

North Central Missouri College Emergency Action Plan

Fall 2018 Update

Contents

General Information 3

Emergency Notification Procedures 3

Emergency Response and Evacuation Procedures 5

 Fire 5

 Tornado..... 6

 Violent Intruder..... 6

 Earthquake 8

 Flood 9

 General Medical Emergencies 9

 Attempted Suicide 10

 Death on Campus..... 11

 Utility Disruption & Outage 11

 Hazardous Materials 11

 Chemical Spills 12

 Other Emergencies 12

Appendix A: Emergency Contact Numbers 12

 North Central Missouri College..... 12

 Federal Agencies 12

 State of Missouri..... 12

 Grundy County 12

 City of Trenton, MO 13

 Hospitals & Ambulance Services..... 13

Appendix B: Evacuation Procedures for Mobility Impaired Personnel 13

Appendix C: Emergency Preparedness Plan for Sheltering-in-Place 14

Appendix D: Building Captains 15

Appendix E: Campus Map 15

General Information

North Central Missouri College is committed to the welfare of its students, employees, and visitors. This plan has been developed in accordance with applicable laws, regulations, and policies as well as current best practices. The goal of the NCMC Emergency Action Plan is to ensure rapid and adequate response to unplanned incidents, and timely review of incident response to improve effectiveness in future emergency situations.

The Emergency Action Plan is one element of the college Crisis Management Plan, which is maintained by the NCMC Crisis Management Committee. For further information about the plan, contact Tristan Londre at (660) 359-3948. For further explanation of employee duties under this plan, NCMC employees may contact the Vice President x1300, the Associate Vice President of Student Affairs x1400, the Chief Financial Officer x1500, or the Chief Information Officer x1210.

NCMC is currently working toward full implementation of the National Incident Management System (NIMS) and the Incident Command System (ICS). In situations where the ICS has not been activated, the college's emergency response will be coordinated by the Crisis Management Team. If incident command is established, the Incident Commander shall be the President or on-site designee from the Crisis Management Team, as described more fully in the Crisis Management Plan.

The Crisis Management Team is:

- President
- Vice President for Academic Affairs
- Associate Vice President of Student Affairs
- Associate Vice President of Business and Finance
- Chief Information Officer
- Dean of Instruction
- Dean of Extended Campus
- Director of Physical Plant
- Chief of Staff
- Site Coordinator, Maryville (ad hoc)

This plan provides general procedures applying to the Main (Trenton) Campus, the Barton Farm Campus, and the North Belt Center, as well as other locations where the college may operate. Students and employees at locations with separate emergency procedures, including Bethany and Maryville locations, are expected to follow locally defined emergency plans.

The college shall conduct annual drills and training to support implementation of this plan. Fire drills shall be conducted at least once each fall and each spring in all residence halls. An earthquake drill shall occur each fall, and at least one tornado drill shall be held each spring. Additional drills and training will be scheduled by the President's Cabinet in consultation with the Crisis Management Committee. Review of college performance on drills and incidents will occur at the Cabinet level. Tests and drills occur in accordance with NCMC policy and procedures. Results of drills shall be recorded and stored in the President's Office Portal on the Faculty/Staff Portal.

Emergency Notification Procedures

Emergency notification is triggered by a significant emergency or dangerous situation (e.g. crime, severe storm, chemical spill, disease outbreak) that is currently occurring on or imminently threatening the campus. Emergency notification procedures will be initiated immediately and without delay upon

confirmation that a dangerous situation or emergency exists or threatens, for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

All members of the NCMC community shall be informed on an annual basis that they are required to notify relevant public emergency services and NCMC officials of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus.

The President or Incident Commander will determine whether emergency notification is appropriate. If the situation warrants, outside agencies may be consulted. In the absence of the President, another member of the Crisis Management Team may make the determination of emergency notification, as outlined in the Crisis Management Plan. Upon confirmation that a significant emergency or dangerous situation exists, and in accordance with the procedures outlined below, NCMC will, without delay, and taking into account the safety of the community, determine the content of an emergency notification and initiate the notification system, unless issuing such a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or mitigate the emergency.

The Incident Commander (or Crisis Management Team) will make the decision to notify the entire campus or only select areas based on the situation, considering information such as: location of incident, potential harm and risk to other areas of campus, etc. There will be continued assessment of the situation and additional segments of the campus community may be notified if the situation warrants. When there is a potential that a very large segment of the community will be affected or when a situation threatens the operation of the campus as a whole, the entire campus will be notified.

Emergency notification to students and employees will include one or more of the following: telephone paging system, fire alarm paging, website, text messaging, and email notification system (texting and email notification require signing up with Community Connection service). Some or all of these methods of communication may be activated in the event of an immediate threat to the NCMC campus community. To sign up for Community Connection: <http://my.textcaster.com/ServePopup.aspx?id=506> Enter required information and under Grundy County check the box next to North Central Missouri College.

Where possible, prepared scripts and recordings will be used. The final content will be prepared by a member or members of the Crisis Management Team, in consultation with local authorities if the situation warrants. Information shared may differ by segments of the campus community. For example, a tornado warning would warn local commuter students to not leave their homes, while residential students would be told to take shelter in designated on-campus locations.

A member of the Crisis Management Team or trained designee will be responsible for activating the notification systems. If notification beyond the campus community is required, a member or members of the Crisis Management Team, in conjunction with the President, will work with the Public Information Officer to disseminate the emergency information.

Emergency Response and Evacuation Procedures

NCMC has emergency response and evacuation procedures designed to ensure a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, or armed intruders.

When a situation occurs that causes an immediate threat to the main campus, the first responders to the scene will usually be the Trenton Police Department and Trenton Fire Department. These entities will work with NCMC to assist with the incident. Depending on the nature and location of the incident, other local, country or federal agencies may also be involved in response. If there is an immediate threat to health or safety, public emergency service notification takes priority over notification of campus officials.

Fire

If fire, smoke, or fire alarm is observed, evacuate the building and notify emergency services. The fire alarm is a continuous horn, with flashing strobe lights on the wall.

Actions

1. Activate the fire alarm if in residence hall
2. Call 911 or 9-911 (campus phone).
3. If the fire appears to be minor and controllable, locate the nearest fire extinguisher and direct the spray towards the base of the fire. Otherwise evacuate the building immediately.
4. Notify campus response personnel via campus phone at x1210, x1500, or x1504; or via outside phone at (660)-359-7014 or (660) 359-1979.
5. Assemble outside as a class or employee area group, so instructors and supervisors can ensure everyone has safely evacuated. Stay a safe distance away from the building and out of the fire lanes. No one should re-enter the building until the "ALL CLEAR" signal is received.
6. In the case of a missing student or employee, notify a supervisor or dean immediately, so that fire rescue personnel can be advised.

Notes

- In the event of a fire or fire drill, all occupants are to evacuate the building in a timely manner. Please stay calm and walk to the nearest exit. Elevators shall not be used to evacuate the building unless directed to do so by fire department rescue personnel.
- For specific evacuation routes, consult the evacuation maps and Fire and Tornado Instructions located in classroom doorways and in hallways.
- Residence hall students should take room keys with them and shut door to prevent spread of fire. Exit the building and wait on the east side of Mable Street (near Ketcham Center) for instructions or permission to re-enter the building. Do not leave the Ketcham area as staff will be attempting to account for all residents.
- Residence hall staff will check to make certain that lobby areas, rooms, baths, and closets are not occupied. Procedures for fire evacuation are posted in each student's room.
- Students at other locations should follow the procedures outlined for their specific building.

- Instructors and supervisors should predetermine an outside assembly location and ensure all students or employees are aware of this location. Instructors should keep class rosters with them and account for every student in their class.
- Custodians and Maintenance staff shall make sure that the emergency response personnel have access to the buildings.
- For disabled or impaired individuals, please see Appendix B: Evacuation Procedures for Mobility Impaired Personnel.

Tornado

The tornado alarm is a series of short beeps. City storm sirens may also be heard. The National Weather Service will broadcast similar warnings over NOAA weather alert radios.

Actions

1. SEEK SHELTER IMMEDIATELY. Refer to the Fire and tornado Instructions posted in all classrooms, labs, and at various locations throughout the campus for shelter locations. The best option is an interior hallway on the lowest level floor. Avoid hallways that open to the south or west, rooms with windows, auditoriums, and other spaces with wide, free-span roofs.
2. Once in place, face the wall, crouch down and cover your head for protection.
3. As long as it is safe to do so, remain in place until the “ALL CLEAR” signal is given.
4. Once the “ALL CLEAR” has been given, assemble with the rest of your group in a designated location so individuals can be accounted for.
5. Instructors and supervisors shall report the name of any injured or unaccounted for student or employee to the building captain. Building Captain will notify the Chief Information Officer at x1210 or (660)-359-7931.

Notes

- When a tornado warning is issued by the National Weather Service, City of Trenton officials will activate the City’s system of storm sirens. The college will activate a secondary campus alarm system.
- Notification will occur via text messaging, notification on the campus telephones in classrooms, and campus computers.
- The following are locations for NOAA weather alert radios: Bookstore, SSS, ASC front desk, Library, Selby Hall, Hoffman 203, KCC front desk, and Frey 2.
- The “ALL CLEAR” shall be given via campus telephones, and using runners when necessary.
- For disabled or impaired individuals, please reference Appendix B: Evacuation Procedures for Mobility Impaired Personnel.

Violent Intruder

If gunshots are heard, or an individual is observed on campus with a firearm, do not sound fire alarms. If it is safe to do so, an employee shall use the campus phone system to alert the campus.

Actions

1. Remain calm, observe your surroundings, process the available information, and quickly determine the most reasonable way to protect your own life. The college uses the run-hide-fight protocol, described below.
2. If it is safe to do so, call 911 or 9-911 (campus phone).
3. (Run) If you can evacuate safely, do so. Help others if possible, but do not let their indecisiveness stop you. See further information below on the Run option.
4. (Hide) Shelter in place quietly behind a locked door or barricade. See Hide below.
5. (Fight) As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter. See Fight below.

Notes

Run

- Unless you are close to an exit, don't run through a long hall to get to one. You may encounter the gunman
- Do not attempt to remove injured persons or carry items with you
- As you exit, remain calm and follow instructions of any first responders on scene
- While evacuating and/or helping other evacuate, remain as quiet as possible. If possible, have someone watch for the threat
- Keep hands raised and visible with spread fingers; avoid yelling or pointing
- If you encounter first responders, follow instructions and avoid making quick movements towards any officer
- Do not stop to ask officers for help or direction when evacuating. There may be officers directing you where to go. If not, exit in the general direction from which the officers are entering the building
- You may see first responders moving past you and/or wounded individuals. Their initial responsibility is to neutralize the threat. Other officers may follow to assist wounded or those secured in place.

Hide

- Place a locked door or other barricade between you and danger to buy time
- Turn off lights, silence phones and other sources of noise (radio, TV, etc), draw blinds, and move away from windows
- Remain quiet
- If you cannot find a room to secure, place yourself somewhere out of the shooter's view. Hide behind a large, solid object to shield you and provide protection. Pick something that does not trap you or restrict your options for movement
- If outside, seek shelter at the nearest unlocked building and find an interior room to secure. If the building is locked, continue to move away from danger, seek cover, move to another building, or leave campus if it's safe to do so
- Await further instruction from NCMC alerts and/or emergency personnel
- You may see first responders moving past you and/or wounded individuals. Their initial responsibility is to neutralize the threat. Other officers may follow to assist wounded or those secured in place.

Fight

- Act with extreme aggression and use the element of surprise, if possible
- Throw items at the attacker's eyes and face, scream, yell; improvise weapons
- Immobilize attacker – swarm with numbers to gain control, rush the attacker, place someone on head, two arms, two legs with body weight to control (5 people preferably)
- Commit to taking the shooter down, no matter what. Remember, shooter mentality is not to escape, but to kill and injure
- If you gain control of a weapon, place trash can over it and maintain control of trash can until law enforcement arrives

If calling 911, stay on the line provided it is safe to do so. The following information will help responders:

- Give exact address, including building, floor, room number
- Nature of emergency
- Location of hostile intruder
- Number of hostile intruders
- Physical description of hostile intruder
- Number and type of weapons held by hostile intruder
- Number of shots fired
- The last time gunfire was heard
- Number of people with you and # injured people and known injuries
- Your full name and phone number

Students, faculty, and staff receiving a text message and not on campus or in a building should not come to campus.

Earthquake

Earthquakes may be significant sustained events followed by aftershocks, and shaking may be sufficient to destroy buildings, but building collapse is rare.

Actions

1. DROP, COVER, HOLD ON
2. Once a significant earthquake begins, take cover immediately by dropping to the ground and covering your head. You may also get under a desk or heavy table, or stand flat against an interior wall.
3. As long as it is safe to do so, remain in place until the "ALL CLEAR" signal is given.
4. Once the "ALL CLEAR" has been given, gather valuables and quickly leave the building. Do not use elevators to get to lower floors.
5. Assemble with the rest of your group in a designated location so individuals can be accounted for. In the case of a missing student or employee, notify a supervisor or dean immediately, so rescue personnel can be advised.

Notes

- Indoors watch for flying glass, falling plaster, bricks, light fixtures and other objects. Stay clear of doorways, high bookcases, shelves and other furniture, windows and mirrors.
- Outside avoid high buildings, walls, power poles and other objects, which could fall. If possible, move to an open area away from all hazards.
- In a car, stop in an open area if possible
- Do not seek cover under laboratory tables or benches where chemicals could spill and cause injury. Doorways are not considered any safer than other locations.
- For disabled or impaired individuals, please reference Appendix B: Evacuation Procedures for Mobility Impaired Personnel.

Flood

Most floods develop slowly over periods of days, but flash flooding may develop in a matter of minutes during intense storms. Flood Watch means flooding is possible. Flood Warning means flooding is already occurring or will occur soon. Evacuate from low areas to higher ground.

Actions

1. Evacuate any flooded or flood prone areas as soon as possible.
2. Notify NCMC Maintenance at x1504 or (660) 359-7014 or the Chief Financial Officer at x1500 or (660) 359-1979.

Notes

- Current flood prone areas on the Trenton main campus are the basement of the Alexander Student Center, the basement of Selby Hall, and the Frey Building. No flood prone areas known for other locations.
- For disabled or impaired individuals, please reference Appendix B: Evacuation Procedures for Mobility Impaired Personnel.

General Medical Emergencies

Actions

1. If the situation is an emergency, call 911 or 9-911 (campus phone).
2. Notify the Chief Financial Officer at x1500.
3. Provide for personal safety by avoiding exposure.
4. Do not move the victim unless necessary to sustain life.
5. If appropriate, administer first aid.

Notes

When reporting a medical emergency, provide the following information and stay on the telephone until the 911 operator or Emergency Responder tells you to hang up:

- Type of emergency
- Location of victim to include building and room number or parking lot letter if applicable
- Condition of victim
- Any dangerous conditions
- Your name and call back number

Employees injured on the job and with minor injuries should seek medical treatment at the college work comp medical facility: Wright Memorial Hospital at 191 Iowa Boulevard, Trenton (660) 359-5621.

Students or visitors that are ill or injured should decide where they want to be treated, if applicable. If students are minors, parents or guardians shall be notified and they will decide where their minor child should be treated.

Attempted Suicide

Actions

- If the suicide attempt appears imminent, call 911. Notify the Associate Vice President of Student Affairs at x1400 or (660) 654-3353.
- If the attempt is threatened but does not appear to be imminent, notify the Associate Vice President of Student Affairs at x1400 or (660) 654-3353.

Notes

Attitude or behavior changes may indicate an adjustment difficulty or emotional problem.

Observable signs that may indicate a student referral:

- Comments about suicide, depression, abuse or other trauma
- Inability to track or concentrate in class
- Withdrawal or isolation from others
- Crying or sleeping in class
- Unusually high (or low) energy level
- Sudden lack of interest in hygiene or appearance
- Dramatic weight loss or gain
- Change in peer groups
- Sudden drop in class attendance, participation, or performance
- Under the influence of drugs/alcohol in class

In emergency situations, first call 911, then follow up with the Associate Vice President of Student Affairs at x1400.

In non-emergency situations, it is recommended that you speak directly to the student and express your concern. You can connect the student with North Central Missouri Mental Health at 1601 East 28th Street, Trenton (660) 359-4487 and encourage the student to make contact.

The North Central Missouri Mental Health Center cannot:

- Indicate whether or not a student is being seen or has made an appointment without the student's written consent
- Discuss content of a session or treatment without the student's written consent
- Take disciplinary action
- Provide transportation

You can also contact the Associate Vice President of Student Affairs who can:

- Answer your questions concerning steps to take in assisting students
- Offer information about personal concerns and problems
- Provide community referral services for students and employees of NCMC

Death on Campus

Actions

1. Call 911 or 9-911 (on campus phone).
2. Notify the Associate Vice President of Student Affairs at x1400 or (660) 654-3353.

Notes

Don't attempt to move the body unless necessary to preserve the lives of yourself or others. Take measures to ensure unauthorized personnel don't disturb the site. Wait for emergency or security personnel to arrive at the scene before leaving.

Utility Disruption & Outage

Actions

1. Notify NCMC Maintenance at x1504 or (660) 359-7014 or the Chief Financial Officer at x1500 or (660) 359-1979. The college will check for personnel trapped in elevators.
2. Unplug any potentially dangerous electrical devices (i.e. power drills, soldering irons, etc.) and check that expensive electronic components (i.e. computers, printers, etc.) are either protected from surge loads or unplugged.

Hazardous Materials

Hazardous material incidents may occur on campus or in adjacent areas. Local media will broadcast warnings over radio and television, and the National Weather Service will broadcast similar warnings over NOAA weather alert radios. Warnings will advise whether to evacuate or to shelter-in-place.

Actions

1. Provide for personal safety by avoiding exposure.
2. If the situation is an emergency, call 911 or 9-911.
3. Notify NCMC Maintenance at x1504 or (660) 359-7014.
4. Evacuate the building, if so instructed.
5. Shelter-in-place by remaining in the building, if so instructed. See Appendix C: Emergency Preparedness Plan for Sheltering-in-Place.

Notes

- Members of the Crisis Management Team will monitor local news media and NOAA weather alert radios and will advise personnel on any changes in the situation to the extent possible as personal safety, time, and capabilities permit.
- The Vice-President or Chief Financial Officer will also announce the "ALL CLEAR" when declared by local authorities.
- The following are locations for NOAA weather alert radios: Bookstore, SSS, ASC front desk, Library, Selby Hall, Hoffman 203, KCC front desk, and Frey 2.

Chemical Spills

Chemical emergencies include hazardous material incidents occurring in laboratories or during maintenance operations.

Actions

1. Provide for personal safety by avoiding exposure. If safe to do so, personnel involved with any laboratory experiment or process should take steps to stop the process or experiment to prevent additional accidents.
2. Notify co-workers, instructor, supervisors, etc. in the immediate area of the spill.
3. Evacuate the area. Close doors but do not lock.
4. If the situation is an emergency, call 911 or 9-911 (campus phone).
5. Notify NCMC Maintenance at x1504 or (660) 359-7014. It may be necessary to shut down the building heating/cooling systems to prevent the spread of chemical gases.

Other Emergencies

If health or safety is at risk, call 911 or 9-911 (campus phone). Contact a member of the Crisis Management Team for further assistance.

Response procedures for other incidents such as bomb threat, suspicious mail, protest, pandemic event, and cyberattack that do not typically involve non-employees may be found in the NCMC Crisis Management Plan.

Appendix A: Emergency Contact Numbers

North Central Missouri College

- Vice President x1300 or (660) 359-3948 x1300
- Associate Vice President of Student Affairs x1400 or (660) 359-3948 x1400
- Chief Financial Officer x1500 or (660) 359-3948 x1500
- Chief Information Officer x1210. or (660) 359-3948 x1210

Federal Agencies

- Federal Bureau of Investigations (FBI) (816) 512 8200
- Alcohol Tobacco and Firearms (ATF) (800) 800-3855
- Environmental Protection Agency (EPA) (800) 223-0425
- Drug Enforcement Administration (DEA) (913) 825-4100

State of Missouri

- Missouri State Highway Patrol (816) 387-2345
- Department of Natural Resources (DNR) (800) 424-8802
- Oil/chemical spill reporting (913) 281-0991

Grundy County

- Sheriff Department (660) 359-2828
- Public Administrator (660) 359-3177
- Health Department (660) 359-4196

City of Trenton, MO

- Police Department
 - Emergency Dispatch 911
 - Non-Emergency (660) 359-5557
- Fire Department 911
- City Utilities (660) 359- 2281

Hospitals & Ambulance Services

- Emergencies 911
 - Main Line (660) 359-5621
 - Ambulance Services
 - Emergency 911
 - Non-Emergency (660) 359-4422
- Wright Memorial Hospital
 - Main Line (660) 359-5621
- St. Francis Hospital, Maryville
 - Main Line (660) 562-2600
- Poison Control Center (St. Louis, MO) (800) 366-8888

Appendix B: Evacuation Procedures for Mobility Impaired Personnel

Students with mobility impairment have an important responsibility to assist with arrangements for their own safety, by informing their instructors of their needs in case of an emergency. They should also inform their instructors what assistance they would require in case of an emergency. Contact safety and security or maintenance personnel for locations of firewalls.

Instructors with mobility impaired students should discuss with the student what assistance they will require in case of an emergency. The instructor should ask for volunteers from the class to assist mobility impaired students in the event of an emergency. In the event there are no volunteers, the instructor shall notify the dean.

Staff with mobility impairment have an important responsibility to assist with arrangements for their own safety. They should inform their supervisor and co-workers of what assistance they would require in the event of an emergency, and should know the locations of elevators and stairways in their buildings.

There should be at least two volunteers to assist each mobility impaired student or staff member out of the building and to safety in the event of an emergency. The person with the impairment will know best what assistance he/she needs. The impaired person will also know to what extent they are able to assist the volunteers with their evacuation. In the event of a fire, elevators may be used to evacuate the impaired persons if necessary. If an elevator is not available, the impaired person can be taken to a stairway. The volunteers and the impaired person should allow people on foot to use the stairway first, so the impaired student does not impede the flow of traffic or get injured by other people evacuating the building. Once the stairway is clear, the impaired person and one volunteer should remain at the top of the staircase and inside the closed fire doors. This will ensure the volunteer and impaired people are in plain view for fire

rescue teams. With the fire doors closed, even if the ventilation system does not work, there should be a sufficient supply of oxygen to last until rescued.

The other volunteer should exit the building and notify safety and security or fire rescue personnel of the location of the mobility impaired person and volunteer. There may be a case where the best action is for the impaired person and volunteer to remain in the classroom and wait for rescue. If this is the case, the instructor should notify safety and security or fire rescue personnel of the location and names of people remaining in the classroom or office awaiting rescue. As a last resort, the volunteers may need to carry the mobility impaired person down the stairway to safety. This method should be used only as a last resort because of the possibility of injury to the impaired person and volunteers. The impaired person, if possible, should make the decision to be carried to safety or to wait for fire rescue.

Appendix C: Emergency Preparedness Plan for Sheltering-in-Place

In the event that hazardous chemical, biological, or radiological materials are released into the atmosphere, government emergency preparedness agencies may request NCMC to Shelter-in-Place. This precaution is intended to keep people safe and indoors. Emergency information will be provided by local, state or federal authorities on television and on radio stations. Instructions to Shelter-in-Place are usually provided for durations of a few hours, not days or weeks.

Shelter-in-Place means taking refuge in an interior room or hallways with few or no windows. Rooms with mechanical equipment like ventilation blowers or pipes should be avoided if possible, because this equipment may not be able to be sealed from the outdoors. If there is a possibility of an outside explosion, rooms with windows should not be used. Interior rooms above ground level are best for shelter from heavier-than-air contaminants, which settle at ground level and spread.

Exterior doors on all buildings where people are seeking shelter should be locked. Ventilation systems should be shut off to prevent contamination from the outside. People should remain in the shelter areas until told to leave by proper authority. Radios and televisions should be kept on so everyone can stay as informed as possible. Following instructions during and after emergencies regarding shelter, food, water and cleanup methods is your safest choice.

In the event of an emergency it is best to use hard-wired telephones or email; cellular telephone equipment may become overwhelmed as numerous people try to call family members. If possible there should be telephone or email access in every room used for shelter, so people can contact their emergency contact persons. This contact can let others know you are safe and pass on information to family and friends. It is best to have a local contact and someone not in the immediate area, as someone outside the immediate area may not be affected by the same event.

The person in charge of each building should have someone write down the names of everyone in that building. This information should be provided to the Public Information Officer so that family members can be informed of staff and student status, if necessary. A recording should be placed at (660) 359-3948 stating that NCMC is closed, and that staff and students are remaining on campus in their work or class buildings until proper authorities advise that it is safe to leave.

Appendix D: Building Captains

Building	Captain (Alternates)
Geyer	Londre, Tristan (Dowell, Stefanie and Pultz, Janet)
Cross	Cutsinger, Kristi (Stevens, Jenna)
Hoffman	Sager, Dennis (Bird, Sarah)
Building B	Norris, Jim
Alexander Student Center	Alley, Kristen (Brown, Linda and Meeker, Kimberly)
Ketcham Community Center	Gamet, Nathan (Collins, Lesli and Esry, Jeremy)
Barton Campus	Jumps, Rustin (Green, Jack and Scott, Stan)
Selby Hall	Van Dyke, Sara (Hillerman, Donnie)
Ellsworth Hall	Penrod, Eric (Hillerman, Donnie)
Bookstore	Marsh, Cecilia
Ritz Building	Helton, Jason
Frey Building	Otto, Tyson (Campbell, Tami and Woodward, Ryan)
Maintenance	Campbell, John (Van Dyke, Bari and Leffler, Teddy)

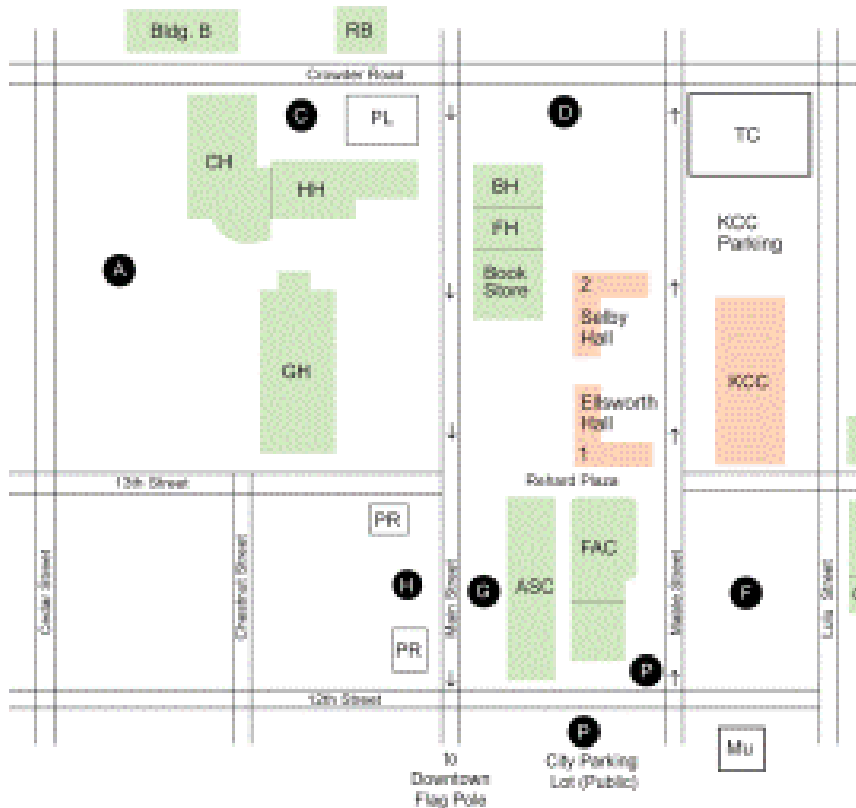
Appendix E: Campus Map

Campus Map



NorthCentral MISSOURI COLLEGE

1301 Main St. ■ Trenton, MO 64603 ■ (880) 359-3948



Map Legend

- | | |
|---------|---|
| | Classroom/Administration Buildings |
| ASC | Alexander Student Center |
| CH | Cross Hall |
| AT | Athletic Training |
| BH | Barnes Hall |
| Bldg. B | Building B—Art Building |
| FAC | Fry Administrative Center & Doris Rider Art Gallery |
| FH | Freeman Hall (ARC) |
| GED | GED Classroom |
| GH | Geyer Hall |
| HH | Hoffman Hall |
| M | Maintenance |
| RB | Ritze Building—Adult Education Administrative Building |
| TC | Supp Tennis Courts |
| | Residence Facilities |
| KCC | Ketcham Community Center |
| 1 | Ellsworth Residence Hall (Men) & Cafeteria |
| 2 | Selby Residence Hall (Women) & Cafeteria |
| | College Parking |
| A | |
| B | |
| | Non-NCMC Buildings |
| Mu | Grundy County Museum |
| PL | Grundy County Public Library & Hoover Community Theatre |
| PR | Private Residence/Business |
| ↑↓ | One-Way Streets |