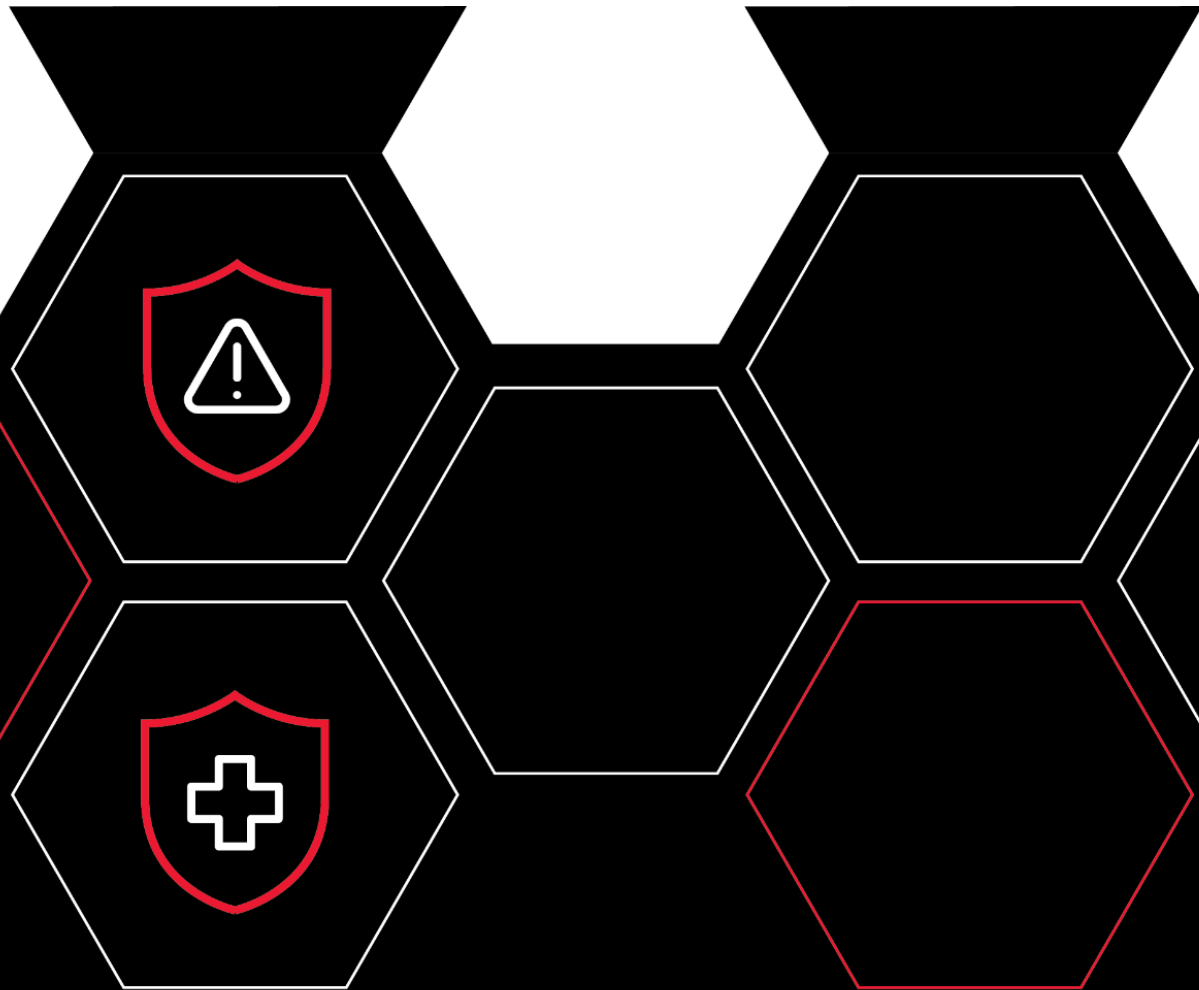


BAKER COLLEGE

CRISIS RESPONSE PLAN



Baker
College

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INTRODUCTION

A. PURPOSE

The purpose of the Baker College Crisis Response Plan is to establish policies, procedures, and an organizational structure for response to a major emergency or disaster. The plan describes the roles and operations of Campus Safety, Facilities, departments, and personnel of Baker College during an emergency.

The plan describes emergency procedures intended to minimize the risk to occupants of Baker College facilities in the event of an emergency situation. Emergencies involve many variables that are often unpredictable. Success in handling an emergency situation requires cooperative efforts by a variety of people with various skills and backgrounds. This plan provides coordination between Campus Safety, students, faculty, staff, and Facilities employees to ensure an effective response.

Baker College students and staff not on campus should look to their local emergency managers and first responders for direction in emergency situations.

B. DEFINITION OF EMERGENCY

An emergency is any unplanned event that can result in significant harm, injuries, or fatalities to employees, students, or the public; an event that can shut down the campus, disrupt operations, cause physical or environmental damage, or threaten the College's financial standing or public image.

C. SCOPE

This Crisis Response Plan is a system-level plan that guides the emergency response of personnel and resources during a major crisis. It is the official Crisis Response Plan and supersedes previous plans and precludes actions not in concert with the intent of this plan, or the emergency organization created by it. Department Heads, Residence Hall Coordinators, and Administrators shall see that all students, faculty, and staff under their direction are familiar with the plan, especially as it applies to their department or the main space they occupy.

Each campus will develop, implement, and distribute local operational response plans unique to each location.

D. Plan Updates

Minor changes that do not affect the roles, responsibilities, and overall response of the College, and that have been approved by the VP for Campus Administration and Engagement, will be incorporated into the annual update to the Crisis Response Plan.

Major changes that affect an original response characteristic will require the Crisis Response Plan to receive approval from the President's Leadership Cabinet (PLC). Major changes will be communicated in writing by the Marketing and Communications staff.

This plan will be published on the Baker College Campus Safety website. This plan and the campus plans will be reviewed and updated on an annual basis in July.

E. AUTHORITY

This plan is promulgated under the authority of the President and Board of Directors of Baker College.

F. MISSION

The mission of Baker College is to respond to emergency situations in a safe, effective, and timely manner. College personnel will be utilized to accomplish the following priorities:

Priority I: Protection of life safety

Priority II: Maintenance of life safety, property, and environment

Priority III: Restoration of general campus operations

It is anticipated that, as operations progress from Priority I through Priority II and III responses, the administrative control of the College will move from the Crisis Response Team back to the regular College organizational structure.

G. OUTSIDE AGENCY RESPONSE

The local county government Emergency Management Coordinator in counties where our campuses are located is ultimately responsible for the coordination of all declared disasters including response, recovery, preparedness, and mitigation activities within the county. Whether a given event constitutes a disaster requiring County resources is determined by the nature of the event.

When unmet needs exceed the resource capabilities of Baker College and the local units of government, the local County Emergency Manager/Coordinator on behalf of Baker College may request state and/or federal resources through the appropriate Michigan State Police Emergency Management Coordinator.

H. INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) uses an organizational structure capable of responding to various levels of emergency.

The purpose of the ICS is to:

- Provide an organizational structure that can grow rapidly in response to the requirements of an emergency
- Provide management and assign employees necessary to control, direct and coordinate all operations and agencies responding to an emergency
- Assign and activate employees with expertise and training to critical functions without loss of time
- Promote proper control and unity of command

The organizational structure of ICS will not resemble the day-to-day organization of the college as employees may report to other employees to whom they do not normally report. Furthermore, the emergency structure of the ICS may change as the severity of the emergency increases.

I. ICS ORGANIZATION

The President of Baker College has the ultimate responsibility for activation, oversight, termination, and return to business as usual after an emergency situation. The President will appoint a Crisis Response Team (CRT) with a chain of command to advise, direct, and oversee all emergency situations. The Emergency Operations Center (EOC) at Baker College shall be the local Campus Safety Office if that location is not affected by the crisis. If the Campus Safety Office cannot be utilized for whatever reason, the Crisis Response Team will be responsible for finding a suitable location. The Director of Campus Safety at the affected campus will command the communications aspect of the EOC. The Crisis Response Team represents the actual on-scene emergency responders. They are responsible for the assessment and implementation of the response.

Members of the CRT are:

Manager:

Campus Safety Director (under the direction of the President and CEO)

Members:

President and CEO

VP of Campus Administration and Engagement

VP of Marketing and Communications

VP of Academic Affairs

VP of Enrollment Management

VP Student Success and Engagement

Chief of Staff

Chief Human Resources Officer

Chief Information Officer

Director of Safety

Facilities Director

Campus Director

Director of Student Affairs

Residence Hall Coordinator

Resident Assistants

Program Directors

* Not all campuses will have all positions

J. NOTIFICATION / CRISIS RESPONSE PROCEDURES

Any emergency situation should be reported to the local Campus Safety office. Depending upon the severity of the situation, the Campus Safety office will turn into the EOC, and on-duty staff will notify the Director of Campus Safety. The Director of Campus Safety will then notify the VP of Campus Administration and Engagement and Crisis Response Team members as dictated by the circumstances. Information that needs to be disseminated internally to other areas of campus or the College at large will be done by the EOC. Dispensing of public information will be done by the Marketing and Communications staff.

Generally, Baker College Campus Safety will be the first to respond to an incident, but not always. In each case, Campus Safety will evaluate the seriousness of the incident and notify through their reporting structure as appropriate. Through Campus Safety or other Baker College officials, the incident will be brought to the attention of the Baker College President. In this process, it may be determined that only a routine response is necessary; and the incident can be handled on a local campus level. If the incident requires the involvement and coordination of outside agencies, or is complex in nature, the President or designate alone or in consultation with some or all of the President's Crisis Response Team will activate the Emergency Operations Center (EOC) at the affected campus.

Activating the EOC involves contacting and requesting that the six EOC team leads or their alternates report to the designated EOC locations on the affected campus. The team leads will activate and coordinate the activities of their teams who have distinct functions in responding to the critical incident as outlined in their specific emergency action guidelines. The teams are organized by function and several of the teams have representatives from more than one vice presidential area. In some instances, not all team leads may need to be activated to the EOC.

The Baker College CRP establishes areas of responsibility. These areas are as follows:

DIRECTION AND CONTROL

Chief Executive Official (CEO)

- Convene the President's Crisis Response Team
- Activate the Emergency Operations Center
- Decide on policy and public relations issues in response to the critical incident
- Declare local state of emergency
- Request assistance from the county emergency manager

Emergency Operations Center Manager

- Activate the EOC at the direction of the CEO
- Manage activities in the EOC
- Assist and make recommendations to the CEO on activities to be conducted during response and recovery

EMERGENCY OPERATION CENTER TEAMS

Academic Support Team - Lead by the Academic Support Operations Manager

- Mitigate the impact on classes
- Address faculty issues
- Reassign classroom space
- Reschedule classes as necessary

Damage Assessment Team - Lead by the Facilities Director

- Quantify physical damage to facilities and utilities (includes data, voice, electrical, steam, etc.)
- Arrange for or make repairs to facilities and utilities
- Assess the structural soundness of facilities for safe use or entry
- Provide building and utility information
- Track costs for insurance purposes or to declare a state of emergency
- Coordinate response of insurance adjusters

Student and Colleague Team Lead (CARES Team) Lead by the Director of Student Affairs

- Ensure the following needs are being met for the campus community:
- Food
- Shelter
- Medical care
- Mental health care

Logistical Support Team - Lead by the Campus Director

- Mobilize resources
- Ensure funds are available to remediate the emergency
- Procure supplies and equipment
- Warehouse resources
- Distribute and transport resources

Public Information Team - Lead by the Public Relations Manager

- Ensure accurate and timely information is disseminated

- Manage logistics of conveying information
- Assist external media with their coverage
- Maintain an event record in words and images

Campus Safety Team - Lead by the Campus Safety Director

- Respond to the scene
- Initiate Incident Command System and set up scene command post
- Maintain site security and safety of the scene
- Ensure access available for emergency vehicles
- Communicate with EMS, law enforcement, and all responding emergency agencies

Campus Safety/Emergency Management

The Campus Safety Department under the direction of the Vice President of Campus Administration and Engagement is responsible for coordinating the updating of the Baker College Crisis Response Plan and for ensuring its procedures are consistent with the local County Emergency Plans. The Campus Safety Directors work with each team to maintain their section of the CRP. Annual exercises are scheduled by Campus Safety Directors in cooperation with local emergency managers to test components of the CRP to ensure readiness for a critical incident.

President's Crisis Response Team

The President's Crisis Response Team is composed of the vice presidents and other key individuals identified by the President to advise on policy making and public relations decisions prompted by the critical incident. There may be some critical incidents in which the President's Crisis Response Team will be activated but not the EOC and vice versa.

ACTIVATION OF THE EMERGENCY OPERATIONS CENTER (EOC)

A. EMERGENCY LEVEL CLASSIFICATIONS

Three levels of operation have been identified, relative to the magnitude of the emergency:

Level I: The emergency can be managed using normal response operations.

Level II: The emergency requires a response in which the EOC may be partially activated. The CRT Manager is usually the Director of Campus Safety and should be notified by the Campus Safety Office of the affected campus.

Level III: The emergency cannot be managed using normal campus resources. The Director of Campus Safety ensures that the EOC is fully activated with the response of all Crisis Response

Team members and requests assistance from public agencies. A campus state of disaster may be declared during a Level III emergency.

B. ACTIVATION OF THE EMERGENCY OPERATIONS CENTER (EOC)

The EOC, located in each local Campus Safety office will be continuously maintained in a state of readiness for conversion and activation. The CRT members will gather, check-in, and assume their roles in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During an emergency, designated personnel should report directly to the EOC.

The recommendation to activate the EOC, if not already activated in response to an emergency, will be made by the President or, in their absence, the VP of Campus Administration and Engagement. Upon declaration of a Level II or Level III emergency, the CRT Manager will determine which positions to activate and direct their activities. Each member of the CRT will be responsible for the activation of their teams.

C. COMMUNICATION BETWEEN THE EOC AND CRT OPERATIONS

The EOC will provide coordination and establish priorities for each department and assist other departments in restoring their critical business functions and take action on high-priority response activities.

The Campus Departments are listed as follows:

- Campus Safety
- Facilities
- Residence Life
- Administration
- Dean/Program Director
- Information Technology

D. COMMUNICATION BETWEEN EOC, CRT, AND CAMPUS COMMUNITY

The EOC has several methods of communication with the campus community and the general public after a disaster. Depending on the scope of the disaster and the type of information to be disseminated, the EOC, through the Marketing and Communications staff may use one or a combination of the following methods to provide information:

Baker College Emergency Alert System
Electronic mail
College Website
Local media

Individuals contacted by the media should direct questions to the Public Relations Manager. In the event of a major incident, Marketing and Communications staff will coordinate information releases with local, state, and/or federal officials.

E. DEMOBILIZATION AND TERMINATION OF THE EOC

The President, advised by the CRT, will determine when to deactivate the EOC and return to normal operations.

CAMPUS EMERGENCY OPERATIONS: CONCEPT, STRUCTURE, AND ACTION

A. FUNCTIONAL ORGANIZATION

Every member of the Baker College community can potentially play a role in the Crisis Response Plan. Communication is the most important aspect of the plan and having accurate emergency scene information is essential to providing an adequate response. Similarly, the campus community must receive up-to-date instructions concerning disaster response procedures and news of evolving incidents. The EOC, staffed by Campus Safety personnel, will provide essential and standardized emergency responses to those at the site. The EOC will also provide a contact point for personnel and arriving resources, communication with the CRT, a process for requesting resources, and a method for assisting people on-site with emergency services.

B. ROLE OF STUDENTS

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students must be prepared to assess situations quickly and determine a course of action. They should evacuate to designated assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. Campus Safety and Residence Life provides information and training to help students know what to do in emergencies and how they can prepare ahead of time.

C. ROLE OF FACULTY AND STAFF

Every employee should familiarize themselves with the emergency procedures and evacuation routes in buildings they work in or use frequently. Employees must be prepared to assess situations quickly and determine a course of action. They should follow procedures to report a fire or other emergencies to Campus Safety and evacuate the buildings to pre-designated areas in an orderly manner. Faculty and staff members are viewed as leaders by students and should be prepared to take a leadership role with students and direct their immediate reaction in the event of an emergency.

D. ROLE OF CAMPUS SAFETY

Campus Safety is responsible for the implementation of the Crisis Response Plan, participation in the CRT, and coordination of campus training sessions each year for students, faculty, and staff. In the event of an emergency, Campus Safety is responsible for notifying the CRT, campus departments, and residence halls using all communication networks and systems for announcing emergencies. They are responsible for providing status reports to the campus leaders so accurate and factual information is disseminated at all times.

E. ROLE OF RESIDENT ASSISTANTS

Resident Assistants are responsible for assisting Campus Safety with communicating this plan to residence hall students. They are also expected to assist students during an emergency. These duties include but are not limited to assisting in building evacuation and roll-call at designated assembly areas.

F. BUILDING EMERGENCY PLANS

Developed under the guidance of the Campus Safety Director, the building by building emergency plan is a building specific operational guide outlining emergency operations and responsibilities. Evacuation routes, safe areas, specific and unique aspects, and plans are worked out for each building on campus.

G. COMMUNICATION, INTERNAL, AND EXTERNAL

All persons involved in the response are responsible for providing accurate up-to-date information to the EOC. Information concerning injuries, damage, evacuation, and resources should be conveyed to the EOC. This information provides the basis for initiating the emergency response and requesting additional support. The Public Relations Manager is the single point of contact for all media requests.

H. RELAYING STATUS INFORMATION

The EOC Manager or designee will disseminate information from the CRT to the Marketing and Communications staff who will prepare public announcements regarding the status of the campus. The dissemination of this public information will be at the discretion of the College President or designee and may be provided in a variety of formats including but not limited to social media, tv, radio, or print. Under no circumstances should anyone but the designated College spokesperson address the media. The official spokesperson shall be the College President or his/her designee.

I. BAKER COLLEGE EMERGENCY ALERT SYSTEM

When there is a threat or campus emergency — tornado, violence, hazardous material incident, college closure, or other emergency — the Baker College Emergency Alert System will be used to notify the campus community.

The Baker College Emergency Alert System is an automated system that sends recorded emergency messages via cell phones, landline phones, e-mail, and text messages to all the contacts listed in the college's official directory (updated via My Baker > Personal Info). This System allows us to notify the entire community quickly with one singular message.

Upon confirmation of an emergency (typically confirmed by Campus Safety Department in conjunction with college administrators, local first responder agencies and/or the National Weather Service) or an ongoing dangerous situation on campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus that, in the judgment of the President, Campus Director, Vice President, Director of Campus Safety/Assistant Campus Safety Director, and/or their designee, constitutes an immediate threat to the health or safety of some or all of the members of the Baker College community, an emergency notification is immediately issued to the campus community or the segment of the community that is affected by the emergency. The decision to issue an emergency notification, determine the appropriate segment of the campus community to notify, and the content of the notification is made on a case-by-case basis by consultation with the President, Vice Presidents, Campus Director, Director of Campus Safety, and/or their designee, in light of all the facts, the nature of the incident, the continuing immediate danger to the campus community and the possible risk of compromising law enforcement efforts.

Baker College, without delay and taking into account the safety of the community, determines the content of the notification and initiates the notification system, unless issuing a notification

will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Depending upon the particular circumstances of the crime or incident, an emergency notification may be issued, utilizing one or more of the following methods:

- Emergency Alert System distribution to students, employees, and faculty;
 - Email
 - Text messaging
 - Voice Messaging
- Contacting the local media
- Public Address System
- Face-to-face communication, if deemed necessary follow-up communication is issued using some or all of the above notification methods

J. EMERGENCY RESPONSE

Each campus has a local crisis response plan designed to provide a resource for Baker College personnel, administrators, and students. While the plan does not cover every conceivable contingency situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

Each campus Director of Campus Safety is responsible for an annual review of their crisis response plan. The College's crisis response plan contains best practices and information about emergency guidelines for the campus community including:

- College emergency procedures
- Pre-emergency planning and performance expectations
- Lockdown
- Shelter in place
- Evacuation guidelines
- Local contingency and continuity planning requirements

College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

The College takes an "all-hazards" approach to crisis response, meaning that our protocol for assessing and responding to each crisis is the same, regardless of the situation. Although the actual response may differ from crisis to crisis (responding to a chemical spill is different than responding to a power outage, for example), the process of identifying, analyzing, and responding remains the same.

The main components of Baker's all-hazards approach are:

- Gather, analyze, and assess information immediately
- Take quick and effective action
- Communicate early and often with key audiences
- Determine ongoing threat and long-term action
- Move appropriately from crisis to recovery mode

If a crisis should occur, the procedures identified in this Plan clarify the steps that should be taken; employees are asked to familiarize themselves with the Plan. It would be impossible to encompass every conceivable situation and protocol, but this Plan is intended to be flexible and adaptable to various emergency situations. The safety of our students, faculty, staff, and campus visitors should be the controlling focus of our efforts.

CAMPUS EMERGENCY GUIDELINES

Specific use guidelines will be operationalized and distributed to each campus. When an incident occurs, the Campus Safety Director should contact the Vice President of Campus Administration and Engagement to determine if the Crisis Response Team will be activated.

Accident/Serious Illness or Injury

Emergency where one or many are sick or injured. The immediate concern is to assess the injured or sick and seek aid.

Steps of Action:

- Call 9-1-1, if needed
- Call Campus Safety
- Render first aid if qualified to do so
- Do not move if severely injured
- Do not make contact with bodily fluids

If medical emergency contact information is available, a College official should contact the individual identified.

Active Shooter/ Attacker Response

Definition: one or more individuals actively engaged in killing or attempting to kill people in a confined and populated area with a firearm. This is a low-frequency high-risk event that is very dynamic by nature, ultimately the decision on how to initially react lies with each person involved. However, Baker College follows the guidelines set forth by the U.S. Department of Homeland Security which are:

Steps of Action:

- Run - Always have an escape route and plan in mind, leave your belongings behind, if you can safely get away from the danger - do so
- Hide - If you cannot safely escape, hide in an area out of view, block entry to your hiding place and lock the door, silence your cell phone
- Fight - As a last resort and only when your life is in imminent danger, attempt to incapacitate the shooter by any means necessary, act with physical aggression, and look for items to strike or throw at the shooter
- Call 9-1-1 when it is safe to do so

In the event of an active shooter/attacker incident within the state, Baker College will evaluate the event and may implement the following steps at the discretion of the College leadership:

- Restrict access to all campus buildings to students and employees
- Call in extra Campus Safety staff
- Provide mental health resources to students/staff
- Closely monitor the situation through local law enforcement agencies and media

Aircraft Crash

In the event of an aircraft crash on or near the College.

Steps of action:

- Call 9-1-1
- Call Campus Safety

If you find yourself near the site of the airplane crash, try to stay calm and use these guidelines to help you plan a survival strategy.

- Explosion, fire, and falling debris pose a serious risk to individuals on the ground
- Move away from the crash site and seek shelter in a safe location
- If it is impossible to move immediately away, protect yourself against blast damage (drop, cover, and hold on)
- If you are inside and the building is not damaged, remain inside
- Stay away from windows

During the Incident:

- Keep roads and driveways clear for emergency responders
- Be aware of the potential for secondary fires and explosions

Bloodborne Pathogens/Body Fluid

Bloodborne pathogens are microorganisms in the blood or other body fluids that can cause illness and disease in people. These microorganisms can be transmitted through contact with contaminated blood and body fluids.

Steps of Action:

- Do not make contact with any bodily fluids
- Call Campus Safety
- Call Facilities

Bloodborne pathogens are transmitted when contaminated blood or body fluids enter the body of another person. This can occur through several pathways, such as:

- An accidental puncture by a sharp object contaminated with the pathogen

Examples of "sharp" objects might include:

- Needles
- Scalpels
- Broken glass
- Razor blades
- Knives/Cooking utensils
- Open cuts or skin abrasions coming in contact with contaminated blood or body fluids
- Indirect transmission (a person touches dried or caked-on blood and then touches the eyes, mouth, nose, or an open cut)

Bomb Threat

The threat of an explosive or incendiary device set to detonate.

Steps of Action:

- Call 9-1-1
- Call Campus Safety
- If the threat is made over the phone:

Check your telephone display panel for incoming phone number, write it down; and try to get as much

information as possible and keep the caller on the line as long as possible; pay special attention to specific words used by the caller, such as referring to a building name or number, using unique words/language, or any other information that could be used to help identify the caller.

Pay special attention to the following:

- Gender
- Tone of voice
- Background noise
- Ethnic background
- Accents
- Education level
- Age
- Speech defects
- Emotions
- The exact time of the call

If the threat is on paper of any type (written or typed), handle it as little as possible.
DO NOT TOUCH SUSPICIOUS ITEMS.

The decision to evacuate will be made by the Campus Director or their representative. Individuals must follow instructions given during the evacuation. If asked to leave campus, all individuals need to vacate the premises.

Chemical, Biological, Radioactive, Nuclear, and Explosive Events

Events may occur on or close to a campus which could involve weapons of mass destruction, biological agents, chemical agents, nuclear materials, explosive materials/devices, and any combination thereof.

Steps of Action:

- Assess the situation
- Call 9-1-1
- Call Campus Safety
- Call Facilities
- Avoid being contaminated at the scene or through transfer from a victim who has been exposed to the hazard
- Suspicious packages and containers should not be moved. Avoid using cell phones, portable two-way radios
- Evacuation distance will depend on device size and contents
- Areas in which an unknown material has been released must be evacuated
- Air handling systems should be shut down for airborne hazards
- Individuals potentially exposed to a hazardous material should be evacuated and isolated from others
- Limit access to the hazardous scene area

Crimes Against Persons/Property

Crimes Against Persons

An offense that involves the use of physical force, threat of force, harassment, or threatening of another that instills fear or intimidation. Examples: assault and battery, sexual assault, robbery, abduction, stalking, kidnapping, or homicide.

Steps of Action:

- Call 9-1-1 if the event is in progress or an offender is present
- Call Campus Safety
- Render first-aid if qualified to do so
- Remain with the victim until help arrives
- Attempt to identify and separate witnesses
- Document as much information as possible
- Preserve and protect the scene
- Assist as requested

Crimes Against Property

An offense that destroys or deprives an owner of property against their will. Examples: larceny, burglary, vandalism, arson.

Steps of Action:

- Call 9-1-1 if the event is in progress or an offender is present
- Call Campus Safety
- Attempt to identify and separate witnesses
- Document as much information as possible
- Preserve and protect the scene

Death/Serious Injury

A situation that has caused or may result in serious injuries or life-threatening consequences.

Steps of Action:

- Call 9-1-1
- Call Campus Safety
- Render first aid if qualified to do so
- Secure the area and remove bystanders
- Assist as requested

Evacuation Plans / Handicap Person Evacuation

Assisting people with disabilities with exiting a building.

Steps of Action:

- Ask for assistance when evacuating a person with a disability
- Elevators should not be used in severe weather or in a fire, use stairs
- Take the name of the individual you helped evacuate
- Escort student/employee to predetermined reassembly location

Main Campus Reassembly Location

- Reassembly areas are posted in all buildings on the emergency evacuation Maps

Campus-wide Evacuation

- Leave the premises

The College Emergency Alert System will be used for all-clear alerts.

Fire

The intentional or unintentional burning of property, including buildings.

Steps of Action:

- Stay calm.
- Evacuate the building according to the emergency evacuation map posted in the building
- Reassembly areas are posted on each emergency evacuation map
- Stay low under the smoke
- Feel all doors before opening - If hot, do not open
- Do not use elevators
- Activate the nearest fire alarm pull station
- After exiting the building, call 9-1-1
- Call Campus Safety
- Do not re-enter the building until an all-clear has been given

The College Emergency Alert System will be used for all-clear alerts.

Flooding

In the Event of Flooding

- Call Campus Safety
- Call 9-1-1 if people are trapped or in imminent danger
- Avoid flooded roads, paths, sidewalks, and areas that could be damaged under the floodwaters
- Turn around and go another way
- Be especially cautious at night when it is harder to recognize flood dangers
- Avoid areas subject to flooding such as dips in the road, low spots, or wash-outs
- Do not attempt to cross flowing streams or flooded roadways. The roadbed may not be intact under flood waters. Instead, turn around and go another way. Never drive through flooded roadways
- If the vehicle stalls, leave it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away
- If the water on the roadway is ankle-deep or greater, turn around and find another route or find a safe location to wait out the storm and/or flooding
- Follow the directions of emergency response personnel

Flooded Building on Campus

- Call Campus Safety
- Call 9-1-1 if people are trapped or in imminent danger
- Relocate to an upper floor and await instruction from emergency personnel
- Assist those who may need assistance
- If time allows, move records and equipment up off the floor onto shelves and tables to prevent damage from minor flooding
- If the building is evacuated, do not return to the building until given the all-clear

After a Flood

- Use bottled drinking water until the water supply system has been inspected and is operating normally
- All instructions for canceling classes, building closures, or releasing employees, will be communicated through official channels

Hostage / Abduction

When an individual is unlawfully held on campus in the control of another or taken from campus against their will.

Steps of Action:

- Call 9-1-1
- Call Campus Safety
- Help evacuate the building if necessary

- Assist responding law enforcement agencies as needed
- Provide detailed descriptions of events and suspects to law enforcement

Hostile Disruptive, Intoxicated, Unwanted Individuals

An individual who displays anger and/or confrontational behavior; who has no legitimate business on campus; is disruptive.

Steps of Action:

- Assess the situation, and attempt to control if possible.
- Call Campus Safety
- Describe the person, actions, location, and direction of travel
- If at any time the individual/situation becomes uncontrollable or overly concerning, call 9-1-1, and do not continue to confront

Illegal Activities

Thefts, threats, substance abuse, possession of drugs, possession of a weapon, or other illegal activities.

Steps of Action:

- Call Campus Safety
- Call 9-1-1 if appropriate
- Try to remember details of the situation, a description of the person(s), their last location, the direction they were traveling, the mode of travel and a description of their mode of travel
- All illegal activity or crimes must be reported to Campus Safety

Lockdown Procedures / Sheltering in Place

Lockdown

Definition: the process of securing buildings/property and people during a crisis or potential crisis situation. Notification is normally made by phone, but may also include text, email, or personal notification.

Steps of Action:

- Make sure your office or classroom door is closed and locked, if possible
- Turn off all lights
- Close all windows and blinds
- Move to a corner of the room away from windows, if possible

- Hide behind any available furniture, office equipment, or in a closet
- Silence all cell phones and be very quiet
- Do not open the door for anyone, Campus Safety/Police will have a key
- Campus Safety will issue an all-clear when it is safe to do so

Shelter in Place

Sheltering in Place simply means staying indoors to protect yourself from a hazardous outdoor atmosphere. Shelter in Place is for those situations in which it is safer for faculty, staff, and students to remain indoors rather than evacuate due to a chemical, biological, or other incident. Notification is normally made by phone, text, email, or personal notification.

Steps of Action:

- Remain indoors, go to interior windowless rooms if possible
- Close and lock all windows
- Close blinds
- Close doors
- Keep calm and wait for instructions
- Campus Safety and/or Facilities staff may turn off HVAC systems
- Campus Safety will issue an all-clear when it is safe to do so

Sexual Assault Incidents

Definition: an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. A sex offense is any sexual act directed against another person, without the consent of that person, including instances where the victim is incapable of giving consent.

Steps of Action:

- Call Campus Safety
- Notify the Title IX Coordinator
- Assess for the threat of immediate danger to the victim and/or others
- To support the victim's physical and emotional safety, ask if they want an advocate to be with them
- Offer resources for local support services
- Contact local law enforcement if appropriate

Stalking/Threats/Harassment

Stalking: A repeated or continuing harassment made against the expressed wishes of another individual, which causes that individual to feel terrorized, frightened, intimidated, threatened, harassed, or apprehensive

Threats: Expressions of intent to inflict harm

Harassment: Repeated, unwanted conduct, which causes an individual to experience emotional distress

Steps of Action:

- Call Campus Safety
- Notify the Title IX Coordinator
- Assess for the threat of immediate danger to the victim and/or others
- To support the victim's physical and emotional safety, ask if they want an advocate to be with them
- All alleged cases of sexual harassment involving an employee should be reported to the Vice President of Human Resources
- Offer resources for local support services
- Contact local law enforcement if appropriate

Strikes, Demonstrations, and Civil Disorder

Baker College is private property.

Gatherings, whether disruptive or not, are prohibited unless given express permission from the College President or Campus Director.

Actions that may lead to disruptive public gatherings, strikes, demonstrations, civil disorders, and possible mass arrest situations are prohibited by college policy.

Steps of Action:

- Call Campus Safety
- Call 9-1-1 if violence is occurring or imminent
- Ask the parties to leave Baker College property or be subjected to arrest by local law enforcement for trespassing
- Secure building(s) if necessary to protect occupants and property
- Building occupants should shelter in place if necessary

Student Crisis (Excluding Suicide)

An unexpected traumatic experience occurs to a student that causes emotional, psychological, or behavioral distress, such as a death in the family, loss of job or home, or other traumatic event.

Steps of Action:

- Provide support and assistance to the student as needed
- Keep your voice calm and talk slowly
- Express support and concern
- Ask how you can help
- Listen to the person
- Offer resources for local support services
- Complete and submit the CARES team online referral form
- Call Campus safety if needed

Suicide Threat/Attempt

The threat/attempt to take one's own life.

Steps of Action:

Threat:

- Call 9-1-1, if appropriate
- Call Campus Safety
- Stay with the individual until help arrives
- Do not leave the individual alone
- Complete and submit the CARES team online referral form

Attempt:

- Call 9-1-1
- Call Campus Safety
- Stay with the individual until help arrives
- Render first aid if qualified to do so
- Secure the area
- Do not disturb the scene any more than necessary
- Clear the affected area (classroom, hallway, etc.) of all bystanders
- Assist as requested
- Complete and submit the CARES team online referral form

Suspicious Letter or Package

Some typical characteristics, which in combination may trigger suspicion, are:

- Restricted marking such as "Personal" or "Special Delivery"
- No return address or one that cannot be verified as legitimate

- A city or state in the postmark that does not match the return address
- Unusual weight based on size
- Lopsided or odd shape, strange odors, oily stains, crystallization, protruding wires, rigid or bulky shape, excessive tape or string

If you receive a suspicious letter or package:

- Do not try to open it
- Isolate it
- Call Campus Safety

If you open a parcel containing suspicious material or alleged to contain suspicious material:

- Set it down and do not move the contaminated material. If any material spills out of the letter or package, do not try to clean it up, and do not brush off your clothes as this could disperse material into the air
- If the material is corrosive or presents an immediate danger, wash or rinse your hands
- Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area
- Call Campus Safety
- Stay at the scene to answer questions from Campus Safety and Facilities staff. If anyone enters the closed area in which the suspicious letter or package is located that person should also stay at the scene

Train Derailment

In the event of a train derailment near campus.

- Call 9-1-1 if appropriate
- Call Campus Safety
- Call Facilities
- Assess for environmental danger, and shelter in place if appropriate

Tornado Warning

Official warnings of a tornado or other severe storms. Take shelter immediately.

Steps of Action:

- All staff, faculty, students, and visitors should take cover in the closest building's tornado/storm shelter
- Get under a sturdy object (table or desk), if available
- Stay low and cover your head
- Basements, bathrooms, and inside corridors away from all windows/glass are preferred
- Stay away from windows and exterior doors
- Do not use elevators during severe weather
- Avoid high bay areas and gymnasiums

Open Areas (Outside):

- If you are caught in an open area (outside) without time to get into a shelter, lie flat in a ravine, ditch, or depression in the ground, hold onto something, if possible

DO NOT SEEK SHELTER UNDER TREES OR BUSHES.

General Information / Severe Weather

Sheltering in Place – The safest shelter areas are small windowless interior rooms or interior corridors on the lowest available floor. Try and choose a location with as many walls between you and the outside world as possible. Crouch down, and make yourself as small as possible. If you have something to cover your head, do so, if not, use your hands. Take cover under something sturdy like a desk or table, if possible.

The College Emergency Alert System will be used for all-clear alerts.

Utility Failure

A utility emergency (gas, electrical, water) that may endanger the lives of students and/or employees.

Steps of Action:

Electrical Power Failure:

- Call Campus Safety & Facilities
- If evacuation is necessary, follow the route posted on the emergency evacuation map located within the building
- Reassembly areas for each building are posted on the emergency evacuation maps

Gas Line Break/Leak:

- Clear the immediate area and evacuate the building following the route posted on the Emergency Evacuation Map
- Reassembly areas are posted on the Emergency Evacuation Maps
- Call 9-1-1
- Call Campus Safety & Facilities

Water Main Break

- Call Campus Safety & Facilities
- If evacuation is necessary, follow the route posted on the emergency evacuation map located within the building
- Reassembly areas for each building are posted on the emergency evacuation maps

The College Emergency Alert System will be used for all-clear alerts.

Any decision to cancel classes will come from the Campus Director or their representative.

Natural Disaster - Not at a Campus Location (i.e. Hurricane, Flood, Tornado, Earthquake) Communication Plan

Overview:

1. Objectives

- Ensure early and timely communication with online students, faculty, and staff before, during, and after natural disasters.
 - Provide resources and support for those affected.
 - Maintain academic continuity as much as possible.
- 2. Assessment Team**
- VP Marketing
 - VP HR
 - VP Student Success and Engagement
 - VP Academic Affairs
 - VP Campus Administration and Engagement
 - VP IT
- 3. Key Stakeholders**
- College Administration
 - Information Technology
 - Faculty
 - Student Services
 - Communications/Marketing Team
 - Local Emergency Management Agencies
- 4. Risk Assessment**
- Identify potential natural disasters before or in some cases after they occur (e.g., hurricanes, wildfires, floods).
 - Assess the impact on online students, faculty, and staff.
 - Determine appropriate steps Baker College can take to assist students, faculty, and staff during and after the natural disaster.
- 5. Communication Channels**
- Email: Primary method for formal communication.
 - Learning Management System (LMS): Post updates and resources.
 - Social Media: Use platforms (X and Facebook) for real-time updates.
 - Website: Create a dedicated page/banner for disaster updates on baker.edu.
 - Emergency Communications Alerts: Use SMS for urgent notifications.
- 6. Communication Protocols**
- **Pre-Disaster:**
 - i. Update potentially impacted students, faculty, and staff about preparedness resources/mitigation steps.
 - ii. Encourage potentially affected faculty to communicate their emergency plans to students.
 - 1. Ensure faculty communicate flexibility and empathy before and after the natural disaster.
 - iii. Encourage staff to update their supervisor on their emergency plans.
 - 1. Ensure faculty communicate flexibility and empathy before and after the natural disaster.
 - iv. Ensure that faculty members who need assistance teaching their courses before, during, and after the disaster connect with their program director/dean.

- v. Inform faculty of a “no-fail” policy for students impacted by the natural disaster.
- vi. Communicate with OneStop, Academic, Financial Aid Advisors, and HR staff regarding the information provided to potentially impacted students and colleagues
- **Post-Disaster:**
 - i. Communicate the resources available to students, faculty, and staff for mental health support and recovery.
 - ii. Outline steps for resuming online academic activities and return to work.

7. Message Content

- **Initial Alert:** Overview of the situation, safety tips, and resources for help.
- **Updates:** Ongoing situation assessments, adjustments to academic schedules, and availability of support services.
- **Final Communication:** Confirmation that normal operations are resuming and encouragement for those affected to seek support.

8. Feedback Mechanism

- Ensure the OneStop email or phone number is communicated for students and faculty to ask questions and provide feedback.

9. Resources

Direct students, faculty, and staff to the Annual Security Report for a list of external resources (local emergency services, mental health hotlines, etc.) they can access.

Immigration Customs and Enforcement (ICE) Visits to Campus

Purpose

This protocol outlines the responsibilities and procedures for handling Immigration and Customs Enforcement (ICE) unannounced site visits to Baker College academic and administrative buildings and residence halls (owned, leased, and controlled). This document guides protecting

campus community members, maintaining compliance with relevant laws, and ensuring all students and staff are treated with dignity and respect.

Scope

This protocol applies to all members of the Baker College community, including its academic and administrative buildings and residence halls (owned, leased, and controlled). It provides specific guidance regarding ICE's unannounced site visits, subpoenas, and other law enforcement actions that may occur on campus.

General Responsibilities

1. Institutional Commitment

Baker College reaffirms its commitment to supporting and protecting all members of the campus community, including undocumented students and those with DACA status. The institution will ensure that all students, regardless of immigration status, feel safe and that they are provided access to education and support services.

2. College Point Person for ICE

- The Vice President for Campus Administration and Engagement in coordination with the Campus Safety Director will serve as the primary point of contact for ICE.

3. Role of Campus Safety

Baker College has armed Campus Safety personnel who are trained to handle a variety of safety situations on campus, including interacting with law enforcement officers such as ICE. In the event of an ICE site visit, Campus Safety will:

- Assess the situation and ensure that all individuals involved are informed of their rights.
- Coordinate with institutional leadership and legal counsel.
- Serve as the point of contact for law enforcement agencies to ensure proper protocol is followed.
- **Do not attempt to physically intervene** with ICE officers; remain calm, professional, and assertive about legal rights.
 - i. Campus Safety will attempt to collaborate with ICE agents in an attempt to mitigate and reduce the impact to other students and Baker College employees.

ICE Site Visits: Procedures

1. Initial Contact

If ICE officers arrive **unannounced** to inspect records, request documents, or conduct a site visit:

- Staff should say **“I’m sorry but this is private property, and we do not consent to your searching our facility”**. **Do not give consent** for ICE officers to enter non-public areas or residences on campus.

If ICE officers **present a valid judicial warrant signed by a judge**, they must be allowed access to areas included in the signed warrant. This includes Residence Halls.

- **In either situation, immediately notify Campus Safety** and the appropriate administrative contacts.
- **Do not attempt to physically intervene** or resist ICE officers; however, all staff should remain calm, professional, and assertive about legal rights.

2. ICE Requests for Access

- **For Records (I-9 Inspection):** The institution is not required to consent to an immediate inspection. The law provides a three-day period to respond to I-9 Notices of Inspection. Staff should inform the ICE officers of the institution's policy and request the full three-day period to gather necessary documents.
- **For Sponsored Foreign Nationals (F-1/J-1 students and scholars):** The institution must provide information about sponsored foreign nationals as required by federal law.
 - i. This information is an EXCEPTION to FERPA and must be provided upon request.
 - ii. Other personal or personnel records are not subject to inspection by ICE without a judicial warrant.
- **Release of Personal Identifiable Information (PII):** Baker College will not release personally identifiable information (PII) of students, including DACA recipients unless required by a subpoena for law enforcement purposes.
- The above requests should be sent to the **Registrar's Office**.

3. California Law (for California Institutions Only)

- **Judicial Warrants Required for Non-Public Areas:** Under California law, ICE officers must present a judicial warrant (signed by a judge) to enter non-public areas or request documents. Institutional staff must be aware of this requirement and refuse consent for entry without the appropriate judicial warrant.
- **Document Release:** In California, institutions are prohibited from releasing records to ICE officers without a judicial warrant, except for I-9 Notices of Inspection.

Rights of Individuals Subject to Immigration Enforcement

1. Know Your Rights

- Individuals who are subject to immigration enforcement have civil rights under U.S. law, regardless of their immigration status.
- No individual is required to allow law enforcement to enter their residence or non-public areas of campus unless ICE presents a judicial warrant signed by a judge.
- Individuals can assert their rights without opening their door or engaging directly with law enforcement officers. The ACLU has resources, including "[Know Your Rights](#)" flyers and [red cards](#), which can be slid under doors to assert rights.
- Know Your Rights training will be offered to students, faculty, and staff via our Director of Multicultural Student Affairs Office.

2. Student Rights in Residence Halls

- ICE officers do not have automatic access to residential areas without a judicial warrant.
- Students in residence halls should be informed that they have the right to refuse entry to their room and must not feel pressured to open the door.
- Campus Safety and Student Success and Engagement will assist students in understanding and asserting their rights if ICE attempts to access residence halls or private rooms.
- Students should contact Campus Safety immediately if ICE is on campus.
 - i. CA - 231-876-3124
 - ii. JK - 517-990-6968
 - iii. MU - 231-777-5300
 - iv. OW - 989-729-3499
 - v. PH - 810-357-0874
 - vi. RO - 248-733-3677

3. Faculty/Staff Rights

- Unless ordered by a valid judicial warrant, faculty, and staff should be aware that they are not required to assist in providing access to non-public areas for ICE officers.
- All requests for personal or employment-related information will be referred immediately to Human Resources.

General Procedures for Responding to ICE Visits

1. Campus Safety Officer Protocol

- When ICE officers arrive, Campus Safety will be notified immediately and Campus Safety will assume responsibility for managing the situation.
- Campus Safety will verify the presence of a judicial warrant or subpoena before allowing any law enforcement officers to enter non-public spaces or residences.
 - i. All warrants are to be considered valid on its face.
- Campus Safety will ensure that all students and staff are informed of their rights and assist in asserting student and staff rights.
- The legal counsel or designated representative from the President's Office will be notified immediately to ensure that the institution's actions remain compliant with both state and federal law.

2. Coordination with Legal Counsel

- Institutional legal counsel will review any ICE site visit to ensure compliance with federal, state, and local laws. Legal counsel will also assist in reviewing any warrants or subpoenas presented by law enforcement officers.

Post-Visit Actions

1. Documentation and Review

After an ICE site visit, Campus Safety will complete a detailed report of the event, including:

- The time and date of the visit.
 - The identity of the ICE officers and the nature of their request.
 - Any documents or records provided or withheld.
 - Any actions taken by campus personnel.
 - Provide a copy of this report to the President's Leadership Cabinet.
- 2. Follow-Up Communication**
- Marketing and Communication will assist Campus Safety in drafting and sending a follow-up communication to the campus community to inform them of the visit and ensure continued support for affected students or staff.
 - If any student or staff member feels threatened or needs support, the institution provides counseling services to help them navigate the situation.
- 3. Ongoing Support for Undocumented Students**
- Baker College will continue to offer support to undocumented students, including access to counseling, and academic assistance.
 - The institution will regularly review and update this protocol to ensure it remains compliant with changing laws and to support the well-being of all students and staff.

Summary

Baker College is committed to ensuring a safe and supportive environment for all members of the campus community, including Dreamers and undocumented individuals. This protocol provides clear guidelines on how to respond to ICE site visits, protect individuals' rights, and maintain institutional compliance with federal and state law. All staff and faculty should familiarize themselves with this protocol and take appropriate actions to protect the rights and safety of our campus community.

For additional resources on immigrant rights, ICE site visits, and campus safety, please visit the [Informed Immigrant](#) website.

Updated January 30, 2025, Added: Natural Disaster - Not on Campus, ICE Protocols