

Annex A – Natural Notice Event

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Approved By: John Pitcher

Purpose

The purpose of Natural Notice Event Annex is to ensure the safety of BHCC staff, faculty, student, contractors, and visitors. Natural Notice Events are severe weather events (Hurricanes, Winter Storms, and Floods) that could occur with at least 12 to 24 hours of prior warning. These Prior Notice Natural Hazards should provide the BHCC Emergency Management Team the time necessary to prepare.

All BHCC staff and faculty share in the responsibility of being aware of the Natural Notice Event procedure and should be able to provide support to students and visitors.

BHCC will close before travel conditions become dangerous and will not reopen until the environment is safe.

Roles and Responsibilities

Role	Responsibility
ALL BHCC Staff and Faculty	<ul style="list-style-type: none"> • Receive emergency response training and participate in drills • Report possible natural hazards to BHCC Police personnel or contracted security • Inform students and visitors of this Campus Natural Notice Event Procedure • Follow all instructions from the emergency notification, public address system, or BHCC Police/security personnel during an event • MAINTAIN PERSONAL LIFE SAFETY • Refer all media questions to the PIO
Emergency Management Team (EMT)	<ul style="list-style-type: none"> • Maintain this Natural Notice Event Annex • Schedule and conduct regular exercises and trainings • Monitor Weather and Hazard warnings • Provide clear and timely notifications and alerts to Students, Faculty, and Staff • Coordinate Campus emergency response activities • Coordinate Campus continuity activities, as needed • Conduct incident After Action Reports (Annex) following an event
EMT Chair	<ul style="list-style-type: none"> • Ensure awareness of the Natural Notice Event Annex • Activate the EMT as needed • Establish and EMT operational periods • Make the decision to evacuate/close the facility (in situations without clear directive) • Make the decision to close the campus • Activate COOP, as needed

	<ul style="list-style-type: none"> • Make the decision to re-open the campus once the hazard is no longer present and facilities are deemed safe to re-enter • Communicate all activities to the College President and Trustees • Manage the After Action Report and Improvement Plan process following an incident
Public Safety	<ul style="list-style-type: none"> • Know and understand all Public Safety operating procedures • Receive regular training on procedures • IF NOT A DIRECT THREAT TO LIFE SAFETY - Conduct sweep of facilities • Maintain perimeter and restrict unauthorized access to the facility • Maintain and monitor camera and CCTV system • Establish situational awareness communications with city and state emergency management agencies • Liaison to first responders
Operations and Logistics	<ul style="list-style-type: none"> • Maintain and test all alarm, communications, surveillance, and access systems • Maintain the emergency system including signage and lighting • Maintain and report regular monitoring of all relevant systems • Prepare Campus facilities for approaching hazard • IF NOT A DIRECT THREAT TO LIFE SAFETY - Conduct sweep of facilities • Conduct damage assessments following event • Conduct recovery and repair of Campus facilities following event
Planning and Finance	<ul style="list-style-type: none"> • Faculty should review emergency response procedures with students at the beginning of each semester. • Relay critical information to students, staff, and faculty • Coordinate rescheduling of courses • Establish Incident Action Plans for each EMT operational period • Conduct reporting and review process following an event
Public Information	<ul style="list-style-type: none"> • Coordinate all emergency communication platforms • Implement Crisis Communication Plan • Implement Campus Closing Notification Procedures • Liaise with the media • Implement the EMT communications strategy • Evaluate communications and record for future reference.

Scope

The procedure applies to all BHCC staff, faculty, and contractors. It should be activated in cases of impending Hurricane, Snow Storm, Flood or other natural incident that occur with prior warning and present a clear, immediate, and present threat to health and safety. It may be activated, at the discretion of the Emergency Management Team (EMT) Chair, the Chief of Police, or on-site first responders in cases of impending disruptive natural hazards.

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Requirements

The Campus emergency notification and public address systems must be fully operational and regularly tested and maintained. Evacuation and emergency response signage, throughout the Campus, will be posted providing emergency guidance. Clearly identified exits with eliminated signage on battery backup power. Fire prevention and suppression systems must be fully operational and maintained. Regular drills and exercises must be conducted.

References

- Massachusetts Emergency Management Agency (MEMA) – Ready Massachusetts
- Ready.gov – Natural Disaster Guidance
- National Oceanic and Atmospheric Administration (NOAA)
- National Weather Service

Public Guidance

BHCC will close before travel conditions become dangerous and will not reopen until the environment is safe. Therefore, there are no special on-site safety guidelines for emergency personnel.

The community will be notified via local TV and radio stations, BHCC Alert, Facebook and the College website at bhcc.edu if the College plans to close or close early.

- Stay safe, warm, dry and calm.
- Do not drive unnecessarily.