

St. Louis Community College Community Members,

St. Louis Community College values the safety of our students, faculty and staff. In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, STLCC Public Safety and Emergency Management is required to notify the College community about emergency tests completed during the 2019 calendar year. A test is defined as “regularly scheduled drills, exercises, and appropriate follow through activities, designed for assessment and evaluation of emergency plans and capabilities.”

An exercise was held on Friday, December 20, 2019 from 9 a.m. to 1 p.m. Participants included members from the STLCCPD, Saint Louis County Police Department, Saint Louis County Emergency Management Department, and the Metro West Fire Department. The Severe Weather / Tornado tabletop exercise was held at the STLCC-Wildwood campus, which evaluated the public safety / police response by testing various components of the STLCC Emergency Operations Plan.

The second component of the test consisted of emergency evacuation drills that were held each semester. See the description of the drills under the section Summary of Emergency Evacuation Procedures. The drills were announced to students, faculty and staff and were completed at the following locations during the 2019 calendar year:

Location	Type of Drill / Exercise	Date / Time	Completed
Meramec Campus	Severe Weather Drill	March 6, 2019, 9:00-10:00 a.m.	Yes
Corporate College	Severe Weather Drill	March 25, 2019, 2:00-3:00 p.m.	Yes
Forest Park Campus	Severe Weather Drill	April 9, 2019, 2:00-3:00 p.m.	Yes
Florissant Valley Campus	Severe Weather Drill	April 15, 2019, 1:30-2:30 p.m.	Yes
Harrison Education Center	Severe Weather Drill	April 22, 2019, 1:00-2:00 p.m.	Yes
South County	Severe Weather Drill	May 3, 2019, 11:45 a.m.-12:45	Yes
South County	Fire and Evacuation Drill	Sept. 12, 2019, 1:30-2:30 p.m.	Yes
Florissant Valley Campus	Fire and Evacuation Drill	Sept. 16, 2019, 10:30-11:30 a.m.	Yes
Wildwood Campus	Fire and Evacuation Drill	Sept. 17, 2019, 1:30-2:00 p.m.	Yes
Meramec Campus	Fire and Evacuation Drill	Sept. 19, 2019, 9:00-10:00 a.m.	Yes
Corporate College	Fire and Evacuation Drill	Sept. 20, 2019, 10:00-11:00 a.m.	Yes
Harrison Education Center	Fire and Evacuation Drill	Sept. 24, 2019, 2:00-3:00 p.m.	Yes
Forest Park Campus	Fire and Evacuation Drill	Sept. 27, 2019, 11:30 a.m.-12:30	Yes
Corporate College	Lockdown Drill	October 15, 2019, 2:00-3:00 p.m.	Yes
Meramec Campus	Lockdown Drill	October 23, 2019, 1:00-2:00 p.m.	Yes
Florissant Valley Campus	Lockdown Drill	October 29, 2019, 1:30-2:00 p.m.	Yes
South County	Lockdown Drill	October 30, 2019, 1:30-2:00 p.m.	Yes
Wildwood Campus	Lockdown Drill	November 4, 2019, 1:00-2:00 p.m.	Yes

Harrison Education Center	Lockdown Drill	November 7, 2019, 2:00-3:00 p.m.	Yes
Forest Park Campus	Lockdown Drill	November 13, 2019, 2:00-3:00 p.m.	Yes

Summary of the Emergency Response Plan

St. Louis Community College’s Emergency Response Plan includes information about response methods and responsible entities depending on the incident. The plan addresses incident priorities and performance expectations, as well as, shelter-in-place and evacuation guidelines.

St. Louis Community College conducts emergency response exercises each year, such as tabletop exercises, full-scale exercises, and tests of the emergency notification systems on all campuses. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. The tests also aid in reviewing the plan in general and updating the plan using guidance from the Homeland Security Exercise and Evacuation Program (HSEEP).

STLCCPD Officers and Commanders have received training in the Incident Command System. When a serious incident occurs that causes an immediate threat to the college community, the first responders to the scene are STLCCPD officers and in some incidents the local Police and Fire Department. The parties present work together to manage the incident. Depending on the nature of the incident, other STLCC departments, as well as, local or federal agencies could be involved in responding to the incident.

General information about the emergency response and evacuation procedures for STLCC are publicized each year as part of the institution’s Clery Act compliance efforts, and that information is available on the website at <https://stlcc.edu/docs/policies-and-procedures/2019-Annual-Security-Report.pdf>.

Summary of Emergency Evacuation Procedures

An evacuation drill is coordinated by STLCCPD and the Emergency Response Team each semester for all College facilities. Students, faculty and staff learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a building evacuation.

The purpose of the evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At STLCC, evacuation drills are used to educate and train occupants on fire safety guidelines specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures, the process also provides the College an opportunity to test the operation of the fire alarm system components. Evacuation drills are monitored by STLCCPD and the Emergency Response Team to evaluate egress and behavioral patterns. Reports are prepared by STLCCPD and occasionally by other participating departments that identify any issues that arise during the drills.

Students receive information about evacuation and shelter-in-place procedures during their New Student Orientation, through campus safety forums, and College initiatives throughout the year. Faculty and staff also receive the information during the New Employee Orientation and campus safety forums.

SHELTER-IN-PLACE PROCEDURES

What it means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest college building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including STLCCPD, local police department, or other authorities utilizing the College’s emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone/cell phone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room
 - Above ground level
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters and fans.
5. Close vents to ventilation systems as you are able.
6. Turn on a radio or TV and wait for further instructions.
7. Make yourself comfortable.

If you have not signed up to receive emergency messages through the Regroup Mass Notification System, you can do so by going to the following website <https://www.stlcc.edu/about/police-safety/alerts.aspx>.

Thank you,

St. Louis Community College Police Department