



CLEAR CREEK BAPTIST BIBLE COLLEGE
EMERGENCY PREPAREDNESS PLAN

2023-2024

300 Clear Creek Road ~ Pineville, KY 40977

(606) 337-3196



**CLEAR CREEK BAPTIST BIBLE COLLEGE
EMERGENCY PREPAREDNESS PLAN**

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Prepared by Clear Creek Bible College Administrative Affairs and Student Life Divisions

CLEAR CREEK BAPTIST BIBLE COLLEGE EMERGENCY CALL LIST

**AMBULANCE or FIRE or POLICE
DIAL 911 from any Campus Facility Phone**

To report an emergency or if emergency services are needed dial 911 immediately. Below are the numbers to be used to contact key CCBBC personnel in the event of an emergency or crisis.

Main Switchboard (606) 337-3196

ADMINISTRATIVE PERSONNEL

Call by Priority:

	<u>HOME</u>	<u>OFFICE EXT.</u>	<u>CELL</u>
1. Dean of Administrative Affairs, Jared Styles		148	615-586-3224
2. Dean of Institutional Advancement, Dr. Michael DeLand		103	865-679-0082
3. Dean of Academics, Dr. Roy Lucas		110	606-521-1143
4. President, Dr. Charlie Goodman		280	606-594-9179

RESIDENCE HALL DIRECTOR (Single Students)

Directors of Student Life, Todd & Becky Davis		185	270-719-1281
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CAMPUS HOUSING (Married Students)

Allen Sanders, Director of Maintenance Engineering (Plumbing/ Maintenance)		180	606-670-3733
Gary Hinkle, Director of Maintenance Engineering (HVAC/Electrical) 337-3723		215	
Yvonne Webb, Administrative Assistant		155	606-269-5720

CAMPUS SECURITY 8:00 am – 4:30 pm (M-F)

Allen Sanders		180	606-670-3733
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CAMPUS SECURITY After Hours/ Weekends

Sebastion Koger			606-307-6799
Jacob Shofner			502-299-4380
Allen Sanders			606-670-3733

MAINTENANCE After Hours/ Weekends

Allen Sanders, Director of Maintenance Engineering (Plumbing/Maintenance)			606-670-3733
Gary Hinkle, Director of Maintenance Engineering (HVAC/Electrical) 337-3723			
Corey Smallwood, Roads and Grounds			859-304-2210

Non-Emergency Bell County Numbers

Bell County Dispatch	337-6174
Fire	337-6174
Pineville Fire Dept.	337-7000
Pineville Community Hospital	337-3051
Pineville Police Dept.	337-2345
Bell County Sheriff	337-3102
State Police	(606) 573-3131

CLEAR CREEK BAPTIST BIBLE COLLEGE
EMERGENCY PREPAREDNESS PLAN

FORWARD

Emergency preparedness is essential for maximum protection of the lives and property of Clear Creek Baptist Bible College. An effective emergency program demonstrates a realization of the seriousness of potential problems, full awareness of individual responsibilities, and recognition of the need for a workable plan, response and recovery.

OBJECTIVES

The purpose of this information and plan is to facilitate the orderly operation of the College in a serious emergency or disaster and the expedient return to normal operations. No single emergency plan can meet all the needs of each situation, but through cooperative efforts of all departments and assistance from outside agencies, this plan can be an important guideline to minimize problems and handle situations as effectively and efficiently as possible. **SAFETY OF ALL PERSONNEL IS THE CRITICAL ISSUE.**

AUTHORITY

This plan is prepared with assistance from the Bell County Emergency Management Agency and local fire protection. This Agency is responsible for handling the problems and dangers to county residents resulting from disasters of any origin, and may issue proclamations and regulations concerning disaster relief and related matters. They will be followed by campus administrators in charge and shall have full force and effect of the law.

ADMINISTRATION

Reporting an Emergency/Crisis

If emergency personnel are required (fire department, ambulance, police), immediately call 911 from any campus facility phone. Tell the dispatcher the nature of the emergency and the location. If possible, wait for emergency personnel to arrive. Reports of all emergency situations and potential crisis should be forwarded to a college official immediately (see call list on page 1).

Declaration of an Emergency

A state of emergency will be declared and the emergency plan initiated by any member of the Executive Administrative Staff.

Communication of an Emergency

ONE CALL NOW is an emergency notification system provided to our students, faculty and staff. Emergency alerts pertaining to severe weather, campus security alerts or other mass notification needs are sent via e-mails, cell phones, text messages and telephones. Emergency messages are initiated by any member of the Executive Administrative Staff.

All persons associated with Clear Creek Baptist Bible College will be included in the One Call Now database; this includes all campus e-mail addresses, campus telephone numbers, faculty/staff cell numbers, student e-mail addresses, student primary contact telephone number, as well as cell number. All contact information in our SONIS student information database will be transferred to the One Call Now database for all students enrolled at Clear Creek Baptist Bible College that attend the main campus.

Emergency Control Center

The President's Office Suite in the Aldridge Administration Building will normally be the control center during an emergency situation. If the Aldridge Administration Building is incapacitated, Kelly Hall will be the alternate control center. Communication with the campus personnel, local police or sheriff's department, state patrol, civil defense and other emergency agencies will be managed from the control center. Campus radios and cellular phones used by facilities, security and residence life personnel should be brought to the control center for assignment to authorized individuals.

Media Communications

In the case of an emergency, the Health Services Building will become the media communication center. Communication to all media outlets will be managed from this location. If this location is unable to be used, a media communication center near the Health Services Building will be established.

Personal Responsibilities

Administrators and/or Directors in each office are responsible for the personnel in that office. Faculty members are responsible for the students who are in their class during an emergency. All faculty and staff are asked to assist individuals with disabilities as needed.

EMERGENCY PREPAREDNESS

Each Administrator/Director of departments within Clear Creek Baptist Bible College should develop emergency plans specific for that department. Previous to adopting the plan, the following should be considered:

1. Establish and maintain a current list of all department employees, including telephone numbers and street addresses.
2. Decide which employees may need to return to work in various types of emergencies.
3. Residence halls, facilities and food service should keep emergency equipment readily available and maintain sufficient supplies and/or equipment to handle 3 - 5 days of emergency conditions.
4. Establish an evacuation plan with location and accountability for all faculty/staff/students.

Administrators/Directors should educate employees that may be used in emergency situations. They should be instructed:

1. Safety precautions relating to various emergency situations.
2. To be courteous, but not to talk to news media during an emergency situation. All media communications will be coordinated by the Public Relations personnel.

SPECIFIC EMERGENCIES

Medical Emergencies

For any on-campus emergency call 911 immediately. A medical emergency can occur anywhere on campus. The reaction of the victim or those around her/him can ensure quick arrival of trained emergency personnel.

What to do if someone is injured or becomes ill:

- Stay calm.
- Dial call 911 from a campus phone and explain the type of emergency, the location of the victim and the condition of the victim. Let the dispatcher know of any safety hazards – chemical spill, fire, fumes, etc.
- Be sure to tell the dispatcher if the person is unconscious, not breathing, is bleeding profusely or has chest pain. These all cause the dispatcher to summon an ambulance.
- Do not hang up unless told to do so by the dispatcher.
- **Do not move the victim** unless there is danger of further injury if s/he is not moved.

- Do not give the victim anything to eat or drink.
- Contact CCBBC security or other CCBBC faculty/staff as soon as possible.
- If possible send someone outside to direct emergency responder to the exact location.

Severe Thunderstorms

Severe thunderstorms include the possibility of damaging lightning, Students, faculty and staff should go inside a sturdy building, staying lightning is heavy and frequent, computers and other electrical they are not needed. Under no circumstances should floodwaters be crossed, either by foot or car.



winds, hail and flash flooding. away from windows. If appliances should be turned off if

Tornadoes



A tornado WATCH is a forecast of the possibility of tornadoes in a large area; conditions are favorable for a tornado to develop. Normal activities should continue with the following precautions taken:

1. Upon issuance of a tornado watch through the weather monitor, public communications or police, the facilities personnel should be alerted of the situation.
2. The emergency weather monitor or local radio station should be monitored constantly by the Physical Plant Office.

A tornado WARNING means that a tornado has been sighted or indicated by weather radar and may be approaching. The following steps should be taken immediately:

1. Take shelter. Students, faculty, and staff should take measures to protect themselves. Move immediately to basements, center hallways or bathrooms if time permits. See page 11 for severe weather advice. Stay away from windows and large, open rooms. Take cover under heavy objects if possible and hold on to it. In building hallways, sit with your back to the walls; put your head between your knees and cover with your hands to protect your head.
2. Do not bother with opening or closing windows.
3. If you are outside, seek shelter in a building if time permits. Otherwise, lie down in a ditch or low area with your hands covering the back of your head and neck.
4. Do not stay in cars.
5. Students, faculty and staff should remain in the safety area until local emergency personnel or college administrators give notice that it is clear.

Snow and Ice Storms

Public warning is issued by the National Weather Bureau through the radio and television media when a severe snowstorm, blizzard, or ice storm is anticipated. Essential employees (Emergency Call List) will be notified by administrators if contingency plans or special duties housing for stranded students and staff will be the Dean of Administrative Affairs.



are required of them. If necessary, emergency coordinated by the Director of Student Life and/or

The decision to suspend classes will be made Affairs and they will notify the local radio and 606-337-3196 ext. 324 or toll free 1-866-340-3196 ext. 324 for this information after 5:45 am of the day in question. The One Call Now notification system will be activated to announce school closing information. See Student Handbook page 47 for additional information about school closing.

by the Academic Dean and/or Dean of Administrative TV stations. You may also call the Information Line,

Earthquake



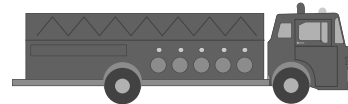
Earthquakes can occur at any time, without warning, and may last up to 3 minutes. Often they are followed by aftershocks. In the event of an earthquake, students, faculty and staff who are indoors should stay indoors; those outdoors should stay outdoors. The danger of falling debris and flying glass makes entering and exiting a building hazardous.

Those indoors should get under a sturdy object (desk, table) and hold on. If nothing is available, brace yourself in a doorway or go to an interior hallway. Stay away from outside walls, windows, glass and other objects that may fall (bookcases, display cabinets). Protect your eyes and head. Do not use an elevator during an earthquake. People outside should move to an open space away from buildings, trees and power lines. Lie down, face down and wait until the quake subsides. If you are in a car, stop as soon as possible and stay in your car for protection.

Fire

What do I do if there is a visible fire in the building?

1. Pull the fire alarm. If the fire alarm system fails and your safety permits, shout down the halls, "FIRE!", and assist any occupants from the building. Do not be concerned with property or material damage. Safety of personnel is the critical issue. **LEAVE THE FACILITY IF YOUR SAFETY IS AN ISSUE.**
2. Call 911 to notify emergency personnel of the fire.
3. Call the Physical Plant (ext. 155) to notify someone of the situation.
4. Calmly exit the building (please check to see if anyone needs help as you are exiting). Do NOT use the elevator if evacuating for a fire in the Library or Kelly Hall.
5. Go to the designated evacuation areas: A - Athletic Field or B - Fox Hall Area (see map). Do accountability checklist; wait for the responding emergency personnel to arrive.
6. Do NOT return to the building until the building has been cleared by campus and/or fire officials.



No candles or incense are permitted to be burned on campus. Do NOT leave stairwell doors open. This will allow a fire to spread to your escape route. Make sure you know where the closest fire extinguisher and exits are located.

If you discover a small non-threatening outdoor fire, such as a dumpster, trash container, etc., notify the Physical Plant (ext. 155) immediately. If injuries or danger is apparent, call the 911 emergency number. For your safety, do not attempt to put out or control the fire yourself.

In case of a fire involving property damage or personal injury, the President, Dean of Administrative Affairs and Director of Student Life should be notified immediately. The Emergency Call List should be utilized to make these phone calls. In case of a building fire, the Director of Maintenance Engineering will direct employees with instructions from the ranking fire officer on the scene. These instructions may include the locating and cutting off of gas and electrical valves or switches, crowd control, etc.

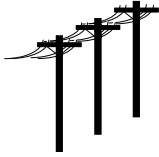
Smoke Smell

If you smell smoke, see if you can find the source. Notify the Physical Plant (ext. 155) or use the Emergency Call List. If the situation becomes more serious, do not hesitate to call 911 and exit the building. In all incidents, once the proper notification of authorities has been made, go to the designated evacuation areas: A - Athletic Field B - Fox Hall Area (see map). Do accountability checklist; wait for the responding personnel and emergency agencies to arrive.

Gas Leaks or Smell

In case of gas smell or leak in or near a building, notify the Physical Plant (ext. 155) during office hours or refer to the Emergency Call List for home phone numbers. If the situation appears to be dangerous or injurious, immediately call 911 for assistance and evacuate the building.

Power Failure



In case of electrical power failure during office hours, notify the Physical Plant (ext. 155). After business hours, on weekends and holidays, refer to the Emergency Call List for phone numbers to reach the proper maintenance personnel. If the power failure occurs after dark, residence hall directors are encouraged to organize students into small groups for protection and assistance.

Nuclear Emergency

Everyone is exposed to the possibility of potential hazards resulting from incidents of falling aircraft, nuclear accidents and radioactive fallout. Warnings would normally be received through police or emergency radio broadcasts and sounded through public warning systems.

Upon notification from the appropriate administrator, the emergency plan will be initiated and the Emergency Call List activated. Due to the unique circumstances of such an occurrence, instructions will be issued to personnel from the control center, which would be in contact with the proper authorities.

Hostage/Shooter Situation – Emergency Lockdown of Campus

Hostage incidents, campus shooters and other terroristic situations occur in college and schools across America. The following statements are guidelines for handling the situation to maximize your ability to be safe and secure. Every incident is unique and you should remain calm and use the best judgment possible in your actions for each situation.

Faculty, staff and students MUST follow directions by local authorities and administrators in all threatening situations.

Initial instructions:

- If a threatening person, with or without a weapon is suspected, immediately take cover and barricade/secure yourselves and others in a campus location. Avoid running in open grounds areas outside of buildings.
- Notify the police call 911. Relate details of the situation and the last known location of the suspected person(s).
- Notify a college administrator immediately (use call list) with the same information.

Information concerning controlling/managing the situation:

- The appropriate college personnel will declare an emergency and will work with local authorities in determining and carrying out an appropriate response. The One Call Now notification system will be activated and also in most cases, this would include notifying personnel in other buildings and instructing personnel to remain in their current, secured location when possible. **Lock doors and or barricade doors. DO NOT ALLOW PERSONNEL TO LEAVE/ENTER THE AREA UNLESS IT CAN BE DETERMINED THAT THE ACTION DOES NOT COMPROMISE SAFETY OF ALL PERSONNEL IN THE AREA.**
- Personnel will be instructed to lock-down/barricade themselves in offices, classrooms or other rooms as possible and move to the furthest point in the room away from windows and doors. Close the blinds for concealment, cover the door window and turn off the lights.
- Personnel will be instructed to avoid use of campus phones, cell phones (mute ringer on all devices), etc. unless specifically requested to assist with essential campus communications.
- Securing yourself in locations with access to phones, e-mail and /or communication radios if feasible is beneficial.
- The command station for a hostage/shooter incident will be the Presidential Office Suite in the Aldridge Administration Building if possible. If this area is involved in the attack, Kelly Hall will serve as the back-up command center. The campus switchboard located in the Main Lobby will be opened and staffed if possible.
- The Director of Maintenance Engineering will assign a Facilities staff member to the designated Command station with master campus keys (if possible) and a communications radio.

- Each building's designated emergency contact/phone/e-mail location may be contacted from the Command Station when established to verify the presence of personnel.
- Mass faculty, staff and student e-mails and phone messages will be sent apprising personnel of the on-going situation. Messages will be sent regularly/frequently with appropriate update information and instructions. If feasible, personnel may be asked to respond to the messages confirming receipt and /or actions taken.
- Campus communication radios will be activated for communications. These radios are located in Physical Plant.
- One-call emergency messages (e-mail, text and/or phone) may be issued by the appropriate administrators.
- If you are in contact with a suspected shooter/perpetrator, please note the following suggestions:
 - As in any emergency, try to remain calm and avoid sudden movements.
 - Don't speak unless spoken to.
 - Comply with instructions from the perpetrator as best you can.
 - Be observant and alert.

Remain in your secured campus location until local authorities arrive to safely escort you to safety. **DO NOT LEAVE A SAFE, SECURED AREA UNLESS SPECIFICALLY INSTRUCTED OR ESCORTED BY LOCAL AUTHORITIES!**

Stay in the area you are escorted to until a FINAL ALL-CLEAR message is received from the local authorities.

Bomb Threats

There appear to be two explanations for why someone would report that a bomb is going to go off in a particular building: 1) the caller has definite knowledge or has reason to believe that an explosive or incendiary device has or will be placed, and they want to minimize personal injury or property damage; or 2) the caller wants to create an atmosphere of anxiety and panic at the organization where the device is reportedly located.

When receiving such a call, try to remember the following: (See Bomb Threat Checklist Form with Phone Ext. List)

1. When the caller has communicated the threat, stay calm and do not panic. Record the time of day.
2. Keep the caller talking; the more s/he says, the more you can learn. Record every word that the caller says.
3. If the caller does not indicate the bomb's location and the time of detonation, attempt to gain this information.
4. Inform the caller that the building is occupied and the detonation of the bomb could result in the death of innocent people. Try to reason with the person.
5. Listen closely to the voice of the caller to note the following: age, sex, race, accent, speech impediment or if the caller sounds drunk, nervous, etc.
6. Pay particular attention to any strange background noises, such as street noises, motors, TV, radio programs or anything else that may assist law enforcement agencies in determining the origin of the call.
7. Notify a college administrator of the call immediately after the caller hangs up. Upon further instructions from the administrator, call the emergency number call 911 and be prepared to relay all pertinent information. Do not discuss the call with anyone else; carefully follow additional instructions from the police/fire authorities and campus administrator. Wait at the same location for law enforcement officers to arrive so that they may talk with you.

Hazardous Accidents

Any natural disaster may have consequential side effects, which threaten life and/or property. Warning of a hazardous accident is usually received from the fire or police department or from emergency preparedness officials when such an accident or condition occurs near the campus. An overturned tanker, either a truck or a train, a broken fuel line and an accident in a commercial establishment that uses chemicals are potential hazards if such accidents involve potentially harmful chemicals.

In the event of a hazardous accident with campus impact, the emergency plan will be initiated, with a control center established and college administrators assuming responsibility for handling the situation. They will act on specific instructions from local authorities as to evacuation or other measures to protect students, faculty and staff.

Demonstrations or Disturbances

The College recognizes the right of students to demonstrate peaceably; however, demonstrations should be registered with the Student Life Office. Contact the Director of Student Life for additional instructions if a spontaneous situation necessitating action arises. If it is determined that a situation is serious, the Director of Student Life will be in charge and will make necessary administrative decisions for calling law enforcement agencies, etc.

Serious Injury or Illness

In case of serious injury or illness on campus, phone the 911 emergency number and be prepared to detail the number and nature of injuries or illness. Use the Emergency Call List to notify a college administrator. Return to the scene of the injury or illness and wait for Emergency Medical Technicians and college administrators to arrive. The Student Life Office should always be notified when serious illness, injury or death involves a Clear Creek Baptist Bible College student. The Student Life Office will notify other administrators, the student's family, and others as the situation warrants.



EVACUATION PLAN

In the event evacuation of certain campus buildings or areas becomes necessary, a state of emergency will be declared by the College President or an appropriate administrator. The following procedures should be followed.

1. All personnel must evacuate the building(s) when the alarm sounds or upon notification from the appropriate college personnel.
2. Evacuation drawings and instructions are posted at the end of each hallway of every floor in campus buildings. Residence hall directors are also given copies of the plan for their respective building. They were designed and documented with assistance from the local fire officials. The documents are checked periodically to insure their presence in the assigned locations as well as for changes or revisions that become necessary.
3. Remember that elevators cannot be used in some emergencies (i.e., earthquake, fire).
4. All faculty and staff are asked to assist individuals with disabilities as needed.
5. Once outside, move to the designated evacuation areas: A - Athletic Field or B - Fox Hall Area (see map), keeping streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and personnel.
6. Students, faculty and staff should not return to the building until officials declare the area safe.
7. If shelter areas or alternative housing is needed, facilities personnel and security officers will unlock shelter areas as designated by the administration.
8. The Director of Student Life and/or the Dean of Administrative Affairs will coordinate alternative housing and provide the control center with appropriate assignment and/or availability lists.
9. Public relations personnel should notify news media of the incident and the extent of damages, injuries, and etc. if needed. Anxiety and confusion are generally reduced when family and friends receive accurate news instead of rumors. Additional administrators, facilities personnel and other support personnel will be called in for duty as needed to perform emergency duties.

EVACUATION OF WHEELCHAIR STUDENTS AND DISABLED STUDENTS FROM CAMPUS BUILDINGS

Fire Drill Procedures

When possible, students in wheelchairs and crutches or with other disabilities will be notified prior to a drill. This will allow them to proceed to the first floor BEFORE the alarm is pulled and the elevators become disabled. The Director of Maintenance Engineering and Student Life staff are responsible for advance notification to the appropriate students.

Fire Drill - Wheelchair students and students on crutches or with other disabilities will exit from the first floor area of the building and be assisted by their aide (if applicable), college faculty whose class they are attending and staff located in the area. If they are on an upper floor and it is known to be a drill, they may stay with a college official on the upper floor.

Procedures for Actual Emergencies

- a. Fire - Wheelchair students and students on crutches or with other disabilities will exit from the building and be assisted by their aide (if applicable), college faculty whose class they are attending and/or staff located in the area.
- b. Earthquake — Wheelchair students and students on crutches or with other disabilities will be assisted by their aid (if applicable), the faculty whose class they are attending and staff located in the area. They will move under an interior doorframe facing an interior wall and protect their head with items within reach (backpack, jacket, books, etc.).
- c. Tornado/Severe Weather - Wheelchair students and students on crutches or with other disabilities will descend to the first floor of the facility and remain in an interior hallway away from windows and doors. Elevators should be functioning during a weather warning.

AFTER A DISASTER

No set of instructions or procedures can prepare you for a disaster when it actually happens. These are suggestions to try to help you through it. Use your own good judgment and try to remain calm and rational.

Attend to any injured people. Do not move them unless there is danger of further injury. Help people who may have been trapped. If it is impossible to free them, make them as comfortable as possible and make others and emergency personnel aware of their location. If necessary, send one person to the control center to apprise them of the status of the personnel in your area. If that is not possible, elect one person to watch from a designated spot for emergency personnel or other college personnel.

Monitor a local radio station to get the latest emergency information. Stay with others. Do not wander around campus. Stay out of and away from damaged buildings. Leave a building if you smell gas or chemicals or see smoke. Watch for broken glass, debris, and downed power lines.

Campus personnel, most likely the Director of Maintenance Engineering and/or administrators, will tour the campus as soon as possible to locate people and assess their need for assistance. Emergency personnel can then be guided to those with the most serious need first.

SEVERE WEATHER SHELTER AND EMERGENCY CONTACT INFORMATION

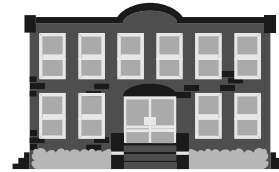
GENERALLY, MOVE TO THE LOWEST LEVEL POSSIBLE, IF TIME PERMITS (I.E., TO FIRST FLOOR OR BASEMENT, IF AVAILABLE). STAY AWAY FROM WINDOWS, GLASS AND DOORS.

The only designated shelter is Kelly Hall First Floor hallways; if unable to travel to Kelly Hall, be as safe as possible wherever you are located.

Below are tips for other campus facilities including phone extension/direct line (337 is the prefix).

Map

1. **The Bill D. Whittaker Classroom Building** (ext. 139 Bookstore) move to restrooms or inside wall of the classroom/Bookstore. Do not gather in the hall around the missions displays below the steeple.
2. **The D. M. Aldridge Building** (ext. 280/1530, 181/1533, 185/1844, 182/1685) move to interior hallways.
3. **The Correll Building (Library)** (ext. 130/1456, 127/1407, 128/1413) move to first floor restroom area.
4. **The Foxes Den** (ext.140) move to the restroom.
5. **The Asher Building (Music)** (ext. 149/1528) move to interior hallway.
6. **The Health Services Building (Medical/Dental/Counseling)** (ext. 131/1794) move to restroom areas/hallways.
7. **The Pomeroy Family Life and Conference Center** (ext. 176/7837, 178/1539) move to the nursery and interior restrooms on the first floor.
8. **The Physical Plant Building** (ext. 155/1640, 201/1722, 212/1823, 215/1979) move to interior tool rooms.
9. **Clear Creek Mall (Thrift Store)** no shelter.
10. **Prayer Chapel** no shelter.
11. **Kelly Hall** (ext. 151/1554, 152/1562, 210/1966) move to first floor hallways.
17. **Melzoni-Alumni Apartments** move to first floor apartment.
18. **Fox Hall (Groups)** move to first floor interior hallways.



SEVERE WEATHER

When severe weather conditions occur during business hours, the Director of Maintenance Engineering will advise residents and other personnel on campus. On evenings and weekends, the Director of Maintenance Engineering will notify the Campus Security crew on campus and they will notify the Housing Representatives. First Aid Kits are located in the Medical Clinic, Kelly Hall, Business Office and Family Life and Conference Center. Staff of the Family Life and Conference Center have received first aid and CPR training.

SAFETY INSPECTIONS AND MEETINGS

Safety Inspections

A monthly safety inspection is conducted by the Director of Maintenance Engineering in one campus building each month. Items noted on the inspection are safety issues such as disabled fire detectors, blocked electrical panels, frayed electrical cords, etc.

The State Fire Marshal conducts annual inspections of all campus buildings to assure compliance with state and local fire safety laws. The facilities, including fireproof doors, alarm systems, etc., are thoroughly checked and any recommendations by the fire marshal are implemented. All campus construction and renovation projects are also cleared through the State Fire Marshal's office for compliance.

Smoke detectors located in each residence hall are tested for proper operation. Disabling a smoke detector in a residence hall room is strictly prohibited, enforced by significant disciplinary measures to students who break this policy.

College personnel inspect each building boiler, when necessary, prior to the heating season. Thorough maintenance and safety checks of this equipment are documented in the Physical Plant Office.

Safety Meetings



Staff meetings are held each month for the facilities staff. Issues discussed include correct handling of chemicals, use of safety equipment available, first aid procedures, working in extreme heat, campus accidents and their prevention, etc. Attendance at the meeting is mandatory and documented for all facilities employees.

FIRE DRILL POLICY

Clear Creek Baptist Bible College conducts a fire drill in campus residence halls and main campus buildings in the fall and spring semesters. The Dean of Administrative Affairs is responsible for contacting the Director of Maintenance Engineering to arrange a date and time for the exercise in main campus buildings. Kelly Hall Directors organize the drill in Kelly Hall and Melzoni-Alumni and must be present to assist in the assessment of the evacuation time for the residence halls as well as other problems that arise during the drill. Students are briefed about fire safety and evacuation procedures during mandatory residence hall meetings at the beginning of each semester. The fire alarm system is checked at that time for proper operation. Documentation of each drill is maintained in the Physical Plant Office for periodic inspection by the State Fire Marshall. The following procedure is observed for each fire drill:

- a. Fire alarms are activated by facilities personnel.
- b. Everyone must vacate the buildings immediately when the alarm sounds.
- c. Residence hall directors or staff insures that all occupants evacuate the building.
- d. Facilities personnel record the time elapsed to evacuate each building.
- e. Residence hall directors or staff account for each resident or student.
- f. Facilities personnel re-set the fire alarm system.
- g. Facilities personnel clear each building for re-entry.

Fire Alarm

Smoke detectors are located in each residence hall room and other locations as required by state fire safety inspections. Fire extinguishers and emergency lighting equipment are also available in all campus buildings in accordance with state fire safety laws. Fire doors that are to remain closed at all times are clearly signed and monitored by the Kelly Hall directors and student resident assistants.

MAIN CAMPUS BUILDINGS 911 EMERGENCY ADDRESSES

Map #	Campus Building	911 Emergency Address
1.	Bill D. Whittaker Classroom Building	<u>635 HWY 1491</u>
2.	D.M. Aldridge Building	<u>649 HWY 1491</u>
3.	Correll Building (Library)	<u>659 HWY 1491</u>
4.	Foxes Den	<u>681 HWY 1491</u>
5.	Asher Building (Music)	<u>687 HWY 1491</u>
6.	Health Services Bldg. (Medical Clinic)	<u>736 HWY 1491</u>
7.	Family Life & Conference Center	<u>232 Pomeroy Center Rd</u>
8.	Physical Plant Building	<u>46 Kelly Lane</u>
9.	Clear Creek Mall (Thrift Store)	<u>19 Kelly Lane</u>
11.	Kelly Hall	<u>25 Kelly Lane</u>
17.	Melzoni/Alumni Hall	<u>318 Pomeroy Center Rd</u>
18.	Fox Hall (Camps)	<u>190 Moore Hall Rd.</u>

MODERN SYSTEMS SECURITY PROTOCOL for the SWITCHBOARD

Modern Systems will contact 606-337-3196 if an alarm goes off during regular business hours. The switchboard will then verify the alarm with the following procedure:

1. Contact the building in which the alarm has been activated. Connect Modern Systems with a person at the location to verify if emergency personnel need to be dispatched. If no one is available, go to step 2.
2. Contact one of the Administrative Staff Members to verify the alarm:
 - a. Jared Styles ext. 148
 - b. Dr. Michael DeLand ext. 103
 - c. Dr. Roy Lucas ext. 110
 - d. Dr. Charlie Goodman ext. 280

The Administrative Staff Member will check the location and notify the switchboard operator with either an all clear or emergency services are needed.

3. If no contact is made in Step 1 or Step 2 then have Modern Systems dispatch emergency personnel to alarm location.

Main Campus Buildings Emergency Evacuation Areas:

A - Athletic Field

B - Fox Hall Area

CAMPUS FACILITIES

Map

1. **The Bill D. Whittaker Classroom Building** contains 8,500 square feet. It houses the bookstore, a lecture room, science room, and four classrooms.
2. **The D. M. Aldridge Building** contains administrative and faculty offices and the chapel.
3. **The Correll Building** contains the **Carolyn Boatman Brooks Memorial Library**.
4. **The Foxes Den** houses the post office and student lounge.
5. **The Asher Building** features a classroom, music practice rooms, and offices.
6. **The Health Services Building (Medical/Dental/Counseling)** provides the campus clinic for medical, dental and counseling services.
7. **The Pomeroy Family Life and Conference Center** houses the gymnasium, swimming pool, physical fitness and exercise facilities, arts and crafts area.
8. **The Physical Plant Building** contains offices and the maintenance shop.
9. **Clear Creek Mall (Thrift Store)** clothing; one room building.
10. **Prayer Chapel** one room building.
12. **Ministry Retreat Houses** are two 2 bedroom houses used for ministry retreat purposes.
18. **Fox Hall Group Facility** provides accommodations for 132 students.

STUDENT HOUSING

Map

11. **Kelly Hall** is a large three-story stone and concrete building containing dormitory rooms for single male students and overnight commuters. It also houses the campus dining hall.
12. **Holly Hill** has thirteen individual family units with 2 or 3 bedrooms.
14. **Bear Trail** has eight individual family units with 2 or 3 bedrooms.
15. **Harmony Heights** has three duplexes that provide six family units of 3 bedrooms.
16. **Hemlock Heights** has six duplexes that provide twelve family units of 1 bedroom.
17. **Melzoni-Alumni Hall** has six 3-bedroom apartments.

FACULTY/STAFF HOUSING

Map

- 20-21. **Faculty/Staff Housing** three 3-bedroom houses
22. **Mahon Apartments** four 2-bedroom apartments
23. **Lakeview Duplex** two 3-bedroom apartments
24. **J.D. Brown Cottage** 3-bedroom house
25. **President's House** 3-bedroom 2-story house
26. **Elkhorn Housing** three lots for manufactured homes, one lot occupied

CCBBC CAMPUS MAP

Campus Facilities:

1. Whittaker Classroom Building
2. Aldridge Building (Admin.)
3. Correll Building (Library)
4. Foxes Den (Mail Room)
5. Asher Building (Music)
6. Health Clinic (Counseling)
7. Family Life Center
8. Physical Plant
9. Clear Creek Mall (Thrift Store)
10. Prayer Chapel
13. Ministry Retreat Houses
18. Fox Hall (Group Housing)

Student Housing:

11. Kelly Hall (Male)
12. Holly Hill
14. Bear Trail
15. Harmony Heights
16. Hemlock Heights
17. Melzoni Apartments (Female)

Faculty/Staff Housing:

- 20-21. Faculty/Staff Housing
22. Mahon Apartments
23. Lakeview Duplex
24. J.D. Brown Cottage
25. President's House
26. Elkhorn Housing

Emergency Evacuation Areas:

- A – Athletic Field**
- B – Fox Hall Area**

