximately 70 Talent Search and Upward Bound students from the southeast region of Kansas gathered to celebrate TRiO Days at the Neosho County Community College Campus in Chanute, Kansas.

The day began with students being informed about TRiO's history and other fun facts before splitting up to take part in different sessions/workshops. Parents of High School Seniors were encouraged to attend the FAFSA workshop with their seniors while the other students participated in Goal Setting, ACT Prep, Road to College, and Entrepreneurship Investigation. At the end of the sessions they participated in a dinner theatre style lunch set in the old west.

During the Road to College workshop, students broke up into groups and created a board game about how to get to college. They created penalty cards which included challenges and mistakes that might set them back, and reward cards that would set themselves apart and ahead of the competition. This was a great way for the students to prepare for what is necessary to be on track for college.

ESI (Entrepreneurship Investigation) was concocted by Nebraska University. The "instructor" of this session held up an object called a widget, and asked each group to come up with an idea of what it could be used for, how to market it, and what to name it. Students could add to the widget, but nothing could be removed from it. Creativity and thinking outside the box was encouraged.

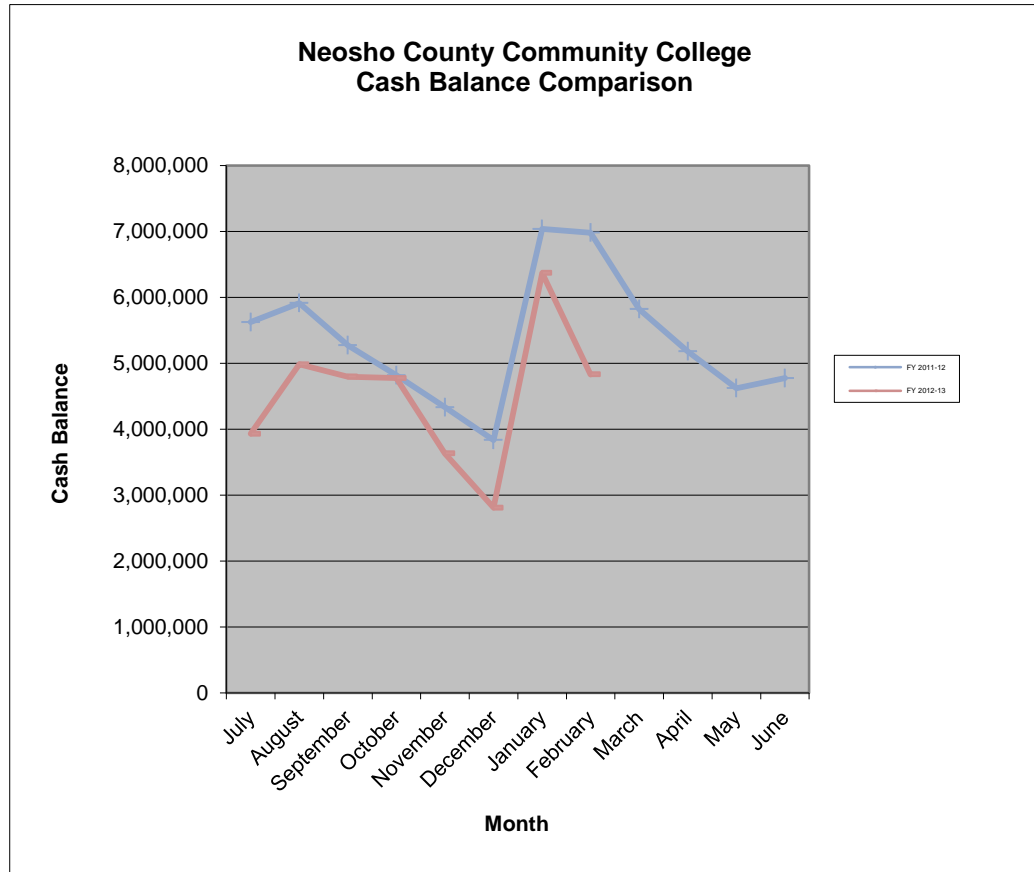
Many students strongly agreed that the goal setting and ACT Prep session would help them with their education in the future, and would recommend that others participate in workshops like this one.

At the end of the day, students were surveyed on how TRiO had helped them. Some answered that it helped them prepare for college; some mentioned it helped them see and do things they would not normally have done; one student said it helped her understand what her options are for later in life. When asked how they could help TRiO keep going in the future, most students said they could tell others about our program and how it has helped them. One student wrote a statement that proves **TRiO Works**. She wrote, "It has let me know that I will have help in being successful."



**TREASURER'S MONTHLY FINANCIAL STATEMENT
NEOSHO COUNTY COMMUNITY COLLEGE
For the Period February 1, 2013 to February 28, 2013**

FUND	FUND DESCRIPTION	BEGINNING BALANCE 1/31/2013	RECEIPTS FEBRUARY	JOURNAL ENTRIES FEBRUARY	DISBURSEMENTS FEBRUARY	ENDING BALANCE 2/28/2013
02	Postsecondary Technical Education Reserve	68,960.00	3,045.00		0.00	72,005.00
07	Petty Cash Fund	1,070.18	0.00	0.00	0.00	1,070.18
08	General Fund Deferred Maintenance	95,924.90	5.00	0.00	-425.00	95,504.90
09	General Fund Equipment Reserve	168,677.16	0.00	0.00	-65.60	168,611.56
10	General Fund Unencumbered Fund Balance	1,500,000.00	0.00	0.00	0.00	1,500,000.00
11	General Fund	473,498.40	267,551.31	300,688.36	-948,720.37	93,017.70
12	Postsecondary Technical Education Fund	1,069,180.86	124,456.38	-24,784.36	-209,268.88	959,584.00
13	Adult Basic Education Fund	53,226.16	335.00	0.00	-53,668.08	-106.92
14	Adult Supplementary Education Fund	7,273.15	5,527.00	0.00	-4,617.56	8,182.59
16	Residence Hall/Student Union Fund	553,911.15	65,344.46	0.00	-83,242.91	536,012.70
17	Bookstore Fund	37,444.10	124,281.49	-9,772.98	-59,370.49	92,582.12
21	College Workstudy Fund	0.00	2,278.33	0.00	-2,278.33	0.00
22	SEOG Grant Fund	0.00	0.00	0.00	0.00	0.00
23	ACG Grant Fund	0.00	0.00	0.00	0.00	0.00
24	Pell Grant Fund	402.00	10,047.00	0.00	-10,047.00	402.00
25	Student Loans Fund	0.00	24.00	0.00	-24.00	0.00
31	Title III Grant	-17,291.73	17,291.73	0.00	-17,324.31	-17,324.31
32	Grant Funds	-134,246.57	83,487.45	0.00	-209,946.96	-260,706.08
51	Library Bequest Fund	1,029.96	0.00	0.00	0.00	1,029.96
52	Snyder Chapel Fund	205.64	0.00	0.00	0.00	205.64
61	Capital Outlay Fund	99,997.39	0.00	0.00	0.00	99,997.39
65	Student Union Revenue Bond Reserve	631,039.84	0.00	0.00	0.00	631,039.84
70	Agency Funds	1,249,208.63	156,678.26	-275,904.00	-282,107.89	847,875.00
90	Payroll Clearing Fund	0.00	0.00	0.00	0.00	0.00
	TOTALS	\$5,859,511.22	\$860,352.41	\$0.00	-\$1,881,107.38	\$4,828,983.27
	Checking Accounts					\$2,757,565.47
	Investments					\$2,069,817.80
	Cash on Hand					\$1,600.00
	Total					\$4,828,983.27



PRESIDENT'S REPORT

DR. BRIAN INBODY

MARCH 13, 2013

Good Evening Trustees,

Thank you for your continued service to NCCC. Here are some items of interest.

ENROLLMENT

Summer and fall enrollment has begun but it is very early. Right now summer enrollment is up 138% and fall is up 110%. I doubt those numbers hold.

For spring the college is down 1.81% over this day last year, according to the live spreadsheet. Growth at off campus locations, both in and outside the district, has offset losses due to the recovering economy and KU Western Civ. Here are the numbers:

SPRING SEMESTER 2013

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2011	50	03-14-12	3189	20646.5	
TOTAL	2012	50	03-14-13	3141	20273	-1.81%
CHANUTE	2011	50	03-14-12	722	6625.5	
CHANUTE	2012	50	03-14-13	665	5756	-13.12%
OTTAWA	2011	50	03-14-12	860	5992	
OTTAWA	2012	50	03-14-13	750	5694	-4.97%
ONL	2011	50	03-14-12	1079	5280	
ONL	2012	50	03-14-13	1067	5164	-2.20%
ODO	2011	50	03-14-12	251	1124	
ODO	2012	50	03-14-13	394	1966	74.91%

IDO	2011	50	03-14-12	277	1625	
IDO	2012	50	03-14-13	265	1693	4.18%

However, looking at the “official 20th day numbers” that we report to KBOR and bill the student for, there is a different story. We are up a little over 1% in credit hours and up 5.2% in actual students. Not bad when much of the rest of the state is reporting declines.

<u>20TH DAY TERM</u>	<u>UNDUPLICATED STUDENTS</u>	<u>TOTAL CREDIT HOURS</u>	<u>FTE</u>
SPRING 12	2424	21055	1404
SPRING 13	2550	21327	1422
DIFFERENCE	126	272	18
% DIFFERENCE	5.2%	1.3%	1.3%

FREE PUBLICITY

As I reported before NOAA (National Weather Service) has awarded NCCC StormReady status for completing their checklist of emergency preparedness. It means that the College has done everything we could do to prepare for extreme weather and keep people safe. We are the first community college in Kansas and only the fifth community college in the nation to achieve this. KOAM TV/FOX 14 came to Chanute for their safe skies tour and did a story on the award. Chance Hayes from NOAA presented the award to Ben, Kim and me in front of the crowd and the TV station did a nice little story on the award.




Claudia Christiansen's husband works for ENNIS a distributor of printed paper products. He got one of the NCCC publications used as an example printed in their national catalog. Thanks so much!

Calendars & Sticky Notes



7 Day Shipping

New Items



A 491275, 491276
Card Calendar, 3½" x 8½"
491275 4 color/blank
491276 4 color/black

Available with or without the calendar, you choose what you want printed. Just send your artwork and we'll take care of the rest!

B 491277
Card Calendar with magnetic back, 3½" x 8½"
4 color

5 Day Shipping

STUDENT PETITION

Recently Tech Services received a petition signed by over 100 students. The petition took issue with the internet filtering used by the college to limit access to certain websites. Legally we must limit access to file-sharing sites where copyright law is frequently broken. The College is held somewhat liable if we allow that traffic. We also block access to pornographic websites, partially because of the political ramifications of using state property to access porn, but also because malware and viruses are often found on these sites. These malicious programs can damage both the students' computers and the NCCC network.

We also were blocking nudity and even "scantily clad" sites, such as Victoria Secret website and the Sports Illustrated Swimsuit site. These filters have, unfortunately, also blocked legitimate art and medical sites and information.

After careful consideration the College has removed the blocks on nudity and scantily clad websites. We have also informed students that they can contact Help Desk and they will remove blocks to sites that students want or need, as long as those sites are not pornography or file sharing sites.

CONCEAL/CARRY GUN SAFETY CLASS

Several members of the public have requested that we host a conceal/carry gun safety class at the College and Brenda has found a way to do that. Our first class will be April 13th from 8:30 am-4:30 pm in Rowland Hall. The cost is \$65. Interested parties should contact Amy in Brenda's Office to sign up. We cannot get credit hours for this class and most of the funds go to the instructor.

EASY BUTTON CARDS

Ben has come up with a simple solution for getting help on campus – the Easy Button Cards. These cards link to special “Google Phones” that roll through several people to ensure that the caller always gets a hold of someone. The areas covered include Tech Services, Custodian, and Maintenance. It's another example of improving customer service on campus.

KJCCC MEETING NEWS

The Jayhawk Conference met this Friday and it was NOT the showdown that was expected. A seldom used rule ended the threats to quit the conference. Namely that if a member community college quits the conference then no community college is allowed to play that college in any sport. Ouch! That is a lot of travel time/dollars to get a schedule.

Much of the conversation dealt with the technical colleges and the playoff situation. There are those that want the tech colleges to join the KJCCC so that they are bound by the same limitations as the rest of the conference. Others do not want to do anything that gives them status in the state. By NJCAA rules we must allow them into the yearly tournament. They receive the lowest seed but sometimes that makes the high seed team that faces them upset. Recently the highest seeded team had a very difficult time beating a tech college in the first round. We tabled that conversation, but I believe the tide is shifting towards allowing them in.

The biggest news was that the conference voted to increase the number of out-of-state students on the basketball rosters from 6 to 8. We will have the option to recruit and suit up two more out-of-state students. This puts more pressure on coaches to raise money if they do want to add these students.

We also realigned the basketball divisions into an east and west, giving schools the choice of playing D-II schools or not. We are no longer forced to play these schools that do not help us advance in the standings for playoffs.

SEQUESTER

The sequester has come to NCCC as it has to the rest of the county. Beginning October 1, 2013, all of our federal grants will be reduced by 5% including Carl Perkins and Title III. None of the

objectives and goals of each of the grants is reduced however. It is more with less, I am afraid. Activities can be changed with the permission of the grant officers in DC, however, to help cope with the loss. Brenda tells me that most of our grants will be in fine shape due to some carryover funds.

The Title III cuts means we might have to use a small amount of money from the out-district fee in order to cover that part of the budget for the new science labs. We may adjust the scope of the project to cover the shortage as well. It will mean that the match for the endowment is reduced by 5%.

New grants will be very difficult to get in the future.

Additionally, a few of our former military students have now lost their tuition assistance (TA) awards. All TAs from all branches were discontinued this week. We only have two students on that assistance now.

LEGISLATIVE UPDATE

The House is currently recommending that higher education in Kansas take a \$30 million cut with about \$6.5 of that coming from community and technical colleges. That represents a 4% cut in revenue. To NCCC that is about \$124,000 less in state aid this year. The senate has yet to take up the issue but our lobbyist is working on it now. It is too early to say exactly what will happen. Earlier in the week we were set to lose 15%, then 11.5%, now 4%. Obviously this is in flux.

HB2285 is the re-definition of real property that Ash Grove is very interested to see pass. The Post-legislative audit report clearly warned the lawmakers that there could be drastic changes in county valuation if this is passed, but it did say that when it comes to heavy manufacturing that the state should provide the counties with assistance/clarification to competently assess those values. There are discussions that due to the Audit report and due to the settlement between Coffeyville Recourses and Montgomery County that the wind has left the sails a bit. The KACCT is NOT in favor of the bill passing and is working to stop or amend it so that it does not damage the rest of the community colleges.

The issue of immigrants receiving in-state tuition is up for debate next week. Currently if you graduated from a Kansas high school you would receive in-state tuition rates and be able to receive state aid. If this changes then one would have to charge out-of-state or international rates for those without a green card or citizenship. This is not a major issue here, but is at other Kansas community colleges.

The drug testing for welfare recipients looks like it might pass. Remember it includes the Partners in Change program. Brenda, Randy, and I attended the Governor's Task Force on Poverty and gave a short presentation (longer than the 2 minutes I got in front of the senate committee, however). It was well received.

Guns on campus will be debated soon (possibly today or tomorrow).

YEARLY REPORT

I have posted the President's Goals Yearly Report on InsideNC in the Board section. The first 11 pages contain an executive summary of accomplishments. I think you'll be pleased with the results. If you have questions about anything in the report, please let me know.

Dave has placed the form used to evaluate me at your places. At the April meeting there will be an executive session where you can evaluate me and set goals for the next year. I will be sending you some suggested changes to those goals from the administration.

NIGHT WITH THE OLYMPIANS

Saturday night at the Venue in Chanute, the track program is hosting "Night with Olympians," a fundraiser for scholarships. There will be a dinner, speeches and an auction. The Olympians have all donated their time for the event. Tickets are \$40 and are still available.

PERSONAL ITEMS

I am taking a week of vacation beginning Monday during Spring Break. I will be traveling to Eureka Springs, AR, with Jen for a few days together, then return for some family fun. I anticipate being back in touch with you the following week.

Neosho County Community College Emergency Action Plan 2012-2013

***As Updated By:
NCCC Safety and Security Committee***

Ben Smith, Chair

Kerry Ranabargar, Vice Chair

Jim Genandt

Jason Kegler

Allison Ouellette

Dale Ernst

Mike Saddler

Tracy Rhine

Andrew Ouellette

Larry Anderson

Suzanna Butz

Kim Ensminger, Secretary

Preface

This emergency response manual has been designed to provide contingency procedures for Neosho County Community College administrators to follow in the event of campus emergencies. While the manual does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

College policies and procedures herein are expected to be followed by all administrators whose responsibilities and authority cover the operational procedures found in the manual. Any exception to these emergency management procedures must be approved by the appropriate administrators directing and/or coordinating the emergency operations.

All proposals for changes to the procedures described must be submitted in writing to the Safety and Security Committee for review. All changes recommended by the committee will be submitted in writing to the President and Executive Committee for evaluation and adoption.

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Section 1: Preparation for Emergencies

To ensure the campus is prepared, the following activities will be essential to maintain a state of readiness.

1.1 The President or designee will:

- Provide overall leadership, support and direction for emergency preparedness.
- Serve as the major proponent for College emergency preparedness.
- Ensure appropriate funding and resources are available to successfully implement the Emergency Action Plan.

1.2 The Vice President for Operations (VPO) or designee will:

- Serve as the College's chief safety and security officer.
- Ensure the Emergency Action Plan is fully developed, operational, and institutionalized.
- Ensure compliance with state and federal requirements.
- Serve as the single point of contact for all external emergency response agencies during a disaster at the Chanute campus.
- Maintain emergency and evacuation procedures for Chanute campus.
- Ensure buildings have the appropriate signage for emergency shelter and evacuation directions for the Chanute campus.
- Ensure the proper emergency equipment (such as fire extinguishers and emergency lighting) are available for the Chanute campus.
- Ensure adequate supplies of water and food are available.
- Ensure faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.
- Ensure CPR training is offered to College personnel and encourage employees from every physical building to participate.
- Coordinate annual emergency drills for the Chanute campus.
- Maintain and distribute emergency contact information for the Chanute campus.

1.3 The Vice President for Student Learning (VPSL) or designee will:

- Assist the College's chief safety and security officer.
- Coordinate with the chief safety and security officer on the selection and training of building/area coordinators related to EAP compliance.
- Ensure that personnel within the Student Learning Division are made aware of the EAP on a minimum of an annual basis, as well as of substantial changes made to the EAP as needed.
- Ensure that students are made aware of the EAP during their orientation sessions with SLD and other College staff.
- Provide support to SLD personnel and their tasks within the EAP (Dean of the Ottawa Campus, Dean of Student Development, Registrar, Coordinator of Advising & Articulation, Coordinator of Residence & Student Life).
- Ensure collaboration of the College's nursing and allied health personnel, as appropriate, with the EAP and college policies and procedures.
- Ensure instructors are aware of the EAP and their responsibilities within that policy related to emergency situations affecting their instructional area.
- Coordinate with SLD personnel for safekeeping of student records, and the appropriate dissemination of student information.
- Coordinate with EOC staff regarding the recommendation of resumption of classes and activities after a crisis situation.

1.4 The Dean of the Ottawa campus or designee will:

- Serve as the single point of contact for all external emergency response agencies during a disaster at the Ottawa campus.
- Maintain emergency and evacuation procedures for Ottawa campus.
- Ensure buildings have the appropriate signage for emergency shelter and evacuation directions for the Ottawa campus.
- Ensure the proper emergency equipment (such as fire extinguishers and emergency lighting) are available for the Ottawa campus.
- Ensure adequate supplies of water and food are available.
- Ensure faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.
- Coordinate annual emergency drills for the Ottawa campus.

- Maintain and distribute emergency contact information for the Ottawa campus.

1.5 The Director of Human Resources or designee will:

- Assist the Vice President for Operations and the Deans with crisis management training for employees as necessary.
- Maintain and initiate contact for employee in-service, workers compensation, and other staff services.
- Produce a data file containing employee data and emergency response information six weeks into each semester and in the first week of June. These data files will be retained at one site on campus and one site off campus.

1.6 The Registrar or designee will:

- The Registrar will produce a data file containing student contact information, class rosters and student schedules six weeks into each semester and in the first week of June. The data files will be retained at one site on-campus and one site off-campus. In the event the computer network is unavailable, the Registrar will be responsible to provide student data and information to the Crisis Management Team.

1.7 The Dean of Student Development or designee will:

- Assist with planning and conducting NCCC town meetings for information dissemination and post-intervention activities.
- Maintain an active file of helping agencies within the community and names of contact persons.

- ~~Meet, talk and correspond~~ Share emergency preparedness information with the parents of students.

- Work with the Coordinator of Advising and Articulation to establish a systematic approach for identifying, referring, and intervening with students identified as at-risk for suicide or other destructive behaviors.

- Work with the Food Service Director to ensure appropriate emergency plans are in place.

1.8 The Coordinator of Advising and Articulation will:

- Coordinate the development of information sheets for students and parents regarding crisis-related stress. Topics may include: “Talking with Students Following a Crisis” and “Signs of Depression.”

- ~~Meet, talk and correspond with the parents of students.~~ Share emergency preparedness information with the parents of students .

- Establish a systematic approach for identifying, referring, and intervening with students identified as at-risk for suicide or other destructive behaviors.

1.9 The Coordinator of Residence and Student Life or designee will:

- Produce a data file that includes emergency contact ~~locations-~~ information of each student residing in the residence halls six weeks into each semester and in the first week of June. The data files will be retained at one site on-campus and one site off-campus.

1.10 The Director of Technology Services or designee will:

- Develop a plan and scenarios in which technological resources can be dispersed effectively to emergency sites.
- Prepare and update an emergency notification web page to relay emergency notifications and updates to constituencies.
- Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment.
- Establish and maintain a stand-alone computer with a student and staff database for use at the emergency site.
- Assist in obtaining needed student and staff information from the computer files.
- Provide the latest back-up data files with student and human resource data.
- Ensure all systems data are backed up and stored off-site on a regular basis. This off-site storage will be maintained at the CIO's residence.

1.11 The Public Relations department or designee will:

- Maintain written emergency contact list for press and public entities.
- Work with the President's office on notification plan.
- Assist the President with dissemination of information as necessary and appropriate.
- Develop sample press releases for various disaster/emergency scenarios.

1.12 The Athletic Director or designee will:

- Ensure faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.
- ~~Share emergency preparedness information with the parents of student-athletes. Meet, talk and correspond with the parents of student-athletes.~~

- Assist with emergency drills each semester.
- Coordinate communication between campus officials and traveling teams.

1.13 The Food Service Director or designee will:

- Maintain written procedures for food borne illness emergencies.
- Maintain written procedures regarding housing emergencies involving loss of kitchen/food stores/processing.
- Maintain written emergency operations manual for food service and train staff appropriately.
- Maintain emergency phone call list for staff and assist the Dean of Student Development on Emergency Action Plan coordination.

1.15 Athletic Trainers will:

- Record occurrences of food borne illnesses in student-athletes and report to Food Service Director and Dean of Student Development
- Assist the Vice President for Operations in his requirement to ensure CPR training is offered to College personnel and encourage employees from every physical building to participate.

1.16 Building Coordinators or designees will:

- Will ensure building faculty and staff are familiar with emergency and evacuation procedures, know how and when to inform occupants to evacuate or take cover, and are aware of occupants who may need special help.
- Assist with emergency drills each semester.

1.17 All Faculty, Staff and Students will:

- Become familiar with the Emergency Action Plan and be prepared to act responsibly during an emergency.
- Be diligent in preventing and detecting un-safe hazards.

Section 2: Major Emergency Guidelines

2.1 Purpose

The basic emergency procedures outlined in this guide are designed/intended to enhance the protection of lives and property through effective use of the College and campus community resources. Whenever an emergency affecting the campus reaches proportions *THAT CANNOT BE HANDLED BY ROUTINE MEASURES*, the President or his/her designee may declare a state of emergency (refer to definitions in Section 2.4) and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan: (1) large-scale ~~disorder~~ disruption of normal college operations; (2) large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes.

2.2 Scope

These procedures apply to all personnel, buildings, and grounds owned and operated by Neosho County Community College.

2.3 Types of Emergencies

Types of emergencies covered by this manual are as follows:

- Tornado
- Severe weather closing/early dismissal
- Medical emergency
- Fire
- Utility failure
- Violent or criminal behavior
- Suicide / Psychological crises
- Bomb threat / Terrorism
- Chemical spill
- Explosion on campus
- Civil disturbances or demonstrations
- Earthquake
- Homeland Security Alert
- Pandemic flu outbreaks

2.4 Definitions of an Emergency

The college President or his/her designee serves as the overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response:

Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report such emergencies immediately to Vice President for Operations at ext. 221 for the Chanute campus or to the Dean of the Ottawa campus at ext. 312 as appropriate. In either case, a Serious Incident Report form should be filled out and routed to the VPO.

Major Emergency: Any incident, potential or actual, which affects an entire building, buildings, or people, and which will disrupt ~~the overall~~normal 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 crises. Report a major emergency immediately to the VPO at ext. 221 or 620-433-0789 (cell) and to the Dean of the Ottawa campus at ext. 312 or 913-940-0708 (cell) if appropriate.

Disaster: Any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass student/personnel injuries 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. In all cases of disaster, an Emergency Operations Center will be activated, and the appropriate support and operational plans will be executed. If available, the ~~Vice President's for Operations-VPO~~ office will be used on the Chanute campus and the Dean's office will be used on the Ottawa campus to coordinate disaster response. If not, a suitable site off-campus will be chosen from a list developed in conjunction with the local police departments.

In addition, any incident that has the potential for adverse publicity concerning campus resources should be promptly reported to the office of the President -at ext. 211 or one of the VP's offices as appropriate. During non-business hours, contact either the VPO at 620-433-0789 (cell) for the Chanute campus or the Dean of the Ottawa campus at 913-492-7213 (home) or 913-940-0708 (cell). Only the College President or his /her designee is authorized to speak directly with the media about such incidents without the prior clearance by the President.

2.5 Assumptions

The College Emergency Action Plan is based on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning. The series of events in an emergency are not predictable; 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.

- Disasters may affect residents in the geographical location of the College. Therefore City, County, and Federal emergency services may not be available. A delay in off-campus emergency services may be expected.
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

2.6 Declaration of a Campus State of Emergency

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

During the period of any campus major emergency, the VPO or the Dean of the Ottawa campus shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. The Vice President or Dean shall immediately consult with the President or designee regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only registered students, faculty, staff, and affiliates (e.g., contract service employees) are authorized to be present on campus. Those who cannot present proper identification (student registration, employee ID or other ID) showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Kansas statutes.

In addition, only those faculty, staff members, and contractors who have been assigned emergency resource team duties or issued an emergency pass by the ~~Vice President for Operations~~ VPO or Dean of the Ottawa campus or designee will be allowed to enter the immediate disaster site.

In the event of tornado, earthquake, aftershocks, fire, severe weather event or ~~(other?)~~ other major disaster occurring on or about the campus, or which involve College property, the ~~Vice President~~ VPO or Dean and/or Maintenance Supervisor and personnel will be dispatched to determine the extent of any damage to College property.

Section 3: Direction and Coordination

3.1 Emergency Director

The President shall direct all emergency operations. In the absence of the College President, responsibility of the EOC operations will be assumed in the following order:

Chanute campus

Vice President for Student Learning:	Mr. Jim Genandt
Vice President for Operations:	Mr. Ben Smith
Dean of Student Development:	Mr. Jason Kegler
Dean of Outreach and Workforce Development:	Ms. Brenda Krumm
Chief Financial Officer:	Ms. Sandi Solander

Ottawa campus

Dean of the Ottawa campus:	Mr. Dale Ernst
Assistant Dean of the Ottawa campus:	Mr. Brian Patrick <u>vacant</u>
Associate Dean <u>of the Online campus</u> :	<u>Ms. Marie Gardner</u>
Director of Nursing:	<u>Ms. Pam Covault</u>

The first College employee on site shall assume operational control of the emergency until relieved by a designee.

3.2 Emergency Coordinator

All emergency operations shall be coordinated by the Emergency Operations Center. The direct operational control of the campus major emergency or disaster is the sole responsibility of the College President or his/her designee. The coordination of campus emergency resources is the responsibility of the Vice President for Operations (VPO) or the Dean of the Ottawa campus, who will coordinate all immediate on-campus emergency functions as directed.

Section 4: Emergency Operations Center (EOC)

When a major emergency occurs or is imminent, it shall be the responsibility of the VPO or the Dean of the Ottawa campus to initiate the Emergency recall roster and set up the Emergency Operations Center (EOC) as directed.

- The primary EOC for the Chanute campus is VP for Operations Office.
- The secondary EOC for the Chanute campus is the VP for Student Learning conference room in Sanders Hall.
- The third EOC for the Chanute campus is the CAVE.
- The off-campus EOC for the Chanute campus is the Integrated Community Access Network Operations Center (ICANOC).
- The primary EOC for the Ottawa campus is the Dean's office.
- The secondary EOC for the Ottawa campus is Technology Services Office, Room 407.
- The off-campus EOC for the Ottawa campus is ~~yet to be named~~ located at Ottawa University.

4.1 Emergency Operations Center Staffing

EOC Leadership: The College President, Vice Presidents, ~~or~~ Deans or their designees will be responsible for taking command of the EOC and issuing directives necessary to effect orderly evacuation, rescue, cleanup, or other operations as required.

Vice President for Operations (VPO): *The Vice President for Operations or the Dean of Ottawa or designees will act as the single point of contact for all external emergency response agencies* including, but not limited to, local police and fire emergency response teams, county emergency management, and any state or federal emergency response activities. During an actual emergency (or disaster simulation), direct emergency radio communications may be made by the ~~Vice President~~ VPO or Dean with city or county emergency personnel per existing memos of understanding between NCCC and the cities of Chanute and Ottawa. The ~~Vice President~~ VPO ~~or~~ Dean is also responsible for appropriating and directing manpower and equipment to cordon and maintain security in the affected area, and for furnishing equipment and directing manpower to set up barricades and to support evacuation efforts. Working with local and state emergency agencies, the ~~Vice President~~ VPO or Dean will direct search and rescue operations, maintain crowd control, direct large-scale evacuations, establish traffic flow routes, and assist with traffic control.

Maintenance Supervisor or designee: The Maintenance Supervisor will be responsible for furnishing and directing manpower and equipment for restoring buildings to functional use, performing damage assessment, and determining if buildings are structurally sound before being occupied. The Maintenance Supervisor will also have the responsibility of furnishing and directing manpower and equipment to initiate cleanup operations.

The President's office and/or designee: The President's office will serve as official spokesperson for the College, and will be responsible for responding to requests from the outside media and for providing news releases to the public.

Vice President for Student Learning or designee: The Vice President for Student Learning, or designee, will be responsible for informing faculty and delegating their responsibilities. During an

emergency, the Vice President for Student Learning or designee will direct the staff to remain in the department location, if safe, to secure student files and provide student-related information. The Vice President for Student Learning will recommend the restarting of classes and activities after a crisis.

Dean of Student Development or designee: The Dean of Student Development, or designee, will be responsible for serving as the liaison with student officers; evacuating and relocating students; establishing an emergency telephone information center to handle calls from parents, will be responsible for communicating with injured students and families; assigning division staff to assist injured or hospitalized students and their families; writing letters to notify parents of the continuing care that is available to students (which will include local and state agencies, as well as any College-based care); and maintaining follow-up activities such as referrals for help outside the College setting.

Chief Financial Officer or designee: The Chief Financial Officer will be responsible for notifying risk management and insurance companies about the emergency, and for authorizing purchases of outside services and materials needed for the management of emergency situations.

Director of Human Resources or designee: In the event the computer network is unavailable, the Director of Human Resources will be responsible for providing employee data and information to the Crisis Management Team; to secure personnel files and provide employee-related information; helping to identify injured and missing employees involved in the emergency; checking staff records for all injured to determine special medical needs that may be on file; supervising the collection of information about those involved in the emergency; communicating with injured employees and families; arranging support services, as needed; facilitating Worker's Compensation Reports; assisting with medical claims, insurance, etc.; assigning staff to assist injured or hospitalized employees; coordinating internal and external communications with the College spokesperson regarding employee status following crisis situation. The Director of Human Resources will also be aware of the requirements of the Freedom of Information Act and consult the EOC team when information is being released outside the Center.

Director of Technology Services or designee: The Director of Technology Services will be responsible for coordinating the use of technology, assisting in establishment/maintenance of an emergency communications network; supervising the use of the College computer system for communication with the President's office, and the EOC. As needed, the Director of Technology Services will report to the CIO, VPO and President various sites involved in the communication system if there are problems in that system, and provide technical support for all communications hardware.

College Attorney: The college attorney will be responsible for providing advice and legal counsel regarding various response scenarios and their impact on college operations.

4.2 Field Emergency Command Post

If the emergency involves only one building or a small part of the campus, a police or fire vehicle should be placed as close to the emergency scene as is reasonably possible. One local police and/or fire department officer is requested to remain at the emergency command post at all times or until the emergency ends. Field Emergency Command Post Equipment may include the following:

Quantity	Item
6	Copies of Emergency Action Plan
2	Copies of contact list of Emergency Management Team members, Department Heads, etc.
2	Data file students, faculty and staff phone numbers and residential addresses
	Tables, chairs, office supplies (pens, pencils, scratch paper, staplers, paper clips, etc)
6	Walkie-Talkies (hand held) Motorola or other quality type radios.
1	Bull horn
1	AM/FM battery-operated portable radio,
2	Complete maps of campus
6	Blankets, pillows
6	Rolls of toilet paper
4	Bars of soap
2	3 foot pry bars
2	Large sledge hammers
6	Cots (inexpensive folding camping type)
6	Flashlights (no battery type)
1	Cheap coffee machines w/coffee, sugar, artificial sweetener, powdered cream, Disposable cups, coffee filters.
6 bags	Plastic knives, forks and spoons.
	Sign making material (white cardboard, several colored markers).
1	Flip charts with paper, easel.
1	Up-to-date blueprints of all major buildings on campus (basement, crawl spaces, etc)
20	AA size batteries
20	D size batteries
2	Rolls of duct tape
2	Rolls of barricade "Police" or "Caution" tape.
1	Small generator w/5 gal. of gasoline
2	25 foot or longer commercial heavy-duty extension cords
1	Photo copier
1	Computer
1	Satellite Cell Phone (#8816-3141-0542) *see note below
3 days	Bottles of water, canned fruit and other non-perishable sealed foods for three days.
First Aid Kit	
1 box	Self sealing plastic bags
4	Packs of hard candies
10	Infectious waste bags
5	Wet tissue packs
6	Whistles
4	Sets of leather work gloves
4	Emergency blankets
4	each Isopropyl alcohol, disinfectants (aerosol)
Various	Miscellaneous band aids, gauze, N95 masks, aspirin, scissors, splints, tongue depressors, towelettes, tweezers, sanitary napkins, tampons, rope, emergency First Aid manual), <u>disposable sanitary gloves, safety pins, water purification tablets</u>
Various	<u>Disposable sanitary gloves, safety pins, water purification tablets</u>

*Satellite phone can be dialed directly from a land line or cell phone either by calling:

a) 011-8816-3141-0542 (originator pays charges up to \$7 per minute-this is an INTERNATIONAL CALL), or by calling;

b) 1-480-768-2500 and then 8816-3141-0542 when prompted (originator pays long distance and NCCC pays \$2.49 per minute).

4.3 **Damage Control: Maintenance Supervisor or designee**

The Maintenance Supervisor has the following responsibilities:

- Provides personnel and equipment to perform shutdown procedures, hazardous area control, damage assessment, debris clearance, emergency repairs and equipment protection
- Provides vehicles, equipment, and operators for movement of personnel and supplies, assigns vehicles as required to the Emergency Resource Team for emergency use
- Obtains the assistance of utility companies as required for emergency operations
- Furnishes emergency power and lighting systems as required
- Surveys habitable space and relocates essential services and functions
- Provides facilities for emergency fuel during actual emergency or disaster periods
- Provides for storage of vital records at an alternate site; coordinates with department heads for liaison and support

4.4 **Public Information: Director of Public Relations or designee**

The College has two basic guidelines to observe in media relations during emergency situations:

- *Only an authorized spokesperson (the College President or designee or the Director of Public Relations) will meet or talk with the media.*
- *Only factual information may be released; no speculation is to be offered.*

Chanute Contact Information: During Regular Hours

President's office: 620-431-2820 ext. 299
Assistant to the President: 620-433-2820 ext. 211
Director of Public Relations: 620-431-2820 ext. 532

Chanute Contact Information: After Hours

President's home: 620-431-0606
President's cell: 620-433-0706
Director of Public Relations home: 620-431-6688
Director of Public Relations cell: 620-432-1088

Ottawa Contact Information: During Regular Hours

Dean's office: 785-242-2067 ext. 312
Assistant Dean: 785-242-2067 ext. 305

Ottawa Contact Information: After Hours

Dean's home: 913-492-7213
Dean's cell: 913-940-0708
Assistant Dean's home: 913-829-2682
Assistant Dean's cell: 913-645-8676

Other Guidelines

- All faculty and staff are advised to report crisis situations to their immediate supervisor or the Dean of Ottawa. Any situation involving a student should also be reported to the Dean of Student Development. They are also reminded not to speak to the media on behalf of the College.
- The President's Office must be informed immediately of existing emergencies. Complete details should be made available to them, including the nature of the emergency, how it began, who is involved, what is happening now, and what help has been requested.
- The President and the Public Relations department shall confer and decide on the appropriate responses to the media.
- All calls from the media are referred directly to the President's office at 620-431-2820, ext. 211.
- The College Emergency ~~Resource-Response~~ Team (see below) will designate a room on campus for press/media representatives, if necessary.

Duties of Public Relations following an Emergency

- As soon as is practical, Public Relations will provide a news release for the media.
- Public Relations will assist the VPO with Chanute Police Department to define media restrictions, parking zones, and areas available for news vans and satellite units.
- Public Relations, where practical, will hold a news briefing that includes information on restricted areas, as well as where, when, and how future briefings will be held.
- Public Relations will provide members of the media with packets of general institutional information (number of employees, students, campus map, etc.).

Section 5: Responsibilities

5.1 College President

The President is responsible for the overall direction of campus emergency operations as outlined in this plan.

5.2 Administrators and Deans

The Vice President for Student Learning, Vice President for Operations and Deans may appoint a specific person as Building/Area Coordinator for every activity under their control, and have the following general responsibilities prior to and during any emergency.

5.2.1 Emergency Preparedness

- Ensure that information about potential hazards in each building (e.g., chemical storage) is distributed to all employees.
- Ensure that proper signage, evacuation procedures, and emergency equipment are in the buildings.
- Ensure that employees receive training in emergency techniques such as fire extinguisher usage, First Aid/CPR, and building evacuation procedures.

5.2.2 Emergency Situations

- Inform employees under their direction about the emergency condition.
- Evaluate the impact the emergency has on their activity and take appropriate action. (This may include ceasing operations and initiating building evacuation.)
- Maintain emergency telephone communications with members of their own department.

5.3 Residence Life Staff

Residence life staff members have the following responsibilities:

- Inform their students, ~~or~~ residents or guests of College emergency procedures as well as evacuation procedures for their building and/or activity
- Inform their students or residents of an emergency and initiate emergency procedures as outlined in this Plan

- Evaluate their assigned area or activity to determine the potential impact of a fire or other disaster.
- Report all safety hazards to the Maintenance Supervisor. (Work orders to reduce hazards and to minimize accidents should be promptly monitored for completion.)
- IMPORTANT: Remind all students, residents, guests and staff to conform to building evacuation guidelines during any emergency.
- Perform evacuation drills a minimum of once per semester.

Section 6: College Notification System

The telephone is the primary means of emergency notification at Neosho County Community College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

In addition, the College's text message system will be used to distribute and send emergency messages to all subscribers by location. Critical messages will be disseminated via the Alertus networked-based messaging system.

The VPO (or Dean of Ottawa) is the focal point for official emergency communications to the College **Emergency Response Team**. Each team member, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction. The VPO or Dean will notify the following College **Emergency Response Team** members as appropriate:

- President
- Vice President for Student Learning
- Vice President for Operations
- Dean of Student Development
- Chief Financial Officer/CFO
- ~~Director of Technology Services~~ Associate Dean for Operations/CIO
- Maintenance Supervisor
- Assistant Maintenance Supervisor
- Director of Public Relations

Other individuals may also be contacted when necessary.

IMPORTANT: During an emergency, campus phones must be restricted to College official notification. In the absence of phone services, the College's maintenance department will provide wireless communications (walkie-talkies) to the emergency response team for local communication. Emergency response team members will be expected to communicate via cell phones as necessary. In the event cellular coverage is also not available, a single satellite phone will be available for use by the emergency response team.

Satellite Cell Phone (#8816-3141-0542) *see note below

*Satellite phone can be dialed directly from a land line or cell phone either by calling:

- a) 011-8816-3141-0542 (originator pays charges up to \$7 per minute-this is an INTERNATIONAL CALL), or by calling;
 - b) 1-480-768-2500 and then 8816-3141-0542 when prompted (originator pays long distance and NCCC pays \$2.49 per minute).
-

Section 7: On/Off Campus Sources of Assistance

7.1 On-Campus Resources

Skilled workers are available from the maintenance department at all times during normal working hours and via cell phone after normal hours. They are capable of providing the following emergency services:

- **Utilities:** Repairs and/or shutdown of water, gas, electric and sewage systems.
- **Structures:** Repairs to structures and mechanical equipment therein, including heating and cooling systems.
- **Equipment:** Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, etc.
- **Transportation:** Sedans, vans, trucks and tractors.
- **Emergency Procurement:** Procurement of materials and services can be arranged in direct support of any contingency.

Phone numbers:

Normal Business Hours

Paul Smith

Office: 620-431-2820 ext. 251

Cell: 620-433-0781

Home: 620-473-2873

Kyle Seufert

Office: 620-431-2820 ext. 251

Cell: 316-377-8911

Home: 620-473-3655

After Hours

Maintenance cell: [913-396-9506](tel:913-396-9506)

Custodial services cell: [913-396-9504](tel:913-396-9504)

7.1.1 Emergency Shutdown Procedures

In the event of a natural disaster in which major structural damage is sustained, turn off hazardous utilities (electricity and natural gas) in affected areas.

7.2 Off-Campus Resources

NON-Emergency Telephone Numbers:

	Chanute	Ottawa
Fire	620-431-5236	911
Ambulance	911	911
Police	620-431-5768	911
County Sheriff	620-431-5759	911
KS Highway Patrol	620-431-2100	785-296-3102
	(Troop H)	(Troop B)

Hospital Emergency Department Telephone Numbers:

Neosho Memorial Regional Medical Center	620-431-4000
Labette County Medical Center	620-421-4881
Allen County Hospital	620-365-1000
Mt. Carmel Regional Medical Center	620-231-6100
Wilson County Hospital.....	620-325-2611
Mercy Health Center-Fort Scott.....	620-223-2200
Mercy Health Center-Independence	620-331-2200
Ransom Memorial Hospital-Ottawa	785-229-8200
Family Medicine-Baldwin City	785-594-2512
Osawatomie State Hospital-Osawatomie.....	913-755-7000
Miami County Medical Center-Paola	913-294-2327
Anderson County Hospital-Garnett	785-448-3131
Lawrence Surgery Center-Lawrence	785-832-0588

Road Condition Information Telephone Number:

Kansas State Department of Transportation.....511 or 866-511-5368

Utilities-Gas, Water and Electric Telephone Number:

Chanute	620-431-5282
Ottawa (water and electric only).....	785-229-3710
(weekends and holidays).....	785-229-3750
Kansas Gas Service Emergencies and Repairs.....	1-888-482-4950

Telephone Outage Telephone Numbers:

Chanute

KS Communications (premises)	620-431-1202
AT&T (local carrier).....	800-286-8313
AT&T (long distance).....	800-559-7928

Ottawa

Repairs	800-222-3000
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Additional Health and Community Help Telephone Numbers:

AIDS Awareness.....	800-342-AIDS
AIDS Resource Network	800-738-AIDS
Alcoholic Anonymous	620-431-1064
Child Abuse & Neglect Hotline.....	800-922-5330
DECCA (Ottawa).....	785-242-7100
Federal Bureau of Investigation (FBI).....	866-327-8200
Kansas Alcohol and Drug Abuse Services	620-473-2242
Kansas Alcohol and Drug Abuse Section (SRS)	785-296-3925
Kansas Arson/Crime Hotline	800-KS-CRIME
Kansas Crisis Hotline (Domestic Violence/Sexual Assault)	888-363-2287
Kansas Division of Environment (Emergency Spill Response)	785-296-1679
Kansas Division of Health (Bioterrorism Incident)	877-427-7317

Kansas Epidemiologic Services (Reportable Diseases).....	877-427-7317
Kansas State Fire Marshall	866-542-9628
National Institute on Drug Abuse	800-662-4357
National Cocaine Hotline.....	800-Cocaine
National Clearing House.....	800 SayNoTo
Mid-America Poison Control Center	800-222-1222
National Response Center.....	800-424-8802
(Toxic Chemicals Spills, Oil Spills, Terrorist Threats)	
National Runaway Switchboard	800-RUNAWAY
National Suicide Prevention Lifeline.....	800-273-8255
Southeast Kansas Mental Health Center.....	620-431-7890
.....	785-823-6322 Ottawa

Emergency Contacts of Helping Agencies in the community

<u>American Red Cross</u>	888-460-1050
.....	620-431-9670

Contact People:

Aaron Phillips – Exec. Director.....	620-515-5335
Leah O’Donnell – Disaster Coordinator.....	620-515-6555
Rex Holeman – Volunteer.....	620-251-9522

Local Community Churches-

Ambassador Christian Church David McCoy	4001 Johnson Rd, Chanute, KS.	620-431-7751
Buffalo United Methodist Church	408 N. Water, Buffalo, KS.	620-537-7485
Westview Southern Baptist Church	1415 S.Plummer, Chanute, KS.	620-431-4854
Community of Christ Church Pastor Larry Mallett	602 N. Wilson, Chanute, KS.	620-431-6894
First Baptist Church Rev. Rick Qualls*	118 N. Forrest, Chanute, Ks. after hours	620-431-2910 620-431-4977
First Baptist Church Rev. Kathy Carlson*	118 N. Forest, Chanute, Ks.	620-431-4977
Grant Avenue Baptist Pastor Jerry Neeley*	519 N. Grant, Chanute, KS.	620-431-7200
Faith Bible Church	102 S. Lafayette, Chanute, KS.	620-431-1529
Otterbein United Methodist Rev. Harry Disbrow*	631 W. 7 th , Chanute, KS.	620-431-0610
Zion Lutheran Church	1202 W. Main, Chanute, KS.	620-431-1341
Bethel Baptist Church	120 S. Denman, Chanute, KS.	620-431-0592
Calvary Baptist Church	1207 W. 4 th , Chanute, KS.	620-431-9777
Church of God in Christ	1212 N. Washington, Chanute, KS.	620-431-1113
Cornerstone Family Life Center	109 E. Main, Chanute, KS.	620-431-6577
First Christian Church Rev. Tom Eastman*	102 N. Grant, Chanute, KS.	620-431-3758
First United Methodist Church Rev. Gerry Sharp	202 S. Lincoln, Chanute, KS.	620-431-4240

Parkview Holiness Church Rev. Tom Devolt*	1013 S. Steuben, Chanute, KS.	620-431-6802
Church of Christ Pastor Larry Dye	111 N. Rutter, Chanute, KS.	620-431-2741
Church of the Nazarene United Brethren in Christ Pastor Michael Longfellow	1313 W. 14 th , Chanute, KS. 1502 S. Highland, Chanute, KS.	620-431-2040 620-431-1591
First Presbyterian Church Rev. Shelle Holle	15 N. Steuben, Chanute, KS.	620-431-2257
Grace Episcopal Church Mother Nancy Shank*	209 S. Lincoln, Chanute, KS.	620-431-1210
Living Word Assembly St. Patrick's Catholic Church	1000 W. 14 th , Chanute, KS. 424 S. Central, Chanute, KS. Parish Center	620-431-7777 620-431-3165 620-431-2007

*Designates Members of the Ministerial Alliance

Neosho County ~~Hazard Mitigation~~ Local Emergency Planning Committee-

Byron Schultz (Chair)	NC Emergency Manager	620-244-3874
Lori Nally	Neosho County Sheriff – 911	620-244-3895
Jim Keath	Sheriff	620-244-3888
Sam Budreau	Public Safety Director	620-431-5242
		620-433-1702 (c)
Ben Smith	NCCC	620-431-2820
		620-433-0789 (c)
Pat Lucke	ED/ICU Director NMRMC	620-432-5392
		620-496-9670 (c)
		620-432-3250 (c)
Teresa Starr	Neosho County Health Dept.	620-431-5770
		620-432-4311 (c)
Tom Rutledge	Ash Grove	620-433-3542
Paul Norris	Heartland Rural Elec. Coop.	620-724-8251
Lane Sekavec	Regional Mgr. Hazardous Materials	816-399-1691
Lt. Chuck Yokley	Kansas Highway Patrol	620-431-2100
		620-212-2740 (c)
Captain Rick Wilson	Kansas Highway Patrol	785-260-1863 (c)
Lt. Mike Thweatt	Kansas Highway Patrol	620-212-0002 (c)
Dr. Jim Hardy	USD413 Superintendent	620-433-1901 (c)
Craig Bagshaw		620-839-5203
		620-432-5075 (c)

Section 8: Specific Emergency Procedures

The following specific emergencies are addressed in this section:

- Reporting Emergencies
- Building/Campus Evacuation
- Medical Emergencies
- Pandemic Flu Outbreak
- Fires
- Severe Weather - Closing/Early Dismissal
- Tornado
- Lightning
- Utility Failure
- Suicide/Psychological Crisis
- Violent or Criminal Behavior
- Bomb Threat
- Chemical Spill
- Explosion on Campus
- Civil Disturbance
- Earthquakes

The procedures covered in this section should always be followed in sequence, unless conditions dictate otherwise.

8.1 Reporting Emergencies

To report an emergency, contact the VPO at 620-433-0789 or designee or the Dean of the Ottawa campus at 913-940-0708 or their designee. If the situation warrants immediate emergency response, please dial 911.

The Vice President or Dean will be prepared to dispatch appropriate emergency response units (Fire/Rescue or Ambulance) to any location on campus, or dispatch appropriate college personnel to provide immediate assistance for hazardous spills, search-and-rescue, and other similar emergencies.

In order to assist the operator in processing the call quickly and efficiently, please be prepared to give the following information:

- What you saw, heard , or found
- The exact location of the incident
- The phone number of the phone you are using
- Details of the situation
- Your name and address

Then **stay on the line** until you are told to hang up.

KEEP CALM . . . KEEP OTHERS CALM!

As soon as time permits, fill out the appropriate serious incident form (available on t:common) with pertinent information and forward to your supervisor.

8.2 Evacuation Procedures

Contact the Vice President for Operations at 620-433-0789 or the Dean of the Ottawa campus at 913-940-0708 or their designee.

8.2.1 Building Evacuation

All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by a member of the NCCC emergency response team or building coordinator or designee.

When the building evacuation alarm is activated, leave by the nearest marked exit and alert others to do the same. **EVERYONE MUST EXIT THE BUILDING. ONLY ESSENTIAL EMERGENCY RESPONSE TEAM PERSONNEL ARE PERMITTED IN THE BUILDING UNTIL THE ALL-CLEAR IS GIVEN.**

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that elevators are reserved for handicapped persons.

DO NOT USE THE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.

Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant, areas and walkways clear for emergency vehicles and personnel. Know your area assembly points.

Chanute Safety Zones: North - field north of Bideau Hall; West -Parking Lot #P1; South - Hudson Baseball field.

Ottawa Safety Zone: On the Ottawa campus, students should evacuate by the nearest exit and then proceed to the far west edge of the parking lot.

DO NOT return to an evacuated building unless told to do so by a member of the emergency response team.

8.2.2 Campus Evacuation

Evacuation of all or part of the campus grounds will be announced by the Neosho County Community College emergency response team as described.

All persons (students and staff) are to evacuate immediately the area of campus in question and relocate to another part of the campus grounds as directed.

Chanute Safety Zones: North - field north of Bideau Hall; West -Parking Lot #P1; South - Hudson Baseball field.

Ottawa Safety Zone: On the Ottawa campus, students should evacuate by the nearest exit and then proceed to the far west edge of the parking lot.

8.2.3 Procedure for Emergency Evacuation of Individuals with Disabilities

The following procedures are intended to assist disabled persons with an emergency evacuation from any buildings on the campus of Neosho County Community College. The guidelines set forth in this section are in compliance with NFPA 101 Life Safety Code and the Americans with Disabilities Act as amended.

Neosho County Community College policies and procedures require all persons in a facility to evacuate that facility any time the fire alarm system is activated or other emergency that requires building evacuation. Persons with disabilities may not be able to evacuate unassisted. Therefore, they should inform another person that assistance may be necessary during an evacuation.

General Guidelines

- Remember that individuals with similar disabilities are unique. Listen to the individual; he/she is the expert regarding his/her own disability.
- Always ask the individual if there are any special considerations or items that need to come with him/her during the evacuation.
- There are “hidden” disabilities that may need assistance, including health, psychiatric disabilities (anxiety disorders, depression, personality disorders, etc.), and some vision or hearing impairments.
- Some individuals may utilize service animals such as guide dogs, hearing dogs or assistance animals. When possible, keep the team together.

“Buddy System” Option

Persons with disabilities that limit mobility are encouraged to utilize the “Buddy System.” Persons with disabilities that limit mobility may be defined as anyone who uses assistive devices such as canes, crutches, or wheelchairs or who has slower mobility due to illness or injury. Also, persons with limited vision and hearing may need assistance to evacuate.

During the first week of class, students on the Chanute campus with disabilities that limit mobility are encouraged to disclose their disability to the Dean of Student Development in Sander’s Hall on the Chanute Campus or designee, or the Assistant Dean on the Ottawa campus. Students should disclose any special assistance that may be required in the event of a fire alarm or other emergency evacuation. The Dean of Student Development or Assistant Dean at Ottawa will work with appropriate staff to then make it part of the emergency action plan to locate and identify the student to the appropriate emergency authorities.

Persons with limited mobility are also encouraged to make acquaintances with fellow students, residents, or class members. When the fire alarm sounds, the “Buddy” will make sure of the location of the person with the disability, and then go outside and inform emergency personnel (Campus security, Chanute or Ottawa Fire or Police Departments) that a person in a specific location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

If conditions allow, the “Buddy” may choose to assist the person with disability during the evacuation of the building.

ELEVATORS ARE NOT TO BE USED IN AN EMERGENCY EVACUATION.

Elevators will stop in the event of a power outage and persons will become trapped inside.

Evacuation Options

Use of the “Buddy System” along with the following evacuation options will help to assure the prompt evacuation of any person with a disability.

- **Horizontal Evacuation:** Move away from the area of imminent danger to a safe distance such as another wing, adjoining building, opposite end of the corridor, or outside if on ground level.
- **Vertical (Stairway) Evacuation:** Stairways can be used by those who are able to evacuate with or without assistance. Enclosed stairways are a safe refuge due to fire and smoke doors that enclose the area. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially when several flights of stairs are concerned.
- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door. Dial 911 for emergency assistance. Give your name, location, and the reason you are calling. Phone lines normally remain in service during most building emergencies. If the phone lines do fail, you can signal from the window by waving a cloth, towel, sheet, or other object to attract attention.

Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

- **Mobility Impaired (Wheelchair):** Persons using wheelchairs should stay in place or utilize some type of horizontal Evacuation (such as the Evac+ Chair in the CAVE, Bideau Hall and NeoKan Hall) with their “Buddy” when the alarm sounds. The evacuation “Buddy” should immediately proceed to the evacuation assembly point outside the building and inform emergency personnel about the location of the person with disability. Dial 911 for emergency assistance.
- **Mobility Impaired (Non-Wheelchair):** Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (e.g., detectable smoke, fire, or unusual odor), the person with disability may choose to stay in the building, using the other options, until emergency personnel arrive.
- **Hearing Impaired:** Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The strobe lights are for hearing impaired

persons. Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations.

- **Visually Impaired:** Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn is for the sight impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route could be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating a building. A “Buddy” should offer assistance to the individual with visual impairment and guide him/her through the evacuation route.

8.2.4 Residence Halls

Of the two resident halls, only Bideau Hall has rooms designated for persons with disabilities. They are as follows: rooms 104, 129, 204, and 229. At the beginning of each semester, the Coordinator of Residence and Student Life, along with the Assistant Coordinator of Residence and Student Life, will conduct meetings with their floors to discuss the “Buddy System” as well as other emergency procedures including location of nearest stairwells for exit, nearest fire extinguishers and how to use them, etc.

The Coordinator of Residence and Student Life is responsible for tracking of any disabled persons residing in the halls and provides this list to the NCCC emergency response team. In the event of a fire alarm, the emergency response team members respond to the disabled person(s) room to verify whether they were able to evacuate appropriately.

Students who may experience temporary disability, such as those who may be temporarily on crutches, or recovering from a surgical procedure, should identify themselves to the Coordinator of Residence and Student Life so that they can be included in this procedure. The Athletic Training department will assist with identification of such student-athletes and notification of the Coordinator of Residence and Student Life.

8.2.5 Following Evacuation

Students and personnel are to evacuate the building and congregate in one area. Students *are not* to leave campus without first providing their name and location to College personnel on-site. This is to facilitate communication between parents or others who may call the College to locate the student and to assist College and/or local police in any investigation. –Students should make every attempt to contact their parents or other family members to report their condition.

Chanute Safety Zones: North - field north of Bideau Hall; West -Parking Lot #P1; South - Hudson Baseball field.

Ottawa Safety Zone: On the Ottawa campus, students should evacuate by the nearest exit and then proceed to the far west edge of the parking lot.

8.3 Medical Emergency

If a medical emergency occurs off campus, call 911.

If serious injury or illness occurs on campus, immediately call 911 or the Switchboard during normal business hours. The Switchboard will notify 911 as necessary. As time permits, please call

the VPO at or 620-433-0789 (cell) or designee for the Chanute campus or the Dean of the Ottawa campus at 913-940-0708 (cell) or designee. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.

In case of minor injury or illness, provide First Aid care. Note: *Only qualified trained personnel should provide first aid treatment (i.e. CPR, AED use, etc.).* Use only sterile first aid materials.

In case of serious injury or illness quickly perform the following steps:

1. If available, an automated external defibrillator (AED) should be taken to all medical emergencies.
2. Remain calm and quickly assess the situation.
3. CALL 911 (or the Switchboard) *immediately* if the victim is:
 - having trouble breathing
 - has uncontrolled bleeding
 - has injured an extremity (arm or leg) so that it looks obviously deformed
 - is complaining of or appears to be in severe pain
 - is unconscious or has altered consciousness
 - is having a seizure
 - is complaining of neck pain
 - is unable to stand
 - if you need additional assistance and no one else is available to help
4. Call the Vice President for Operations at or 620-433-0789 (cell) or designee for the Chanute campus or the Dean of the Ottawa campus at 913-940-0708 (cell) or designee. Notify the VP or Dean that you have called 911 or ask them to do it.
5. Do not administer any type of medical treatment if you have not been specifically trained to do so. Do not move the victim unless their current location is causing them harm or is a possible endangerment to their life.
6. If the victim becomes unconscious, is not breathing or has no pulse, follow the guidelines established in the Automated External Defibrillator (AED) Policy and Procedures Addendum to the EAP.
7. Contact others for additional help.
8. Remain calm and help the victim relax; try to keep them warm and comfortable until experienced medical help arrives.
9. Keep crowds from gathering around the victim and keep the general area clear for emergency personnel.
10. Employees injured on the job are required to notify Human Resources and will be directed to seek treatment immediately at physician's office or emergency room for work-related injury care (Worker's Compensation claims).

8.3.1 Food Borne Illness Emergency Response Plan

In the event of an illness caused by food consumed on campus, the NCCC/Great Western Dining food service and production of that food item will be suspended.

- The food suspected of causing illness will be packaged, labeled, refrigerated and retained for sampling.
- Notification of the illness will be given to the Manager of Great Western Dining, Dean of Student Development, and the Coordinator of Residence and Student Life.

- Students who become ill will be treated at the ~~NCCC Student Health clinic~~ the Panacea Family Medicine Clinic at 629 S. Plummer if possible. If the clinic is not open, or it is determined that a higher level of care is needed, the students will be referred to medical clinics or the hospital.
- The Food Service Manager on campus will begin a food-related incident report. This procedure will be followed including sampling and notification of the Kansas Department of Health and Environment, Department of Food Safety and Consumer Protection at 785-296-5600.
- Resumption of food service will be at the direction of the Kansas Department of Health and Environment, Department of Food Safety and Consumer Protection working in conjunction with Great Western Dining food services.
- The Dean of Student Development working in conjunction with the Coordinator of Residence and Student Life will coordinate and take necessary steps to ensure college housing residents are provided necessary food supplies.

8.3.2 Airborne Illness Emergency Response Plan

In the event of an illness at NCCC caused by an airborne virus or bacteria, or other airborne contaminant, the air handlers to the building should be shut down immediately and staff evacuated from the building.

- Contact Paul Smith to shut down the air handlers if possible: ~~620-433-0781~~913-396-9506.
- The Maintenance Supervisor will notify the VPO and then continue to assist with evacuation and sealing and/or quarantine of the building.
- At Ottawa, notify the Dean of Ottawa Campus at 913-940-0708.

Persons suffering with respiratory difficulty should be transported to the nearest hospital for evaluation. Any person in respiratory distress (i.e., short of breath, choking, having difficulty breathing) will need emergency medical assistance. Contact 911.

The VPO should be contacted immediately at 620-433-0789, who will contact other Administrative staff as indicated and the College legal counsel.

The Kansas State Epidemiologic Services Department will be contacted at 877-427-7317 to begin an epidemiology investigation.

The building will remain sealed until released by the Kansas State Epidemiologic Services Department.

In the event of a possible pandemic flu outbreak, the administrator in charge, in conjunction with other emergency operations personnel, will determine the threat level of the current outbreak and take appropriate actions. These actions may include, but not be limited to, the following:

- cancellation of classes, sporting events and/or other public events;
- closure of campus, student housing, and/or public transportation;
- quarantine of affected students and staff.

8.4 Fire

In all cases of fire, call 911 immediately.

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

If a minor fire appears controllable, promptly direct the charge of the nearest fire extinguisher toward the base of the flame. If an emergency exists, activate the building alarm (fire alarm).

In the case of large fires that do not appear controllable, IMMEDIATELY call 911. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen available to it. DO NOT LOCK DOORS. Take all personal belongings (cell phones, keys, purses, wallets, etc.).

When the building evacuation alarm is sounded, assume an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

DO NOT USE THE ELEVATORS DURING A FIRE.

Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Remain in your designated evacuation location until cleared by emergency personnel. If requested, assist emergency crews as necessary.

A Field Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a Neosho County Community College emergency response team member.

NOTE: *If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window, as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Use your personal cell phone if available to call 911.*

KEEP CALM, AND HELP OTHERS REMAIN CALM.

8.5 Severe Weather Closing/Early Dismissal

If, due to an emergency (e.g., inclement weather, power failure, etc.), it becomes necessary to close the College or to delay the normal work schedule, the College will notify the local TV and radio stations as noted below:

Chanute Campus

KINZ – 95.3 FM	Chanute
KKOY – 105.5 FM	Chanute
Cablevision of Chanute	Chanute
KKOW - 96.9 FM	Pittsburg
KOAM TV CH 7	Pittsburg
KIKS – 101.5 FM	Iola
KLKC - 93.5 FM	Parsons

Ottawa Campus

KOFO – 1220 AM	Ottawa
LAZER – 105.9 FM	Lawrence
KLWN – 1320 AM	Lawrence
KJHK – 90.7 FM	KU
NPR – 91.5 FM	KU
KCUR – 89.3 FM	MU-KC
KC-TV5, KMBC-TV	Kansas City
WIBW-TV	Topeka
WIBW – 580 AM	Topeka

The Vice President or Dean (or their designee) will update the College’s text-messaging system to immediately notify all subscribers of the closing. The Vice President or Dean (or their designee) will update the main campus phone number recording, as well as leave an urgent on all employee phone extensions. Doing so will cause the College phone system to immediately call all employees if they have designated an emergency call number on the phone system.

In the event the media are not notified due to time constraints, the NCCC calling tree system will be activated. The President, Vice Presidents, Deans, Directors, and Division Chairs will be notified. It is the responsibility of the department heads to notify all of their departmental personnel.

8.6 Tornadoes/Severe Thunderstorms

Tornadoes are one of NCCC’s highest risks for a disaster. They are most likely to occur between 3:00 and 9:00 pm but have occurred during all hours of the day and night. The “average” tornado moves from southwest to northeast, but can move in any direction. The average forward speed for a tornado is 30 mph, but can vary from nearly stationary to 70 mph.

8.6.1 Definitions

- **A SEVERE THUNDERSTORM WATCH:** Severe thunderstorms are possible in your area. Thunderstorms are defined as severe if they produce winds in excess of 58 mph and/or produce hail of $\frac{3}{4}$ of an inch in diameter or larger. **No EAP message will be issued.**
- **A SEVERE THUNDERSTORM WARNING:** Severe thunderstorms are occurring, or imminent. Keep in mind that tornadoes occasionally develop in areas where severe thunderstorm watches or warnings are in effect. Remain alert to signs of approaching tornados and seek shelter if threatening conditions exist. **An EAP message may be issued, depending upon the severity of storm system.**
- **A TORNADO WATCH:** Indicates that conditions exist for a tornado to develop. Be prepared to move to a safe area. **An EAP message will be issued.**
- **A TORNADO WARNING:** Indicates that a tornado has actually been sighted or indicated on radar. If a tornado warning has been issued for your area, move to your **pre-designated** place of safety (found on the last page of this document). **An EAP message will be issued.**

***NOTE:** One clue that a tornado could develop is when a thunder storm produces hail. The larger the hail stone, the more likely that a tornado will occur.*

If you are on campus when a tornado warning has been issued, you should move to the lower level of whatever building you are in. **DO NOT** go outside to check the weather. If an underground area is not available, move to an interior room or hallway on the lowest floor. Crouch down against a wall or get under a sturdy piece of furniture. Auditoriums, gymnasiums and other structures with high, wide-span roofs do not offer good protection. **Stay away from windows and exterior doors.**

If you are outdoors, **DO NOT** attempt to outrun a tornado in a truck or car; instead abandon it for a strong building. If you are on the road, remember that overpasses offer little protection from tornadoes and should not be used as shelters. If caught in the open, take cover in a ditch or low spot. Remember, this will not provide the same protection as a sturdy building. Occasionally tornadoes develop so rapidly that advance warning is not possible. Remain alert for signs of an approaching tornado.

FLYING DEBRIS CAUSES MOST DEATHS AND INJURIES DURING A TORNADO

(Source: National Weather Service)

PLEASE REVIEW THE LIST OF SEVERE WEATHER SHELTER AREAS ON CAMPUS LISTED BELOW. THESE CAN BE FOUND ON THE LAST PAGE OF THE EMERGENCY ACTION PLAN.

Watches and warnings are received through information from the National Weather Service, cell phones text messaging services, NOAA radios, directly from local county emergency operations, the Internet, and local TV and radio.

When a tornado watch is announced:

- Remain calm. Turn on all available televisions and weather radios to local weather stations.
- Staff are authorized to activate the Neosho County Community College Emergency Warning System.
- The Vice President or Dean will contact all Building Coordinators or their designee as well as Tech Services.
- Students, faculty and staff are notified via PC's in the classroom, text messaging, email system, switchboard operator and our emergency crew that a Tornado Watch is in effect.
- All safety/security personnel escalate to a heightened sense of awareness. Building Coordinator should check all buildings and rooms, notify occupants, and note occupancy.
- Please do not use the college phone system if possible!

When a tornado warning is announced:

- Remain calm.
- The VPO or Dean or designees are authorized to activate the Neosho County Community College Emergency Warning System.
- The VPO or Dean or designees will contact all Building Coordinators or their designee as well as Tech Services.
- Students, faculty and staff are notified via the Alertus beacons, PC's in the classroom, Panther TextNet, email system, switchboard operator and our emergency crew.

- Maintenance Department personnel will be dispatched with emergency radios to all buildings.
- The Building Coordinator should go to each room and instruct occupants to evacuate to their designated location until clearance.
- Please do not use the college phone system if possible!
- The Building Coordinator will be notified of the “all clear” by the VPO or Dean or designee.
- ***All occupants should remain in their designated evacuation shelter until clearance (All Clear) is given*** by the Building Coordinator or emergency personnel.

All students, faculty and staff are automatically subscribed to a free service that will send a text message to your cell phone advising you of any severe weather watches/warnings in your area, called Panther Text Messaging. NCCC Chanute campus has been designated as the first community college in KS as Storm Ready by NOAA. For more information, go to <http://www.stormready.noaa.gov/>.

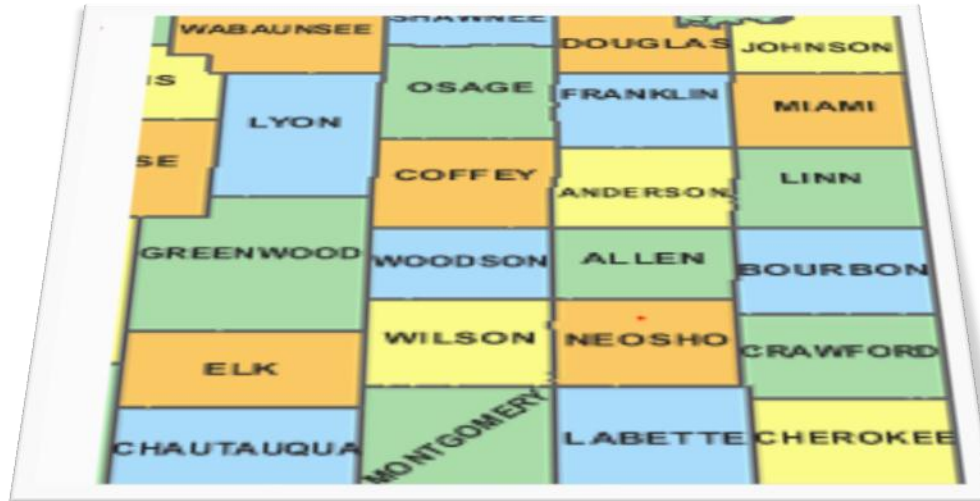
This information can also be found on the NCCC webpage www.neosho.edu under Safety & Security.

Emergency Shelters – Chanute Campus

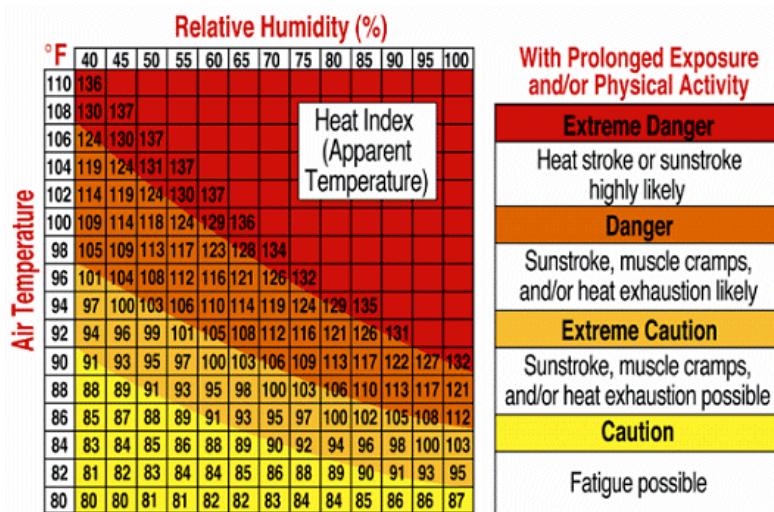
Building	Building Coordinator	Tornado/Severe Weather Shelter
Bideau Hall	Coordinator/Asst. Coordinator	Restrooms/Interior Hallways. If time permits, in interior first floor hallways. Weather radio located in Bideau Security office.
Boiler Room	Assistant Maintenance Supervisor/Maintenance Supervisor	In gym in hallways under bleachers and mezzanine. Weather radio located in Maintenance office.
Cafeteria/food service	Food Service Manager/Assistant Dean of Outreach and Workforce Development	Restrooms/Interior Hallways. If time permits, in gym in hallways under bleachers and mezzanine. Weather radio located in Welcome Center.
CAVE	Coordinator of Advising & Articulation/Developmental Lab Coordinator	CAVE. Weather Radio located in Librarian office.
Chapman Library	Director of Library Services/STARS Director	Restrooms/CAVE if time permits. Weather Radio located in Librarian office.
Gym	AD/Assistant AD	Hallways under bleachers and mezzanine. Weather Radio located in Welcome Center.
Hudson Field (baseball field)	Head Baseball Coach/Asst. Baseball Coach	In Gym hallways under the bleachers and mezzanine.
Machine Shed	Asst. Maintenance Supervisor/Maintenance Supervisor	In gym in hallways under bleachers and mezzanine. Weather radio located in Maintenance office.
Maintenance	Maintenance Supervisor/Assistant Maintenance Supervisor	In gym in hallways under bleachers and mezzanine. Weather radio located in Maintenance office.
Multipurpose Building	Assistant AD/AD	In gym in hallways under bleachers and mezzanine.. Weather radio located in office.
Neely Field (old softball field)	Head Softball Coach/Asst. Softball Coach	NeoKan restrooms/ first floor interior hallways.
NeoKan Hall	Asst. Coordinator/Coordinator	Restrooms/Interior Hallways. If time permits, in interior first floor hallways. Weather radio located in Asst. Res Hall Coordinator apartment.
New Softball Field	Asst. Softball Coach/Head Softball Coach	CAVE
Rowland Hall	CIO/Computer Applications Specialist	Restrooms/Interior Hallways. Move to gym area if time permits. Weather radio located in the AA for nursing office.
Sanders Hall	Chief Financial Officer/ Asst. Dean of Student Development	Art room/Music Room/Restrooms/Interior Hallways. Weather radio located president and VP's offices and at Registration desk.
Snyder Chapel	Dean of Student Development/Asst. Dean of Student Development	Restrooms/CAVE if time permits. Weather radio located in Reading Room.
Stoltz Hall	Grant Writer/Graphic Artist	Faculty Offices/Lecture Hall/Restrooms/Interior Hallways. Weather radio located in Graphic Artist office.
Student Union	Assistant Dean for Outreach and Workforce Development/Director of International Student Services	Restrooms/Interior Hallways. If time permits, in gym in hallways under bleachers and mezzanine. Weather radio located in Welcome Center.
Wellness Center	Assistant AD/AD	In gym in hallways under bleachers and mezzanine. Weather radio located in office.

Emergency Shelters – Ottawa Campus

Building	Building Coordinator	Tornado/Severe Weather Shelter
Ottawa	Dean of Ottawa/Assistant Dean for Outreach/Workforce Development	Restrooms or West interior hallway. Weather radio located at receptionist desk.



Heat Index Chart – Shows the effects of the combination of heat and humidity. The apparent temperature is the heat your body thinks it is. To use the chart locate the temperature along the top row and the humidity along the left hand column. Where the two intersect is the current heat index. It's usually hotter than you think!



8.7 Lightning

In the event of predicted lightning in the area, an EAP warning message may be issued depending upon the severity of impending lightning.

The VPO or designee is responsible for monitoring lightning strikes in the vicinity of the Chanute campus. The Dean of the Ottawa campus or designee is responsible for monitoring of lightning strikes at the Ottawa campus. The athletic training department is responsible for monitoring lightning strikes at athletic practices and events. Lightning detection monitoring equipment will be maintained in proper order by all of these individuals.

In the event lightning is detected in the 3-8 mile range on the lightning detector, all outside activities will be ceased immediately for a period of 30 minutes after the last detected lightning strike. An EAP message will be issued. Once lightning has ceased in the area for a period of 30 minutes, normal activities may be resumed. An EAP message will be issued.

8.8 Utility Failure

In the event of a **major utility failure** occurring during regular working hours (8:00 a.m. through 5:00 p.m., Monday through Friday; 7:00 a.m. through 6:00 p.m. Monday through Thursday-June & July only), immediately notify the Maintenance Department at ~~620-433-0784~~913-396-9506.

If there is potential danger to building occupants, or if the utility failure occurs after hours, on weekends or during a holiday, notify the Neosho County Community College Maintenance cell phone at 913-396-9506~~620-212-9996~~.

If an emergency exists, activate the building alarm (fire alarm) and evacuate the building.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that the elevators are reserved for handicapped persons.

DO NOT USE ELEVATORS IN CASE OF FIRE.

Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes, and hydrants clear for emergency crews.

If requested, assist the emergency crews as necessary.

A Field Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

8.8.1 Electrical/Light Failure

Campus building emergency lighting should provide sufficient illumination in corridors and stairs for safe exiting. It is, however, advisable to have a flashlight available for emergencies. Emergency flashlights should be kept in all departments.

- Chanute-Contact physical plant at ext. 250 or 251. After hours contact the NCCC Maintenance cell phone at 913-396-9506~~620-212-9996~~.
- Ottawa-Contact Ottawa Public Utilities at 785-229-3710.
If failure occurs during the weekend or a holiday period call 1-888-482-4950.

8.8.2 Elevator Failure

If you are trapped in an elevator, use the emergency alarm (located on the front panel), which will signal for help.

8.8.3 Plumbing Failure/Flooding

Cease using all electrical equipment. Chanute - Contact the NCCC Maintenance cell phone at 913-396-9506. If necessary, vacate the area. At the Ottawa campus contact the Student Services and

Administration Center (785) 242-2067, ext. 319. After hours contact ~~Brian Patriek at (913) 645-8076~~ Dale Ernst at 913-940-0708.

8.8.4 Gas Leak

Cease all operations. DO NOT SWITCH ON / OFF LIGHTS OR ANY ELECTRICAL EQUIPMENT. Electrical arcing can trigger an explosion. Chanute - Contact Maintenance Department at ext. 250 or 251, or call the NCCC Maintenance cell phone at ~~913-396-9506 620-212-9996~~. Immediately vacate the area.

8.8.5 Ventilation Problem

If smoke odors come from the ventilation system, immediately notify the NCCC Maintenance Department at extension 250 or 251, or call the NCCC Maintenance cell phone at ~~913-396-9506 620-212-9996~~.

If necessary, cease all operations and vacate the area.

8.9 Suicide/Psychological Crisis

Southeast Kansas Mental Health Center (Ask for Crisis Services): 620-431-7890
National Suicide Prevention Lifeline 800-273-8255

A psychological crisis exists when an individual is threatening to harm himself/herself or others, or is out of touch with reality due to severe drug reactions or psychological problems.

- Psychological problems may be manifested by hallucinations or uncontrollable behavior. Also, the person could have become lost from his/her nursing home or hospital.

If you believe a psychological crisis exists:

Call the Dean of Student Development at ext. 213. After hours, call the Dean of Student Development at 620-365-9781 or designee. At Ottawa, call the Dean of Ottawa Campus at 913-940-0708 or designee. If cannot reach a College employee immediately, call 911.

- Clearly state that you need immediate assistance, give your name, your location, and the area of campus involved.

NEVER TRY TO HANDLE A DANGEROUS SITUATION ON YOUR OWN.

If a suicide attempt is verbalized:

1. Remain with the person unless you believe you are at risk with the person.
2. Enlist the help of others in the immediate area if possible.
3. Contact the Dean of Student Development at 620-365-9781 or designee. At Ottawa, call the Dean of Ottawa Campus at 913-940-0708 or designee.
4. In Chanute contact the mental Health Center at 620-431-7890 and ask for crisis services. In Ottawa contact the mental health center at 785-823-6322.

Crisis staff at the mental health center will ask questions to initially assess risk. They may direct you to take the person to the mental health center or local hospital for further evaluation. If you are unable to safely transport the person, contact local law enforcement for assistance.

If a suicide attempt is made:

1. Call 911.
2. Call the Dean of Student Development at 620-365-9781 or designee. Ottawa contact Campus Dean at 785-242-2067 or 913-940-0708 (cell phone) or designee.
3. Remain calm and try to get the victim to relax.
4. Get as much information as possible so you can share it with emergency care providers when they arrive.
5. Someone will need to receive emergency personnel near the entrance and direct them to the location of the suicide attempt.
6. Stay with the victim until the ambulance arrives.

8.10 Serious Violent or Criminal Behavior;

- Call 911.
- Call **Chanute campus:** Vice President for Operations at 620-433-0789 or designee.
Ottawa campus: Dean of Ottawa Campus at 913-940-0708 or designee.
Residence Hall incidents follow the Student Handbook guidelines.

Promptly notify the Vice President or Dean as soon as possible and report the incident, including the following:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and by promptly reporting them.

If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify the Vice President or Dean.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

If there is gunfire or an explosion, you should take cover immediately using all available concealment. Call 911 from your personal cell phone if available. After the disturbance, seek emergency First Aid if necessary.

8.10.1 What To Do If Taken Hostage

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive.

- The captor is emotionally imbalanced. Don't make mistakes that could endanger your life.
- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile.
- Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient, wait. If the opportunity presents itself attempt to establish rapport with the captor.
- If medications, First Aid, or rest room privileges are needed by anyone, say so. In all probability, the captors do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

8.11 Active Shooter Scenario

PROFILE OF AN ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times

- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Reactions of Managers During an Active Shooter Situation

Employees and customers are likely to follow the lead of managers during an emergency situation. During an emergency, managers should be familiar with their EAP, and be prepared to:

- Take immediate action
- Remain calm
- Lock and barricade doors
- Evacuate staff and customers via a preplanned evacuation route to a safe area

Assisting Individuals with Special Needs and/or Disabilities

- Ensure that EAPs, evacuation instructions and any other relevant information
- address to individuals with special needs and/or disabilities
- Your building should be handicap-accessible, in compliance with ADA
- requirements.

RECOGNIZING POTENTIAL WORKPLACE VIOLENCE

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources Department if you believe an employee or coworker exhibits potentially violent behavior.

Indicators of Potential Violence by an Employee

Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal

- [Resistance and overreaction to changes in policy and procedures](#)
- [Repeated violations of company policies](#)
- [Increased severe mood swings](#)
- [Noticeably unstable, emotional responses](#)
- [Explosive outbursts of anger or rage without provocation](#)
- [Suicidal; comments about “putting things in order”](#)
- [Behavior which is suspect of paranoia, \(“everybody is against me”\)](#)
- [Increasingly talks of problems at home](#)
- [Escalation of domestic problems into the workplace; talk of severe financial problems](#)
- [Talk of previous incidents of violence](#)
- [Empathy with individuals committing violence](#)
- [Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes](#)

MANAGING THE CONSEQUENCES OF AN ACTIVE SHOOTER SITUATION

[After the active shooter has been incapacitated and is no longer a threat, human resources and/or management should engage in post-event assessments and activities, including:](#)

- [An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured](#)
- [Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties](#)
- [Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly](#)
- [Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active shooter](#)

8.121 Bomb Threat

If you become aware of a bomb threat:

Chanute campus: contact the Vice President for Operations at 620-431-2820 ext. 221
or 620-433-0789 (cell)

Ottawa campus: contact the Dean of the Ottawa campus at 785-242-2067 ext.312
or 913-940-0708 (cell) at the Ottawa campus.

If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT! Clear the area and immediately call the 911. Then report the incident immediately to the VPO or Dean as appropriate and noted above.

If you receive a bomb threat over the telephone, ask the caller:

- Remain calm, courteous, and professional. Do not place caller on hold or attempt to transfer the call.
- Allow the caller to complete everything he/she has to say. Never argue with or ridicule the caller. Let the caller know you want to save lives and urge him/her to help you.
- Where possible, have someone responsible quietly listen into the conversation.
- Attempt to ask the caller the following questions and write down the answers as possible:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- The time of the call
- The age and gender of the caller
- The caller's speech pattern, accent, etc.
- The emotional state of the caller
- Any background noise you are able to hear
- Any other characteristics of the caller that you noted

Call the 911 as soon as possible. If possible, have someone else call 911 while you have the caller on the phone.

The Chanute Police Department with assistance from NCCC personnel will conduct a detailed bomb search. College staff members are requested to make a cursory **VISUAL** inspection of their area for suspicious objects and to report the location to the NCCC emergency response team.

DO NOT TOUCH THE OBJECT!

Do not open drawers, cabinets, or turn lights on or off.

If an emergency exists, activate the building alarm (fire alarm) and evacuate the building.

When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that elevators are reserved for handicapped persons.

Do not use elevators in case of fire.

REMAIN CALM, AND HELP OTHERS TO REMAIN CALM.

Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

If requested, assist emergency crews as necessary.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by the Neosho County Community College Police Department.

8.132 Chemical Spill

If you observe or suspect that a chemical spill has occurred, contact the Maintenance Department at ext. 250 or 251, or call 913-396-9506 or the Dean of Ottawa Campus at 913-940-0708. After hours, contact the NCCC Maintenance cell phone at ~~913-396-9506~~ ~~620-212-9996~~. Ottawa – **911** followed by the Dean of the Ottawa campus and VPO.

Whenever hazardous substances (solids, liquids, or gases) are unintentionally released on NCCC property, every effort shall be made to protect students, employees, visitors, responders, the general public, and the environment from exposure to the substance.

Each employee who handles potentially hazardous substances must be aware of the identity and nature of the substances with which they work, and will be trained in the handling and disposal of these substances per state and federal guidelines. Students must not be allowed to handle potentially hazardous substances except when under the direct supervision of a faculty or staff member.

8.132.1 Procedures for Unintentional Releases (Spills) of Potentially Hazardous Substances

Small Releases of Relatively Nontoxic Materials

When a small amount of a relatively nontoxic material (such as paint, adhesives, or oil) is unintentionally released, if the person(s) working with the material can remediate the spill safely, they should do so. It is highly recommended that each work area that uses these types of materials have supplies on hand for use in the cleanup. For example, in the event of a paint spill, there should be some absorbent such as an “oil dry” product, vermiculite, or cat litter for use on the spilled material. The used absorbent must be disposed of properly. The affected area must immediately be cleared of all persons who are not involved in the spill remediation.

If the person(s) working with the material believe that they are unable to remediate the spill, they should immediately contact the Maintenance Department at ext. 250 or 251, or call the NCCC Maintenance cell phone at [913-396-9506620-212-9996](tel:913-396-9506620-212-9996). The Maintenance Department will be responsible for contacting state and federal response teams if necessary.

Larger Releases of Relatively Nontoxic Materials or Releases of Moderately Hazardous Materials

A moderately hazardous material is one with any of the following characteristics:

- The material is considered to be caustic (acidic or basic)
- The material is flammable
- The material has a significant vapor pressure (a noticeable odor)

Whenever any of these materials is spilled, the area must immediately be cleared of all students and all nonessential employees. If the person(s) working with the material can *safely* remediate the spill, they should do so as soon as the area is cleared of all nonessential persons. If the spill cannot safely be remediated by the person(s) working with the material, contact the Maintenance Department at ext. 250 or 251, or call the NCCC Maintenance cell phone at [913-396-9506620-212-9996](tel:913-396-9506620-212-9996).

The NCCC Maintenance Department will be responsible for contacting state and federal spill emergency response teams if necessary.

8.132.2 Any Release of Any Highly Hazardous Material

Highly Hazardous Materials are those that have the following characteristics:

- Are toxic gases
- Are liquids with high vapor pressures and toxic vapors

- Can be reasonably expected to be an imminent fire hazard

If a highly hazardous material is spilled or released, the building must immediately be cleared, contact the Maintenance Department cell phone at [913-396-9506620-212-9996](tel:913-396-9506620-212-9996). The NCCC Maintenance Department will be responsible for contacting state and federal emergency response teams if necessary.

Whenever there is a spill or release of toxic gases or volatile liquids, evacuated persons are to leave the affected building and go to a location *upwind* of the spill location.

NOTE:

As per US Occupational Safety and Health Administration (OSHA) regulations, the members of any Spill Response Team must have successfully completed the 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training course. ONLY HAZWOPER trained persons are legally qualified to be on the Spill Response Team. Therefore, College employees should not attempt to clean up highly hazardous materials.

8.143 Explosion on Campus

If an explosion occurs on campus, take the following action:

- Immediately take cover under tables, desks, and other objects that will protect you from falling glass or debris.
- After the immediate effects of the explosion and or fire have subsided, call 911 either using the College phone system or your personal cell phone. Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm (fire alarm).
- When the building evacuation alarm is sounded or when you are told by College officials to leave or emergency response personnel, walk quickly to the nearest marked exit and advise others to do the same.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that elevators are reserved for handicapped persons.

***DO NOT USE ELEVATORS IN CASE OF FIRE.
REMAIN CALM.***

Once outside, move to the designated clear area that is at least 500 feet away from the affected building. See emergency route maps posted in buildings.

Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.

If requested, assist emergency crews as necessary.

A Field Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

8.154 Civil Disturbance or Demonstrations

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless its participants are violating the Student Code of Conduct (as outlined in the Student Handbook). Such violations might include but are not limited to the following:

- Intentional or reckless interference with normal College activities and functions. (Examples of such activities/functions include but are not limited to studying, teaching, public speaking, research, administration of the College, or emergency, fire, or police operations)
- Intentional interference with the freedom of expression of others
- Actions, explicit or implied threats, or gestures, which place a person in reasonable fear of unwelcome physical contact or harm
- Intentional or reckless behavior which may, or in fact does, deface or cause damage to College property or the property of others

If any of these conditions exist, the Dean of Student Development and the Vice President for Operations should be notified. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

8.154.1 Peaceful, Non-Obstructive Demonstrations

Generally, demonstrations of this kind should not be interrupted or obstructed in any way. Efforts should be made to conduct College business as normally as possible.

Location for peaceful demonstrations:

Chanute campus: Located at the western edge of parking lot #P1. The appropriate entrance to Allen Street will be blocked off and all other traffic will be routed to the south.

Ottawa campus: Located south of the east exit and north of the building.

If demonstrators are asked to leave but refuse to leave a facility by its closing time:

- Arrangements will be made by the Vice President for Operations to monitor the situation during non-business hours, or the Dean of Ottawa Campus.
- Determination will be made by the Dean of Student Development or his/her designee to treat the violation of regular closing hours as a disruptive demonstration (see below).

8.154.2 Non-Violent, Disruptive Demonstrations

In the event that a demonstration's participants are violating the Code of Conduct:

- The Dean of Student Development will immediately contact the VPO.
- Demonstrators will be asked to terminate their violations by the Dean of Student Development or his/her designee.
- The VPO or his/her designee will advise the President of the situation, and then proceed to the scene. If demonstrators have not discontinued their violations, the Dean will ask the demonstrators to leave or to discontinue their violations of the Code of Conduct.

- If the demonstrators persist in their violations, they will be apprised that failure to discontinue the specified action within a determined length of time will result in disciplinary action and/or possible intervention by police authorities.
- Efforts, including the taking of photographs if necessary, should be made to secure positive identification of demonstrators violating the Code of Conduct in order to facilitate later investigation.
- The Vice President and Dean will determine the need for police intervention.
- If determination is made to seek police intervention, the demonstrators will be so informed.
- Upon arrival of the Chanutte Police Department, the remaining demonstrators will be warned of the Police Department's intention to arrest.

8.154.3 Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the Dean of Students will immediately be notified:

- Campus security, if on duty, should be notified immediately.
- In coordination with the Dean of Student Development, the VPO will contact the building or department involved.
- The VPO will alert the President.
- The Dean of Student Development will alert the Vice President for Student Learning.
- The President or designee may declare a campus emergency and proceed accordingly to safeguard the campus, which may include closing the College.
- The NCCC emergency response team will provide an officer with a radio for direct communication between the administrators and the building or department involved as needed.

NOTE: The VPO (or Dean of Ottawa) is authorized to call for police assistance without counsel from others if doing so is deemed to be of immediate importance to the safety of persons involved.

8.165 Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below.

- **If Indoors:** Seek refuge ~~in~~ adjacent to a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- **If Outdoors:** Move quickly away from buildings, utility poles, and other structures.

CAUTION: Always avoid power or utility lines as they may be energized.

If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers. After the initial shock, evaluate the situation and if emergency help is necessary, call 911.

Protect yourself at all times and be prepared for aftershocks.

Damaged facilities should be reported to the VPO (or Dean of Ottawa) and the Maintenance Supervisor.

NOTE: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures (Section 8.7).

If an emergency exists, activate the building alarm (fire alarm). When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that elevators are reserved for the handicapped persons use.

DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.

Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. If requested, assist emergency crews as necessary. A Field Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

Section 9: Crisis Management Plan

9.1 Introduction:

Whether “minor”, “major” or a “disaster” once the emergency event has passed, communication is key to maintaining control and order. Refer to page 15 of the Duties of Public Relations following an emergency to determine what information will be released.

9.2 Death and/or Serious Injury:

The death or serious injury to a student or staff member by accident, illness or suicide has the potential for disrupting the school environment. The response to these crises should be time-related, problem-focused interventions designed to determine the facts, disseminate accurate information, restore equilibrium, and support productive, appropriate responses.

9.3 The Crisis Management Team:

Dean of Student Development (Chair)	620-431-2820 ext. 213 620-365-9781 cell
Coordinator of Advising and Articulation	620-431-2820 ext. 280 620-431-4331 home
Vice President for Operations	620-431-2820 ext. 221 620-433-0789 cell
Dean of Ottawa Campus	785-242-2067 913-940-0708 cell
Coordinator of Residence and Student Life	620-431-2820 ext. 565 620-212-8038 cell
Asst. Coordinator of Residence and Student Life	620-431-2820 ext. 265 620-212-4368 cell
Athletic Director	620-431-2820 ext. 208 405-269-3450 cell
Public Relations	620-431-2820 ext. 532 620-432-1088 cell
Vice-President for Student Learning	620-431-2820 ext. 212 309-231-0472 cell
President (<u>informed of all events</u>)	620-433-0706 cell

9.4 Death or Serious Injury

In the event of a staff and/or a student(s) death or serious injury, the suggested steps are:

- Verify the information concerning the death or serious injury of a student or staff member. **[NOTE: NO unofficial messages or postings on social media outlets or the dissemination of information by any means will be made until an official statement is issued by the President or his/her designee.]**
- Contact the Ministerial Alliance team. The Ministerial Alliance's primary point of contact is Tom Eastman at 620-431-3758 or Rick Qualls at 620-431-2910.
- Contact the SE Kansas Mental Health Center. Primary point of contact is 620-431-7890, ask for Crisis Services
- Prepare formal statements or announcements. [NOTE: important to provide facts so as to reduce rumors.]
- Designate rooms to be used for counseling.
- Identify other/additional students, staff, and parents likely to be affected by news.
- Make official announcement
- Provide grief support for students and staff.
- Provide substitute faculty as needed.
- In case of death, provide funeral/visitation information if affected family has given permission.
- Send college official for representation if feasible.
- Make arrangements for counselors or administrators to visit selected classes as needed and to speak personally to staff members.
- Notify faculty, athletics and residence life staff for students who exhibit evidence of emotional distress.

9.5 Memorials

The Crisis Management Team will recommend whether to hold a memorial, vigil or other service for the deceased and/or injured. Appropriate on and/or off campus facilities will be utilized. Memorial/grieving services should be held within 48 hours of the deceased's departure if at all possible.

9.6 Dismissal of Classes

Depending on the level of the emergency, the President or his/her designee may recommend the dismissal of classes.

Section 10: Homeland Security

Neosho County Community College is sensitive to the dangers of terrorism and the responsibility for providing safety to our students, faculty, and staff. Every member of our campus community has the responsibility to work toward creating a safe and secure campus. The heightened security in the United States asks people to be particularly attentive of their surroundings as they go about their normal business. Neosho County Community College's response to Homeland Security should be one of awareness, but not one of fear or panic. Below are responses to the most frequently asked questions.

Q: How is Neosho County Community College preparing for homeland security?

A: The College has an Emergency Response Plan, and an emergency response team who are prepared to give leadership, guidance, and support in the event of a Homeland Security Alert. The

College President and his/her designee, along with the Vice President for Operations at the Chanute campus and the Dean of the Ottawa campus, are responsible for putting the plan into motion.

Q: Is Neosho County Community College prepared for different kinds of emergencies?

A: The College is prepared for various emergencies that include medical emergencies, security emergencies, evacuations, weather-related situations, and other needed emergency responses. Through the Neosho County Community College emergency response team, Chanute (and Ottawa) Police and Fire Departments, city, county and state agencies, the Red Cross and FEMA, the College has access to an abundance of resources.

Q: What physical resources will be available for persons on campus?

A: Food, water, and shelter will be provided for all persons restricted to the campus. Staff from the Office of Student Life will coordinate the access of these resources in cooperation with the VPO and general manager of Great Western Dining food services. In the event of catastrophic event and food services are unavailable, a limited amount of water and food rations are maintained for such emergencies.

Q: If an emergency occurs, how do I get information about what to do?

- **Baseball field/Softball field/Soccer field** - If you are located on the baseball field, softball field or one of the soccer fields, please proceed to the nearest building noted above for instructions.
- **CAVE/Chapman Library** – Individuals located in the CAVE or Chapman Library will receive instructions where they are located.
- **Residence Halls** - If you are located in a residence hall, the Coordinator of Residence and Student Life, Assistant Coordinator of Residence and Student Life, or other staff member will come to the building to advise students.
- **Rowland Hall** - If you are located in Rowland Hall, please proceed to the nursing office for instructions.
- **Sander's Hall** - If you are located in Sanders Hall, proceed to the student services office to receive instructions.
- **Snyder Chapel** - If you are located in Snyder Chapel, please proceed to Chapman Library for instructions.
- **Stoltz Hall** - If you are located in Stoltz Hall, proceed to the lecture hall for instruction.
- **Training room/gym/multipurpose building/Wellness Center/Workforce Development** - If you are in the training room, gym, multipurpose building, wellness center, or workforce development office, please proceed to the welcome center for instructions.

We will use all means available to communicate with students, faculty, and staff, including voice mail, electronic mail, text-messaging, electronic messaging screens and campus pcs, walkie-talkies, bull-horns, and person-to-person messengers assigned those responsibilities.

Q: How can students and parents obtain information?

A: The College will do its best in an emergency to maintain telephone communication. The NCCC Web site (www.neosho.edu) will carry pertinent information under the Panther TextNet Alert Section in the lower left hand of the home page. There will also be updated information on the College main switchboard number 620-431-2820. Critical messages will be disseminated via the Panther TextNet text messaging and email system, and via the Alertus networked-based messaging system. All students, faculty and staff are automatically subscribed to a free service that will send a text message to your cell phone advising you of any severe weather watches/warnings in your area, called Panther Text Messaging.

Q: What can you do to help right now?

A: Campus safety is the responsibility of every community member. As you go about your daily routine, be observant and do your part to help maintain a safe campus. It is important for everyone to be especially observant and to report unusual or suspicious behavior to the Deans in a timely manner. Such behavior could include [but not limited to]:

- People in buildings or areas who do not appear to be conducting legitimate business
- Unauthorized personnel in restricted, sensitive, or private areas
- Persons abandoning parcels or other items in unusual locations
- Abandoned vehicles
- Unfamiliar vehicles with person/s sitting inside

You can also help by following these normal security procedures:

- Do not prop open or compromise building/residence hall entrance doors/windows. Rectify these situations when you observe them.
- Secure all your areas when you are not present.
- Protect access codes.
- Familiarize yourself with evacuation plans and routes.

You can also be more in touch through the following actions:

- **Use updated info... Sign up for Panther Text Net at www.neosho.edu under the News & Events box.**
- If you are an employee of the College, change your voice mail box to forward urgent messages, either to your home or cell phone. For assistance, contact the switchboard at ext. 0.

Q: Whom should you call if you notice suspicious behavior?

A. Call either the Vice President for Operations at 620-431-2820 ext. 221 (office) or 620-433-0789 (cell) or designee for the Chanute campus or the Dean of the Ottawa campus at 785-242-2067 ext. 312 (office) or 913-940-0708 (cell) or designee.

A Special Message to International Students and Families

Please be assured that special concern and care will be given to you and your families during these times of uncertainty. The International Student Office provides support to all international students, and can be contacted at 620-431-2820 ext. 240 or aneff@neosho.edu scadwallader@neosho.edu.

Key contacts are the Dean of Student Development at 620-431-2820, ext. 213 and the Coordinator of Residence and Student Life at 620-431-2820, ext. 565, or the Assistant Coordinator of Residence and Student Life at 620-431-2820, ext. 265.

In the event that telephone communication is disrupted because of increased calling traffic, family and friends should know that the College e-mail system is usually operational and may be the most efficient way to maintain contact. The NCCC website www.neosho.edu will be updated as needed.

National Terrorism Advisory System (NTAS) When the *National Terrorism Advisory System* announces a security alert the College will act promptly to notify all constituents.

The National Terrorism Advisory System, or NTAS, replaces the color-coded [Homeland Security Advisory System \(HSAS\)](#). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do. (Source: NTAS website, www.dhs.gov/alerts)

Current NTAS Alerts can be found at the following link:

<http://www.dhs.gov/files/programs/ntas.shtm#current>

Section 11: Emergency Preparedness Training

The Vice President for Operations (and the Dean of the Ottawa campus) will provide annual emergency preparedness training covering appropriate facets of the NCCC Emergency Action Plan.

General Emergency preparedness training will include:

- Individual(s?) roles and responsibilities;
- Threats, hazards, and protective/evasive actions;
- Notification, warning, and communications procedures;
- Emergency response procedures;
- Evacuation, shelter, and accountability procedures;
- Location and use of common emergency equipment; and
- Emergency shutdown procedures.

Annually, the Emergency Operations center will ~~have an emergency drill conducted~~ conduct an emergency drill in conjunction with the Chanute and/or Ottawa police and fire departments and other emergency personnel as necessary and appropriate. See the appendix for table top training exercises.

Section 12: Emergency Drills, Shelter and Evacuation

Periodically, emergency drills will be performed in each building. The Vice President for Operations and the Chanute Fire department, in conjunction with the Chanute Police department will plan building evacuation drills. A list of drills will be maintained each year in the Operations office in Chanute. Exact dates will be determined and the appropriate personnel will be notified several days before the drill.

Building	Building Coordinator	Tornado/Severe Weather Shelter
Bideau Hall	Coordinator/Asst. Coordinator	Restrooms/Interior Hallways. If time permits, in interior first floor hallways. Weather radio located in Bideau Security office.
Boiler Room	Assistant Maintenance Supervisor/Maintenance Supervisor	In gym in hallways under bleachers and mezzanine. Weather radio located in Maintenance office.
Cafeteria/food service	Food Service Manager/Assistant Dean of Outreach and Workforce Development	Restrooms/Interior Hallways. If time permits, in gym in hallways under bleachers and mezzanine. Weather radio located in Welcome Center.
CAVE	Coordinator of Advising & Articulation/Developmental Lab Coordinator	CAVE. Weather Radio located in Librarian office.
Chapman Library	Director of Library Services/STARS Director	Restrooms/CAVE if time permits. Weather Radio located in Librarian office.
Gym	AD/Assistant AD	Hallways under bleachers and mezzanine. Weather Radio located in Welcome Center.
Hudson Field (baseball field)	Head Baseball Coach/Asst. Baseball Coach	In Gym hallways under the bleachers and mezzanine.
Machine Shed	Asst. Maintenance Supervisor/Maintenance Supervisor	In gym in hallways under bleachers and mezzanine. Weather radio located in Maintenance office.
Maintenance	Maintenance Supervisor/Assistant Maintenance Supervisor	In gym in hallways under bleachers and mezzanine. Weather radio located in Maintenance office.
Multipurpose Building	Assistant AD/AD	In gym in hallways under bleachers and mezzanine.. Weather radio located in office.
Neely Field (old softball field)	Head Softball Coach/Asst. Softball Coach	NeoKan restrooms/ first floor interior hallways.
NeoKan Hall	Asst. Coordinator/Coordinator	Restrooms/Interior Hallways. If time permits, in interior first floor hallways. Weather radio located in Asst. Res Hall Coordinator apartment.
New Softball Field	Asst. Softball Coach/Head Softball Coach	CAVE
Rowland Hall	CIO/Computer Applications Specialist	Restrooms/Interior Hallways. Move to gym area if time permits. Weather radio located in the AA for nursing office.
Sanders Hall	Chief Financial Officer/ Asst. Dean of Student Development	Art room/Music Room/Restrooms/Interior Hallways. Weather radio located president and VP's offices and at Registration desk.
Snyder Chapel	Dean of Student Development/Asst. Dean of Student Development	Restrooms/CAVE if time permits. Weather radio located in Reading Room.
Stoltz Hall	Grant Writer/Graphic Artist	Faculty Offices/Lecture Hall/Restrooms/Interior Hallways. Weather radio located in Graphic Artist office.
Student Union	Assistant Dean for Outreach and Workforce Development/Director of International Student Services	Restrooms/Interior Hallways. If time permits, in gym in hallways under bleachers and mezzanine. Weather radio located in Welcome Center.
Wellness Center	Assistant AD/AD	In gym in hallways under bleachers and mezzanine. Weather radio located in office.

Periodically, emergency drills will be performed at the Ottawa campus. The Dean of the Ottawa campus and the Ottawa Fire department, in conjunction with the Ottawa Police department will plan building evacuation drills. A list of drills will be maintained each year in the Dean's office. Exact dates will be determined and the appropriate personnel will be notified several days before the drill.

Building	Building Coordinator	Tornado/Severe Weather Shelter
Ottawa	Dean of Ottawa/Assistant Dean for Outreach/Workforce Development	Restrooms or West interior hallway. Weather radio located at receptionist desk.