




AMERICAN SAMOA COMMUNITY COLLEGE

DISASTER EMERGENCY PLAN


Dr. Rosevonne Pato, ASCC President
February 02, 2022

ASCC
2022 UPDATE
www.amsamoa.edu

Table of Contents

<i>Introduction:</i>	2
<i>Authority:</i>	2
<i>Disaster Emergency Plan (DEP):</i>	2
<i>Emergency Operations Center and Emergency Contacts:</i>	2
<i>Disaster Emergency Plans:</i>	4
<i>Emergency Situational Classifications:</i>	4
A. Minor Incidents:.....	4
B. Emergency Incidents:.....	4
C. Disaster Incidents:.....	4
<i>Evacuation Designated Areas and Procedures:</i>	5
1. Zone 1: Upper Campus Area (West Wing).....	5
2. Zone 2: Main Campus (Quad Area).....	6
3. Zone 3: Lower Campus (East Wing)	10
4. Zone 4: Lower Campus (Far East).....	13
<i>Types of Emergency Disasters and Procedures:</i>	15
1. Bomb Threats.....	15
2. Earthquake	19
3. Fire Hazards	23
4. Hurricane.....	25
5. Active Shooting	27
6. Tsunami.....	30
7. Chemical Spills:.....	32
<i>Additional Online Resources:</i>	33
<i>Appendix A: Campus Map</i>	34

Introduction:

The American Samoa Community College (ASCC) Disaster Emergency Plan provides definitions and procedures for managing and responding to emergencies that may threaten the safety of the College Community.

Authority:

The Disaster Emergency Plan (DEP) is declared under the authority of the College President as per Board Policy 3016.1.¹

Disaster Emergency Plan (DEP):

The ASCC-DEP is published to provide a participatory structure and management system for internal constituents to follow during times of emergencies. The DEP as approved by the President in February 2022 shall coincide with the two-year cycle review of the ASCC Catalog.

The ASCC DEP undergone several reviews. Statuses of each review is listed in the Table below:

Review Initiator:	Date:	Description:	Version:	Status:	Next Review:
1. PFM Officer	08-23-2017	Update – Remove plans from Security Standard Operating Procedures	2	Completed	
2. Vice President of Administration and Finance	09-17-2018	Update – Comprehensive review of the Disaster Emergency Plan	3	Incomplete	
3. Vice President of Administration and Finance	02-02-2022	Update – Comprehensive review of the Disaster Emergency Plan	4	Completed	Spring 2024

Copies of approved revisions are archived in the College’s Digital Archives on Compliance Assist to include documents that were pending review, and have not been approved.

Emergency Operations Center and Emergency Contacts:

The College Multi-Purpose Center (MPC) is the Second Emergency Operations Center for the American Samoa Department of Homeland Security. In the event that the Homeland Security Emergency Operations Center shall be compromised for any reason, The ASCC-MPC shall be the second designated Emergency Operations Center for the American Samoa Government / Homeland Security.

The Table below provides the contact information for agencies as well as emergency key personnel for communication and evacuation purposes:

Agency:	Title/Function:	Contact Person(s):	Contact Number:	Contact Emails:
1. Homeland Security	Emergency Operations Center (EOC) / POC	Mr. Meauta Mageo	699-0411	m.mageo@asdhs.as.gov
2. Department of Public Safety	DPS Commissioner	Mr. Lefiti Pese	633-1111 or 911	lefiti.pese@dps.as.gov

¹ [Board Policy 3016.1 Emergency Situations](#): In the event of an emergency on the campus of the American Samoa Community College, the execution of predetermined plans and procedures for orderly and expeditious campus evacuation and rapid communications can materially assist in the protection of property and most importantly, the saving of lives. The President shall establish administrative procedures and plans of action to enable the faculty, staff, and students to respond appropriately during emergency situations. These procedures shall then become a component of the Disaster Emergency Plan. (Board of Higher Education Policy Governance Manual, 2020, p. 38)

3. Fire Department				
4. American Samoa Tele-Communications Authority (ASTCA)	Corporate Sales Representative	Mr. Steve Taele	699-1211	steve.taele@astca.net
5. American Samoa Community College (ASCC) First Responders	President: <i>Authorizer of Disaster Emergency Plans.</i>	Dr. Rosevonne Pato	782-5050 (FirstNet)	r.pato@amsamoa.edu
	Vice President of Administration and Finance: <i>Monitoring of DEP for Administrative services personnel.</i>	Mr. Sonny Leomiti	782-5052 (FirstNet)	s.leomiti@amsamoa.edu
	Vice President of Academic, Community, and Student Affairs: <i>Monitoring of DEP for Academic personnel.</i>	Mrs. Letupu Moananu	782-5051 (FirstNet)	l.moananu@amsamoa.edu
	Physical Facilities and Maintenance Officer: <i>Access to facilities and communication of physical resources.</i>	Mr. Lokeni Lokeni	782-7418	l.lokeni@amsamoa.edu
	Chief Information Officer: <i>Access to communications, systems, technology services, and resources.</i>	Mrs. Grace Tulafono-Asi	782-5054 (FirstNet)	g.tulafono@amsamoa.edu
	Security Officer: <i>Ensures sound communications and safety for internal and external constituencies.</i>	Mr. Toetu Saili	782-5053 (FirstNet)	t.saili2@amsamoa.edu

More information pertaining to Disasters may be accessed from the Homeland Security Website at: <https://www.dhs.gov/topics/disasters>.

Disaster Emergency Plans:

The College classified the types of situational emergencies in three main categories that include Minor, Emergency, and Disaster. Each category lists the type of incidents and definitions based on potential impact, severity, and response requirements.

Emergency Situational Classifications:

A. Minor Incidents:

Minor incidents may impact or occur in a small area that may be quickly resolved with existing resources. Minor incidents may have little to no impact on personnel/students, and does not require outside assistance from other agencies. Minor incidents do not require campus awareness notifications or transmittals.

Minor Incidents include the following:

- Odor Complaints
- Plumbing Failures
- Water Leakages

B. Emergency Incidents:

Emergency incidents directly impact or may disrupt a sizeable portion of the campus community that will require assistance from external agencies or organizations. Emergency incidents may escalate quickly and may pose as a threat to the safety of the college community.

Emergency Incidents include the following:

- Building Explosion or Fire
- Biological or Terrorist Threat
- Hazardous Chemical Spills
- Severe Storm or Flooding
- Extensive Utility Outage
- Off-campus emergencies that may directly impact campus operations or personnel/students

C. Disaster Incidents:

Disaster incidents directly impact the entire college community that immediately result to the seizing or suspending of services.

Disaster Incidents include the following:

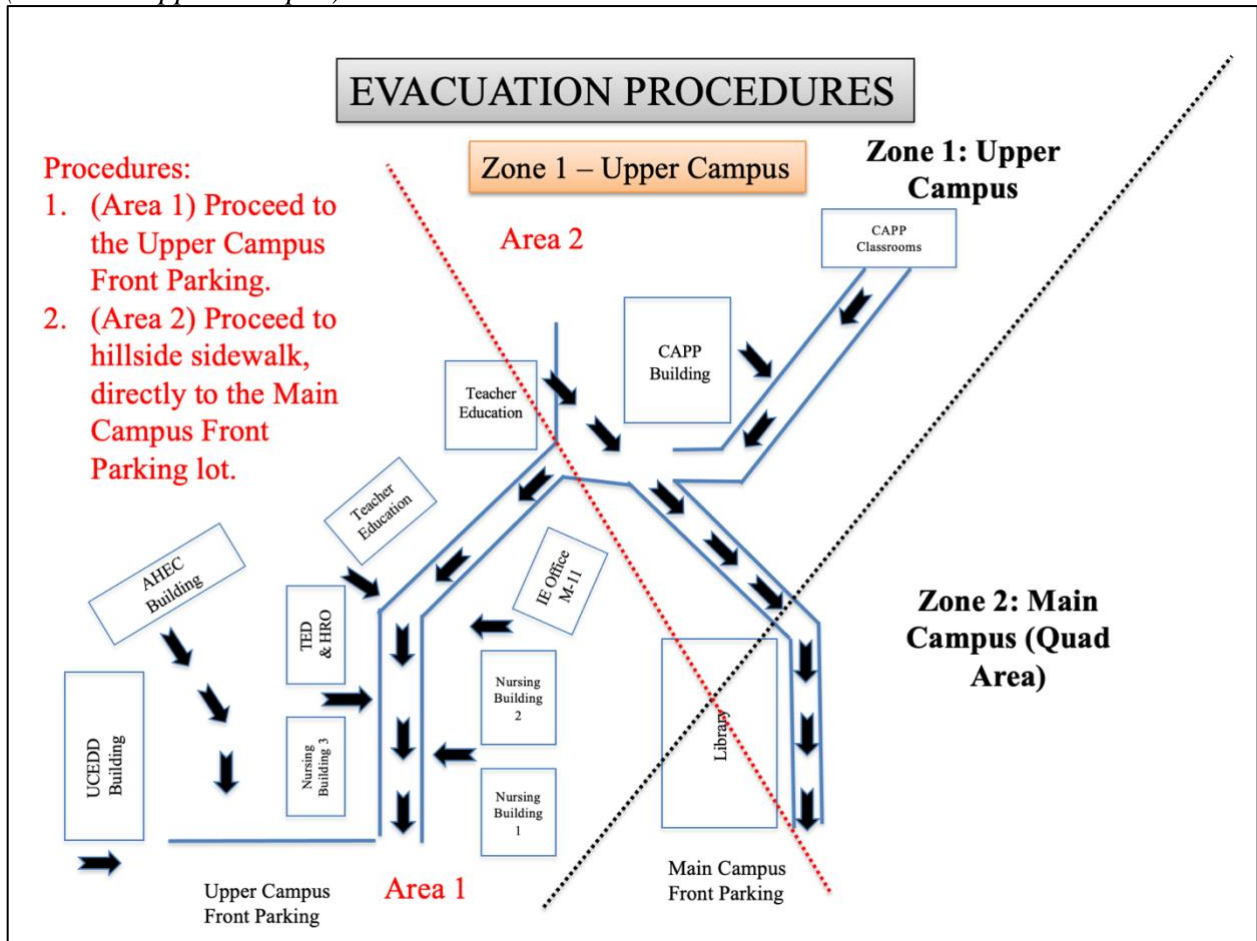
- Major Earthquake
- Terrorist Attack
- Biological Outbreak/Pandemic
- Civil Disturbance
- Hurricane
- Tsunami

Evacuation Designated Areas and Procedures:

ASCC Zone Areas: The College defined the following Zone Areas as landmark designations where buildings, classrooms, and offices are located on campus. Evacuation procedures and digital illustrations are provided for guidance and clarification.

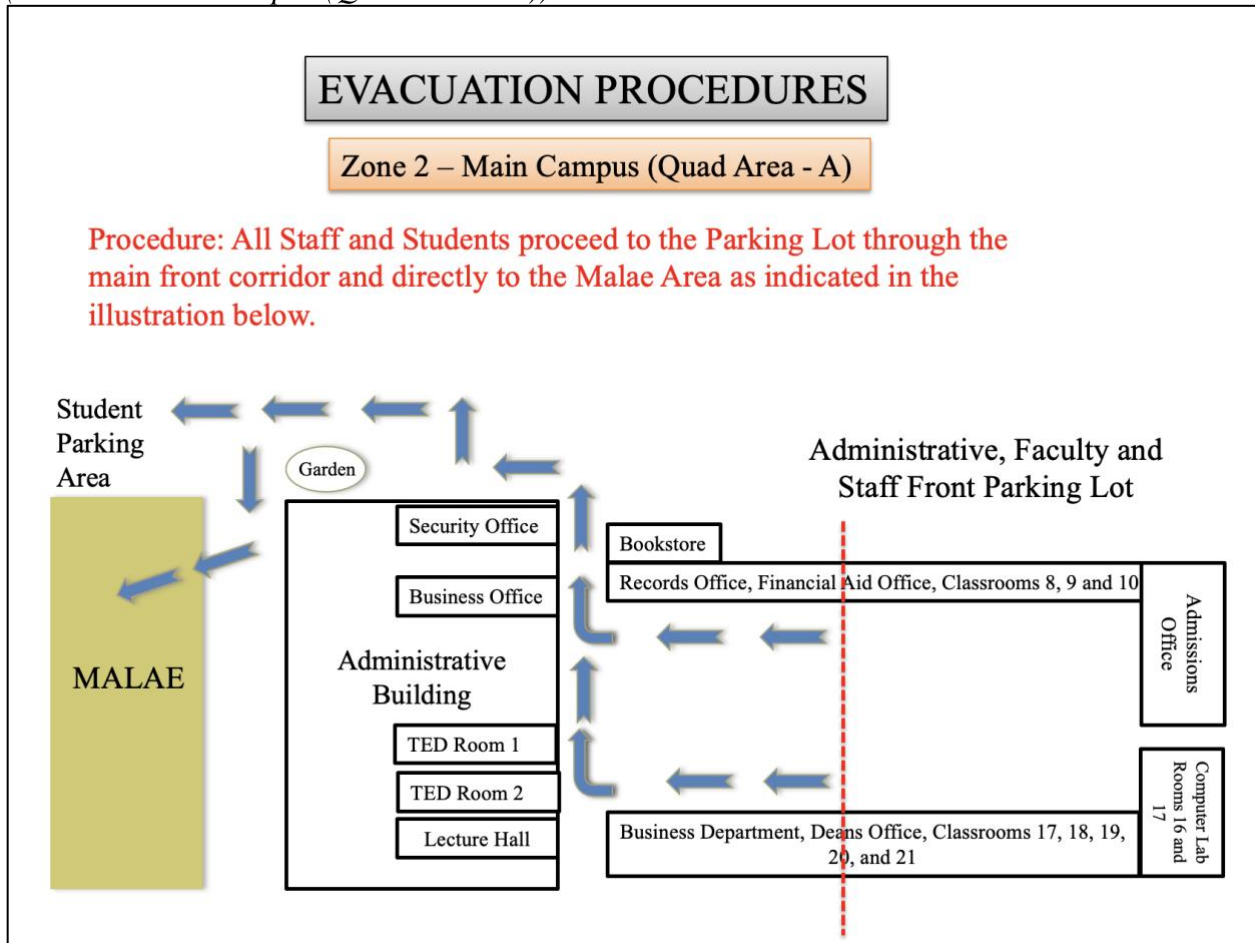
1. Zone 1: Upper Campus Area (West Wing)
 - a. University Center for Excellence in Developmental Disabilities (UCEDD) Building
 - b. Area Health Education Center (AHEC) Building
 - c. Nursing Department
 - d. Office of Institutional Effectiveness
 - e. Human Resources Office
 - f. Teacher Education Department/American Samoa Bachelors in Education Program Buildings
 - g. College Accelerated Preparatory Program (CAPP) Buildings

(Zone 1 – Upper Campus)



2. Zone 2: Main Campus (Quad Area)
 - a. Library
 - b. Security Office
 - c. Science and Mathematics Building
 - d. Administrative Building
 - e. Instructional Classrooms
 - f. Administrative Services Offices

(Zone 2 – Main Campus (Quad Area – A))



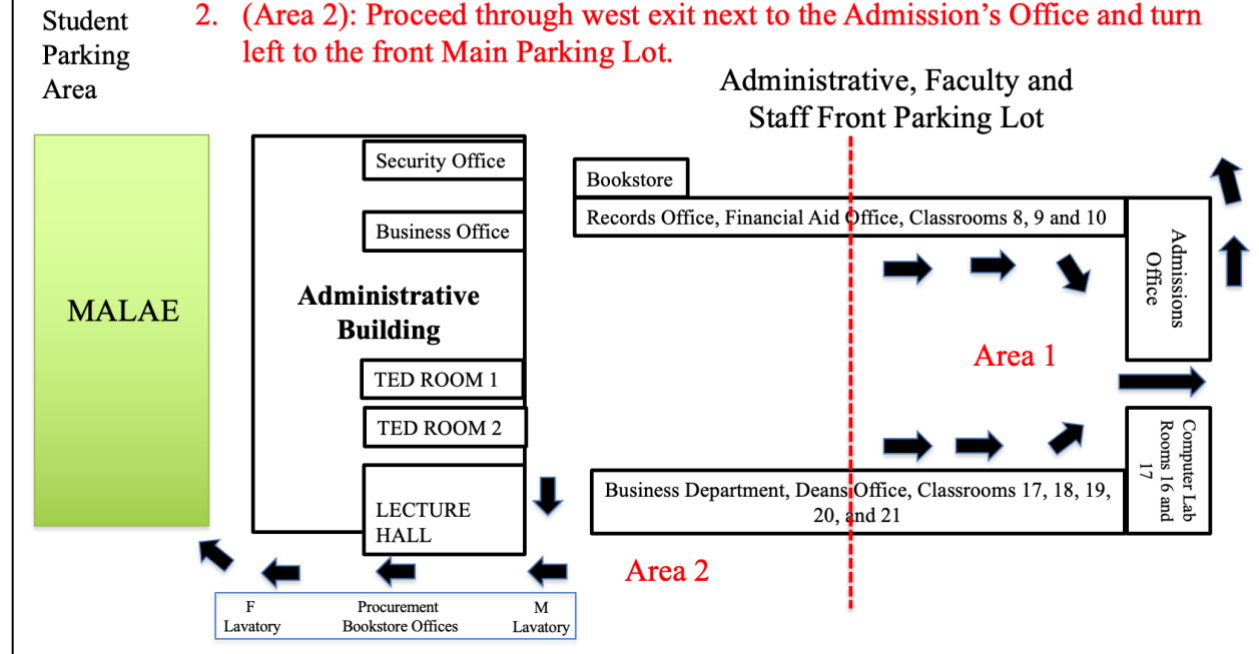
(Zone 2 – Main Campus (Quad Area – B))

EVACUATION PROCEDURES

Zone 2 – Main Campus (Quad Area - B)

Procedures:

1. (Area 1): Proceed through Lecture Hall walkway to the Malae Area.
2. (Area 2): Proceed through west exit next to the Admission's Office and turn left to the front Main Parking Lot.

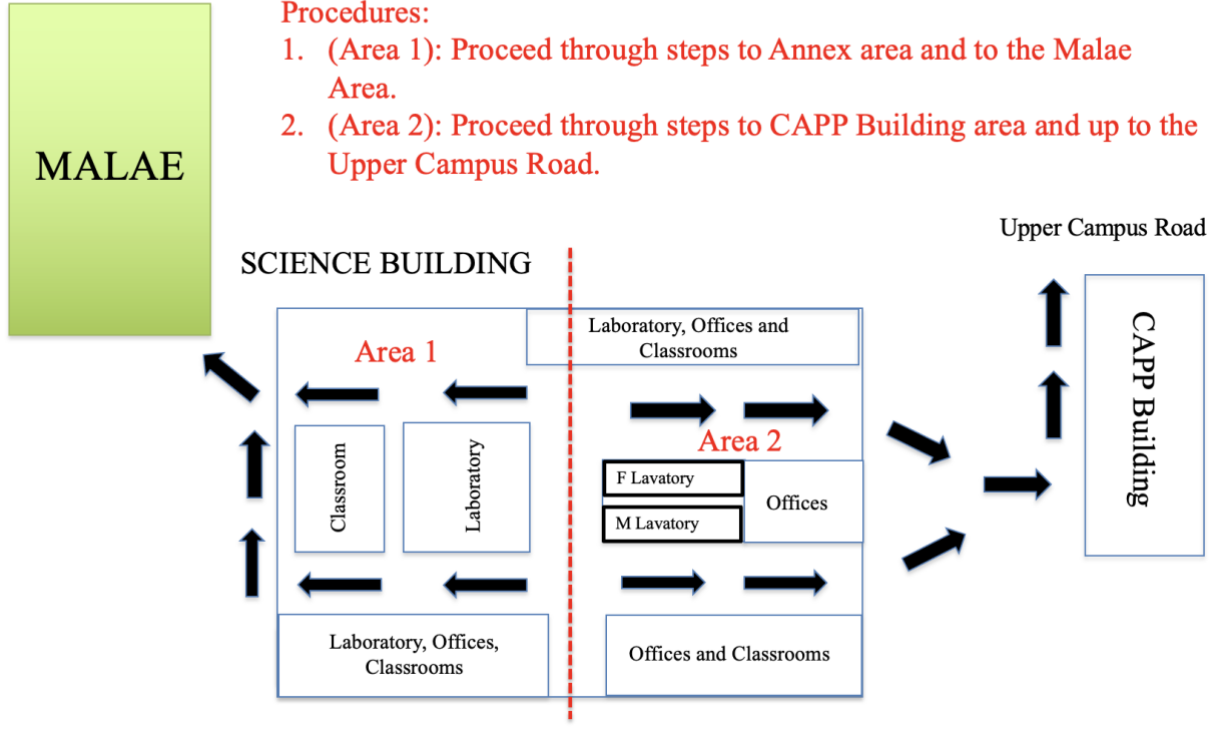


EVACUATION PROCEDURES

Zone 2 – Main Campus (Quad Area - C)

Procedures:

1. (Area 1): Proceed through steps to Annex area and to the Malae Area.
2. (Area 2): Proceed through steps to CAPP Building area and up to the Upper Campus Road.



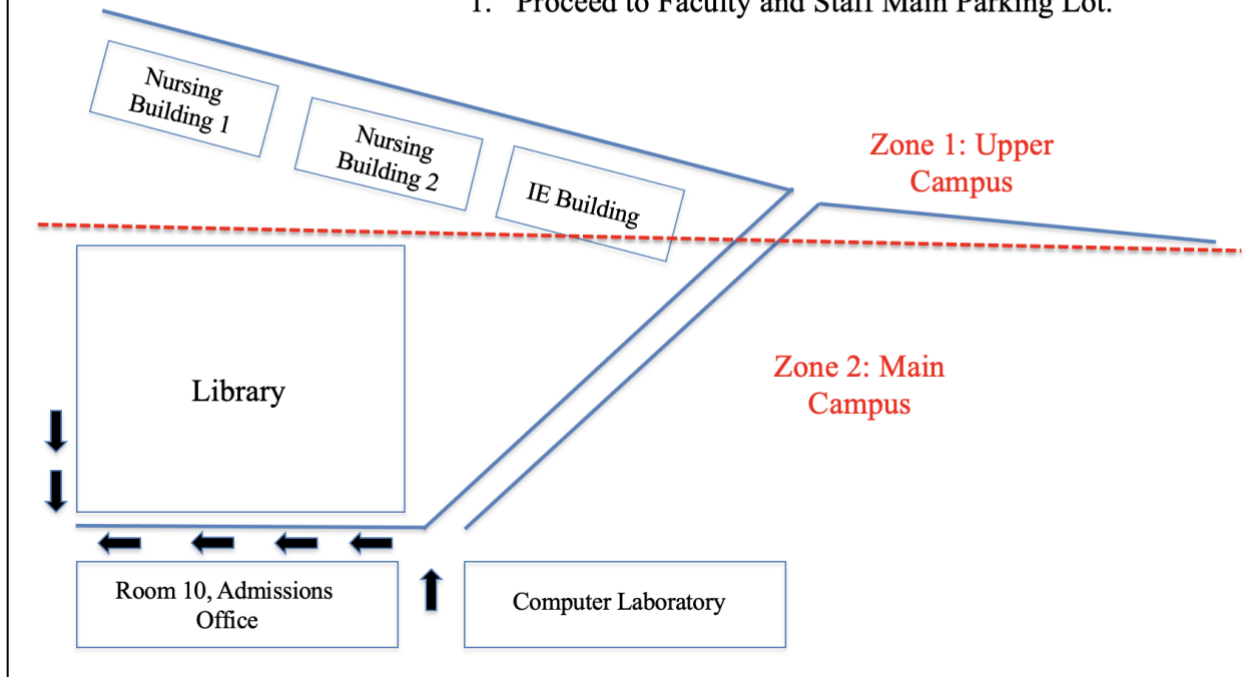
(Zone 2 – Main Campus (Quad Area – D))

EVACUATION PROCEDURES

Zone 2 – Main Campus (Quad Area - D)

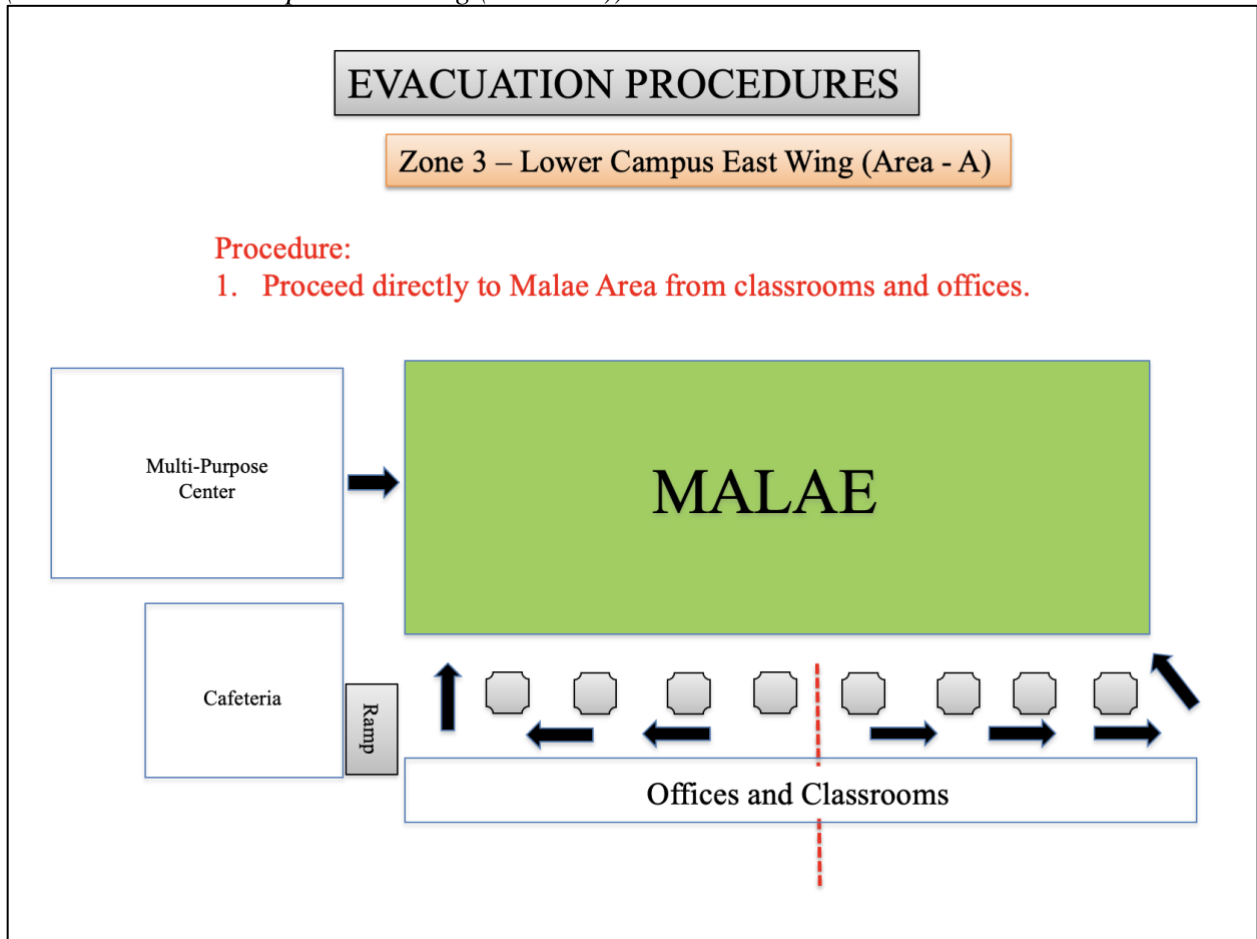
Procedure:

1. Proceed to Faculty and Staff Main Parking Lot.



- 3. Zone 3: Lower Campus (East Wing)
 - a. Cafeteria
 - b. Annex
 - c. Multi-Purpose Center (MPC)
 - d. Samoan Studies Institute
 - e. Trade and Technical Department
 - f. Maintenance Building

(Zone 3 – Lower Campus East Wing (Area – A))

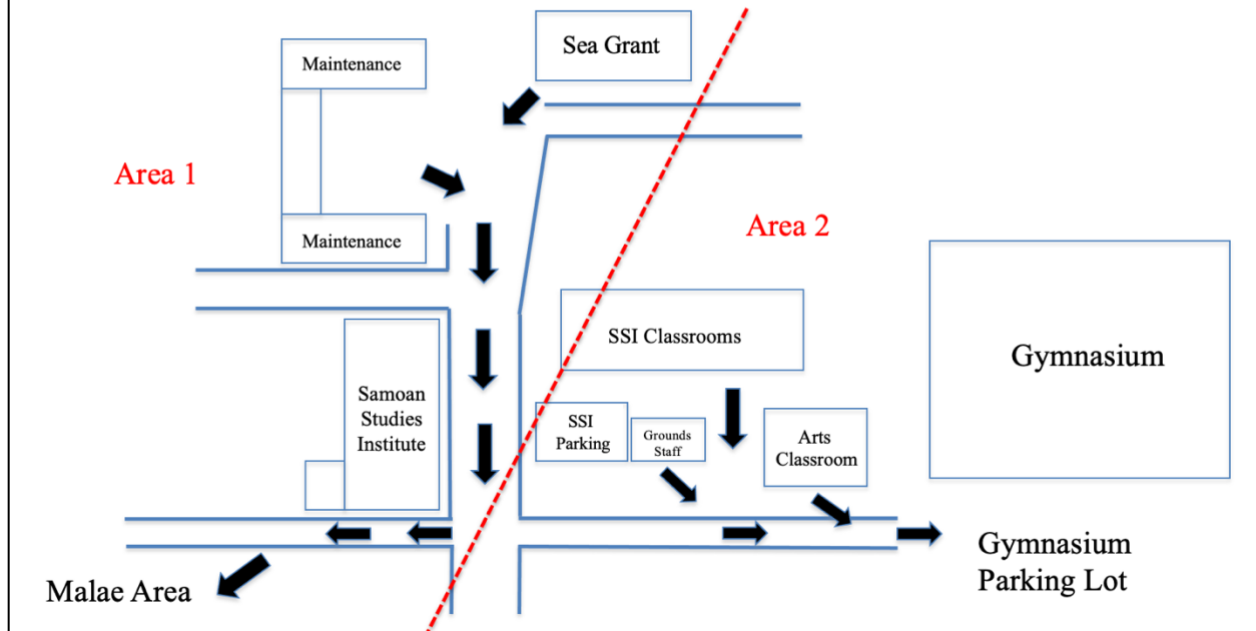


(Zone 3 – Lower Campus East Wing (Area – B))

EVACUATION PROCEDURES

Zone 3 – Lower Campus East Wing (Area - B)

1. (Area 1): Proceed directly to the Malae Area.
2. (Area 2): Proceed to Gymnasium Parking Lot.

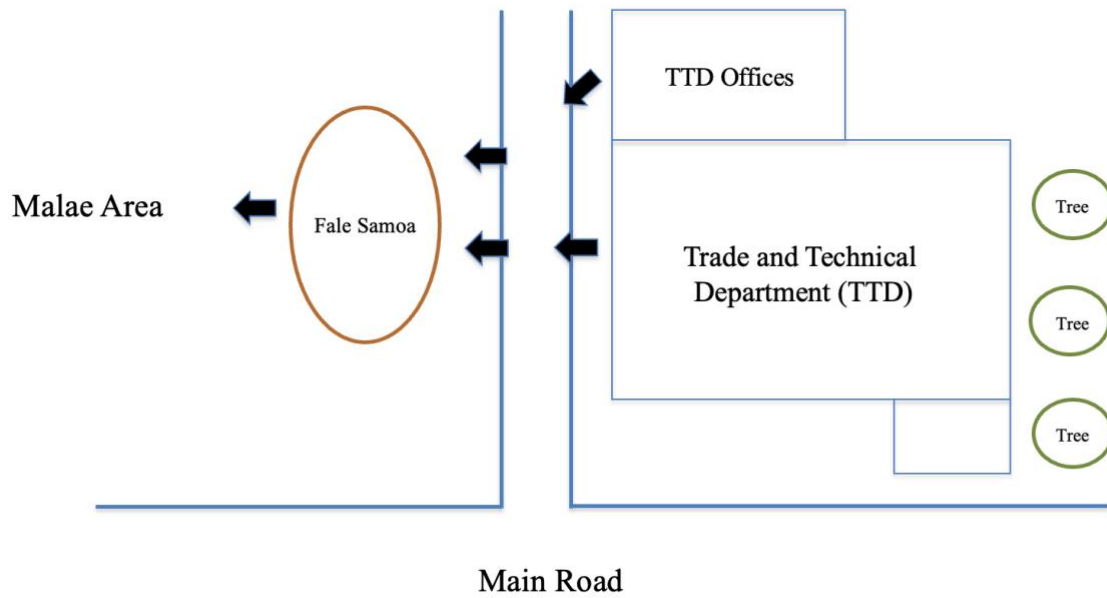


(Zone 3 – Lower Campus East Wing (Area – C))

EVACUATION PROCEDURES

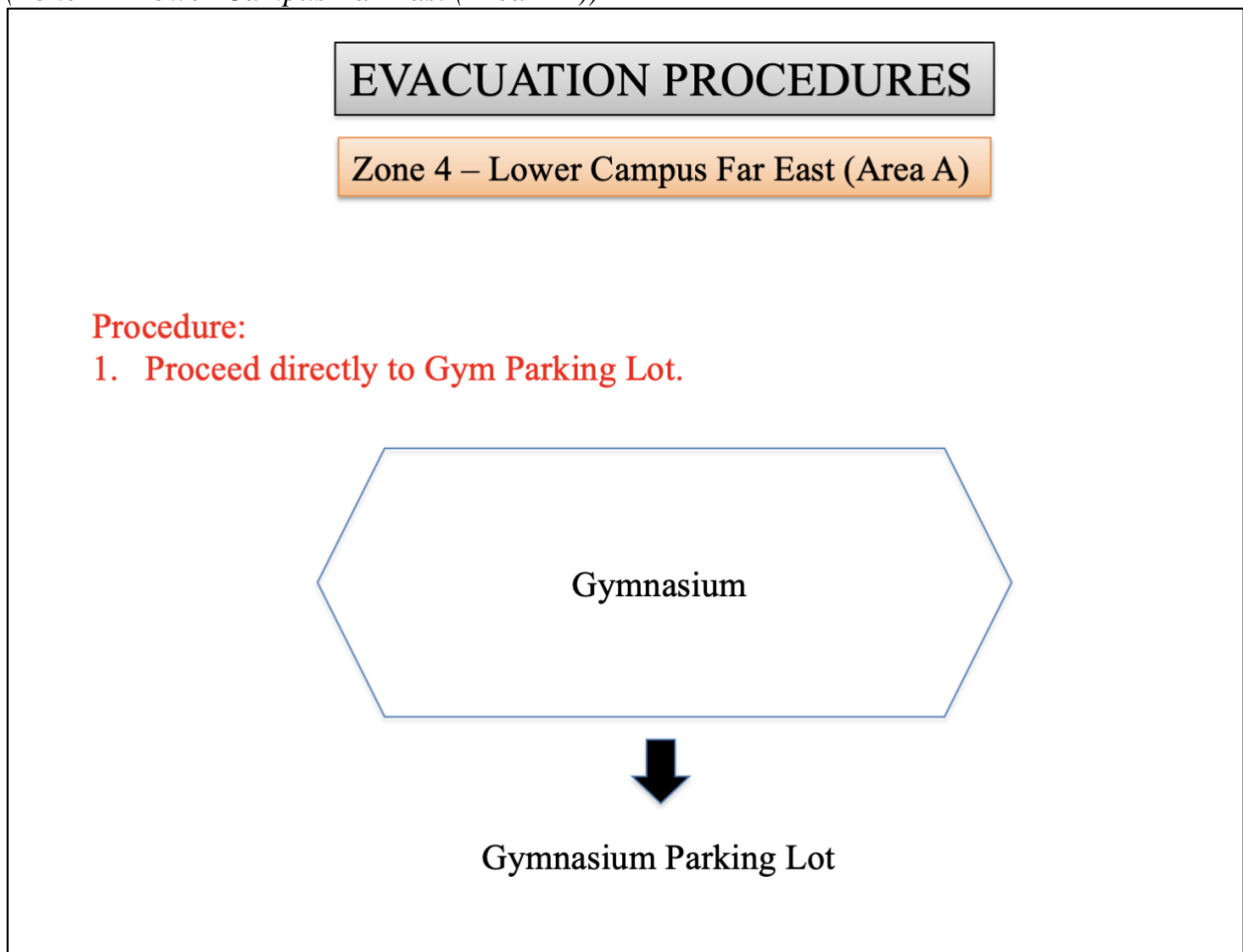
Zone 3 – Lower Campus East Wing (Area - C)

Procedures: Proceed directly to the Malae Area.



- 4. Zone 4: Lower Campus (Far East)
 - a. Agriculture, Community and Natural Resources Buildings
 - b. Gymnasium

(Zone 4 – Lower Campus Far East (Area – A))



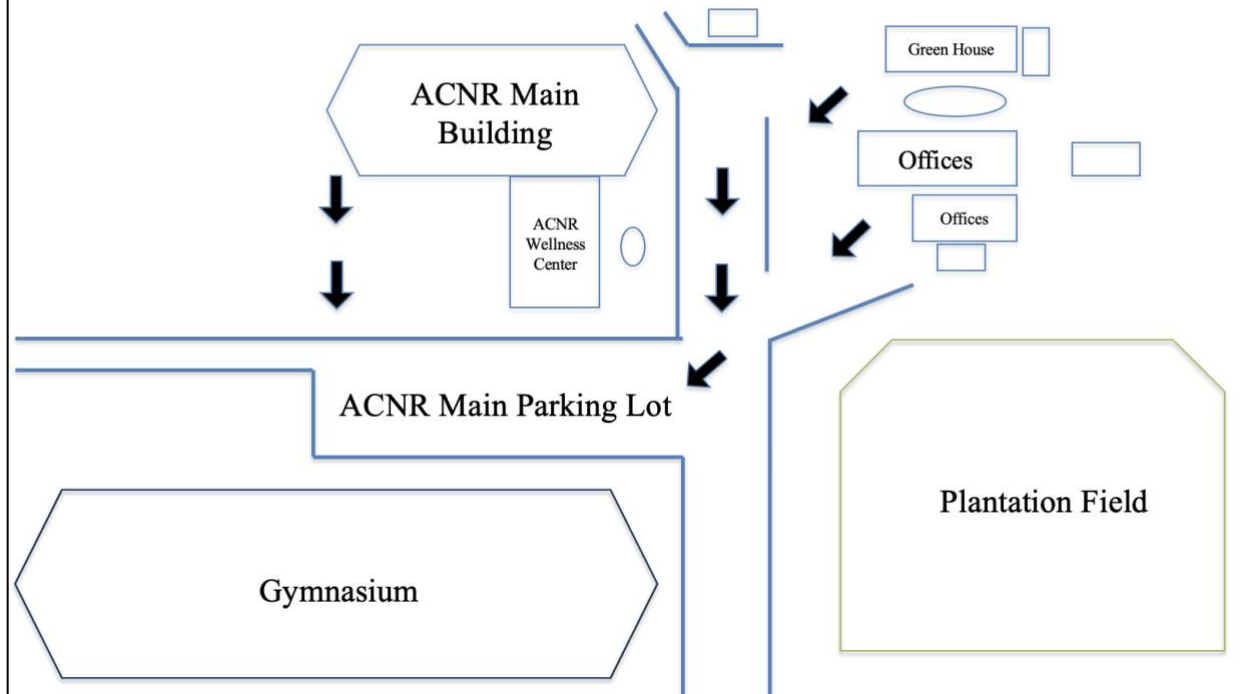
(Zone 4 – Lower Campus Far East (Area – B))

EVACUATION PROCEDURES

Zone 4 – Lower Campus Far East (Area B)

Procedures:

1. Proceed to ACNR Main Parking Lot facing the Gymnasium.



Types of Emergency Disasters and Procedures:

The following sections describe the types of Emergency Disasters and the necessary Procedures that College personnel are highly advised to follow.

1. Bomb Threats

Steps to take for different types of Bomb Threats

Landline or Mobile/Cellular Telephone Call: A bomb threat received from an unknown caller via landline or mobile/cellular telephone call, receiver will ascertain from caller the location of the bomb. The college receiver will best keep the caller on the line as long as possible.

Electronic Transmittal (computer, text message, social media, etc.)

Notify Immediately:

1. ASCC Security Officer
2. Vice President of Administration and Finance (VPAF)

Ask the caller or individual posting the electronic transmittal the following questions to sustain caller on line as long as possible:

1. Do you know when the bomb will explode?
2. Whereabouts of the bomb (Upper campus; Quad area; Math and Science Complex, East Wing, ASCC Cafeteria, Multi-Purpose Center, Samoan Studies Institute area, Physical Facilities and Maintenance (PFM), Gymnasium, ACNR Land Grant premises, and the sort)
3. What is the description of the bomb?
4. What is the type of bomb?
5. What will cause the bomb to explode?
6. Did you place the bomb yourself?

It is very important to keep the caller on the line and record everything that is said.

Notify DPS/Fire Station, ASCC Security, and ASCC Leadership Team [ALT] immediately.

Bomb Threat Plan of Action During Work and In-Class Sessions:

When a bomb threat is received at ASCC during a normal work day and classes are in session, the American Samoa Community College has prepared the following six (6) steps of action:

Step One: Code Red

Inform the ASCC Security Officer. Immediately afterwards, ASCC will contact ASG Department of Public Safety via 911 and the Fire Department.

Immediate Evacuation: Security Officers and College administrators will secure the premises – area identified and assist with the evacuation of college stakeholders to designated areas as defined in the Evacuation Designated Areas section of the plan.

Security personnel will secure the threat location/area until the arrival of DPS and Fire Department.

Security and College administrators will evacuate all persons away from the described bomb threat areas to the proper College Zone(s):

ASCC Zone 4 – ACNR and Gymnasium Area (with the Physical Education and Reserves Officers Training Corps)

Move to the ASCC Gymnasium Main Parking Lot

ASCC Zone 3 – East Wing: Trade and Technical Department; Samoan Studies Institute; Multi-Purpose Center; Physical Facilities and Maintenance complex; Annex Area - Adult Education Literacy and Extended Learning Office and classrooms; Arts building; and ASCC Cafeteria.

Move to the ASCC Malae

ASCC Zone 2 – Main Campus (Quad Area): Math and Science complex; Health and Human Services Office; Quad classrooms and offices – Admissions Office; Computer Laboratories; Academic Dean’s Office; Business Office; Financial Aid Offices; Records Office; President’s Office; Language and Literature Office; Criminal Justice Offices; Social Science Offices; Academic Affairs Offices; Department of Finance Offices; Vice Presidents Offices; Management Information Systems Office; Security Office; Book Store Storage; Procurement, and, ASCC Library.

Move to Main Parking Lot (Quad Area) in front of the College

ASCC Zone 1 – Upper Campus: English CAPP Building; M12 building; Teacher Education buildings; Institutional Effectiveness Offices; Human Resources Office; Nursing Classrooms and Offices; AHEC Office and classroom; and UCEDD offices and classroom.

Move to the Upper Campus Main Parking Lot next to the UCEDD Building

Security Officers will be stationed at the various designated Zone areas.

Once, DPS arrives, DPS officials will take over the site and will work directly with the ASCC Security Officer and VPAF.

Step Two: Internal Communications

Offices:

ASCC Employees will remain in the office when the alert for bomb threats is released. A representative from the College ‘First Responders’ will provide clear instructions and necessary clarifications.

Classrooms:

Faculty will remain with students in the classrooms. It will be the responsibility of the faculty member to control the students and keep the class calm and focused. Faculty will instruct

students to put away their classroom tools [pens, paper, notebooks, textbooks, computer laptop, etc.] into their school bags.

Faculty will await the alert signal and advise/guide students in exiting the classroom and proceed to the designated Zone(s) area.

There are several important transactions that will be required of the faculty:

1. Take roll of all students in their classroom during the time of the alert. The roll call will be collected by the ASCC Security staff after you have been relocated.
2. Keep students calm and focused.
3. Concentrate on students with special needs and medical conditions – allow them to exit first; followed by those who can assist with these individuals.
4. Before leaving classroom, ensure that lights and all technological equipment have been turned off.
5. On a piece of white paper, draw a large “X” and post the paper on the outside of the classroom door indicating that students and faculty have successfully exited the classroom.
6. Follow the route of evacuation – Security officers will be available to assist and answer any questions.

Signals will be as follows:

- Whistle: Remain in offices and classrooms and wait for instructions or additional signals.
- Siren: Evacuate from offices and classrooms and or location and move to designated zones.

Four megaphone sounds the siren which represents evacuation warning to move out of their offices and classrooms, and make your way to the designated zones as designated on the campus map.

Step Three:

Once groups have assembled at the various zones, faculty and/or staff will take roll call of students and employees from respective classes and offices.

Step Four:

The ASCC administrators will assist in collecting the roll call lists of students and employees and submit lists to the Emergency Operations Center.

College Emergency Operations Center (ASCC First Responders):

1. ASCC President
2. ASCC Vice President of Administration and Finance (VPAF)
3. ASCC Vice President of Academics, Community, and Student Affairs (VPACSA)
4. ASCC Executive Director of Institutional Effectiveness
5. ASCC Security Officer
6. ASCC Physical Facilities and Maintenance Officer
7. ASCC Chief Information Officer

Step Five:

Once the ASCC Control Site assesses the College premises are clear and safe from the bomb threat incident, the First Responders team will disseminate the information to all four zones, and the President or Security Officer will make the announcement for clearance.

Step Six:

Nursing Facilities [M09 and M10] has been designated as the First Responder Center First Aid and or counseling in the event of injuries and or emotional trauma of individuals injured during the course of the bomb threat.

Post Bomb Threat Plan:

1. Once DPS and the Fire Department has issued clearance from bomb threat, the ASCC President will issue a memorandum to return to classes and work as normally scheduled.
2. Classes and job responsibilities will resume as normal once official clearance has been received.
3. In the event of extensive damage and or major injury, the ASCC President will officially release students, faculty, staff, and administrators from the campus.
4. ASCC Security and Physical Facilities and Maintenance (PFM) will secure the areas impacted by the bomb threat once DPS has cleared the area.
5. Only the Certified Communicator (VPs or Executive Director) identified by the ASCC President will be the spokesperson to the media regarding the status of the bomb threat on the ASCC campus.

2. Earthquake

Preparation for Earthquake:

The Physical Facilities and Maintenance division with the assistance of the ASCC Leadership Team (administrators) will periodically conduct an annual assessment of the following:

1. Secure vital file records and back up archival units for offices of the Institutional Effectiveness, Department of Finance, Records, Admissions, Financial Aid, Procurement, Library/Learning Resources Center, and Academic Affairs.
2. Ensure that all shelves are securely fastened to walls.
3. Ensure that all large or heavy objects are on lower shelves.
4. Hang heavy items such as pictures and mirrors away from anywhere people sit.
5. Ensure all overhead light fixtures are secured and fastened with safety covering.
6. Repair defective electrical wiring. These are potential fire risks.
7. Secure air condition units, mounted televisions and equipment to the wall with studs and or bolting it to the floors or cement blocks/walls.
8. Repair deep racks in ceilings or foundations.
9. Secure signs to posts with bolts and fasteners.
10. Store weed killers, pesticides, and flammable products in closed cabinets with latches and on bottom shelves.
11. Post-earthquake safety evacuation procedures in offices, classrooms, and throughout all College buildings and facilities.
12. Conduct periodic seminars on Earthquake Safety Procedures.

Pre-Earthquake or During an Earthquake:

An earthquake occurs without any warning. There will be no time for the ASCC Administration to sound an alarm, but if any earthquake should occur during regular hours and work and classes are in session, administration, faculty, students, and staff must do the following:

What to do if you are inside a building

Step One:

Drop down onto your hands and knees so the earthquake does not knock you down. Drop to the ground.

Step Two:

Cover your head and neck with your arms to protect yourself from falling debris.

If you are in danger from falling objects, and you can move easily, crawl for additional cover under a sturdy desk or table.

If no sturdy shelter is nearby, crawl away from windows, next to an interior wall. Stay away from glass doors and windows, exit doors and walls, and anything that could fall, such as light fixtures and furniture.

Step Three:

Hold on to any sturdy covering so you can move with it until the shaking stops.

Step Four:

Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects, and you may not be able to remain standing.

DO NOT use elevators or stay in stairwells or above in balcony or second floors of campus buildings.

If getting safely to the floor to take cover will not be possible:

If getting safely to the floor will be difficult, actions before an earthquake to secure or remove items that can fall or become projectiles should be a priority to create spaces.

Move away from windows and objects that could fall on you. It is advised to get as low as possible to the floor. People who use wheel chairs or other mobility devices should lock their wheels, bend over, and remain seated until the shaking stops. Protect your head and neck with your arms, a pillow, a book, or whatever is available.

If you are outdoors:

Stay there. Move away from buildings, streetlights, and utility wires.

Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls and doors.

What to do once the Earthquake Stops:

Step Five:

When the shaking stops, look around your area. Be sure that all members (administrators, faculty, staff, students and or college stakeholders) that are within your office, classroom, and space are safe. A tsunami may be coming within minutes. ASCC is a safe zone. Do not leave campus until officially released. Stay calm.

Post-Earthquake Instructions:

ASCC Security will patrol campus for any injuries of individuals on campus.

Security with the assistance of Physical Facilities and Maintenance division will check buildings for individuals who may be trapped inside of buildings and seek to provide assistance for the removal of debris to assist trapped individuals.

Physical Facilities and Maintenance division will conduct an assessment of damages to campus buildings.

The ASCC Nursing Department staff and students will provide first aid triage for injured individuals on campus.

Individuals Must:

Check oneself for injuries. Often times, people tend to others without first checking their own injuries. You will be better able to care for others if you are not injured, or if you have received first aid for your injuries.

After you have taken care of yourself, help injured or trapped persons. Give first aid when appropriate. *DO NOT MOVE* seriously injured people. Call 911 for assistance and report seriously injured people.

Listen to a portable, battery-operated radio or television for updated emergency information and instructions. If the electricity is not working, this may be your main source of information. Local radio and local officials provide the most appropriate advice for your particular situation.

Expect aftershocks. Each time you feel one, drop, cover, and hold on! Aftershocks frequently occur within minutes, days, weeks, and even months following the earthquake.

Watch out for fallen electrical power lines or broken gas lines, and stay out of damaged areas. Hazards caused by earthquakes are often difficult to see, and you could be easily injured.

Stay out of damaged buildings. If you are away from home, return only when authorities say it is safe to do so. Damaged buildings may be destroyed by aftershocks following the main quake.

Avoid smoking inside buildings. Smoking in confined areas can cause fires.

ASCC Security, Physical Facilities and Maintenance Division, and Administrators:

Look for and extinguish small fires. Eliminate fire hazards. Putting out small fires quickly using available resources will prevent small fires from spreading. Fire is the most common hazard following earthquakes.

Clean up spilled medicines, bleaches, gasoline, or other flammable liquids immediately. Avoid hazard of a chemical emergency. Contact the PFM Officer immediately for assistance.

Open closed and cabinet doors cautiously. Contents may have shifted during the shaking of an earthquake and could fall, creating further damage or injury.

Check for building damages that may have occurred during the earthquake.

Examine walls, floors, doors, staircases, and windows to make sure that the building is not in danger of collapsing.

Check for electrical system damage. If there are sparks or broken or frayed wires, or burning insulation, turn off the electricity at the main fuse box or circuit breaker. Contact the College's Electrician immediately.

Check for sewage and water line damage. If suspicious of sewage line damage, avoid using the toilets and contact Physical Facilities and Maintenance division. If water pipes are damaged, contact the Physical Facilities and Maintenance division – avoid using water from the tap.

Check for loose plaster, drywall, and ceilings that could fall while conducting an assessment of buildings.

Actions taken:

Step One:

ASCC President will issue an official memorandum for the Physical Facilities and Maintenance division, Leadership Team (administrators), and faculty to report to work for assessment and

general cleanup of ASCC campus, only if deemed safe to return for general cleanup of campus, offices, and classrooms.

Step Two:

ASCC President and VPAF will work closely to draft a damage report for accountability purposes.

Step Three:

ASCC President and Board of Higher Education will meet to discuss reopening of ASCC for instruction after assessment of buildings and ASG Certificate of Occupancy has been received.

3. Fire Hazards

Pre-Fire Preparation for Fire Evacuation:

Conduct disaster orientation for administrators, faculty, staff, and students on the types of disasters that are likely to occur at the College.

Review the evacuation map for all disasters, to include fire evacuation and or drills, shelter plans, and emergency contacts for fire evacuation.

Conduct a needs assessment on safety equipment needed for each building, office and classroom. Purchase general fire extinguishers for offices, classrooms and buildings.

1. Check all fire exits for all building, in particular buildings with 2nd floor offices or classrooms.
2. Conduct quarterly safety check for wiring and other electrical units throughout the Campus.
3. Contact ASPA to check fire hydrants for water pressure. Check accessibility of fire hydrants.
4. Post evacuation maps throughout the campus for evacuation routes.
5. Purchase emergency kits and first aid kits in the event of injury during an evacuation and or fire drill.
6. Conduct fire drills biennially.
7. Check that all communication devices are operable.
8. Be familiar with alternate routes and other means of transportation out of your area.
9. Always follow the instructions of local officials and remember that your evacuation route may be on foot depending on the type of disaster.

During a Fire Evacuation: Classes in Session:

Anyone must report a fire to the Security Office and its location.

Security will call 911 or the Fire Department to report the fire. Security will notify ASPA, if needed.

Security is to attempt to confine the fire, if it is a small controllable fire. Use a fire extinguisher in the case of small controllable fire.

If the fire is out of control, Security or any ASCC personnel will evacuate the college community to the designated evacuation area(s). An alarm will be signaled for fire evacuation.

Security will wait for the Fire Truck to arrive and direct them to the area on Fire.

Once the fire is under control, Security will alert the President that all is clear and a signal of 'Clearance' is sounded through verbal communications (Bullhorn).

If an area on fire is a classroom, classes will be relocated to another location. Classes will continue once relocated to another classroom space. Evacuation area will be cleared to return to relocated classroom and/or offices not impacted by fire.

If area on fire was an office, the staff of the office will meet with their supervisor for further notice on what actions will be taken for working space.

If an office caught fire, the Supervisor will submit a report on damages to their designated leader and action plan for staff working hours. This plan will be forwarded to PFM Officer and the VPAF for review and action plan for repairs.

The President will notify the College via email system of the fire and other actions taken to ensure the safety of students, staff, and administrators.

Fire when the College is Closed:

Security is to attempt to confine the fire, if it is a small controllable fire. Use a fire extinguisher in the case of small controllable fire.

If fire is out of control, Security will call 911 and Fire Department to report the fire.

Security is to call the PFM Officer, the Vice President(s) and or the President in the event of fire during closing hours to report a fire.

The PFM Officer, Vice Presidents and President will report to campus in the event of fire.

Security will wait for Fire Truck to arrive and direct them to the area on Fire.

Once the fire is under control, the ASCC Security Officer will work with the Fire Chief on a report on damages. This report will be submitted to the Vice President and the President for review.

Once reviewed for damages, if classrooms are impacted, the Dean of Academic Affairs, President or Vice Presidents and PFM Officer, will work on the relocation of classes and/or office space for staff relocation.

Damage reports will be reviewed for materials needed and procured under procurement policies in consultation with the VPAF.

VPAF and President will work on any insurance claims due to the College for fire and or other disasters.

PFM staff will conduct immediate emergency repairs once approved and materials procured. Fire area(s) are to be marked-off for safety by the Fire Department.

Any media release on fire is to be conducted by Media Officer per President's approval.

Post Fire:

1. Conduct needs assessment on damages for repairs.
2. Procure materials needed for repairs.
3. Relocate classrooms and office space for classes and or staff from damaged office spaces caused by fire.
4. Conduct review and compile a damage report for accountability purposes.
5. Provide proper referrals for counseling for individuals impacted by fire and or any other disasters.

4. Hurricane

Preparation for Hurricane:

Buildings and Facilities assessment conducted periodically by the Physical Facilities and Maintenance division each year.

Quarterly assessment of buildings, materials, and supplies procured for natural disasters plan to assist with evacuation and preparation plans.

Annual Assessment:

The following will be conducted by PFM each year:

1. Conduct facility assessment of all college buildings and facilities.
2. Trim tree branches close to buildings and utility wires. Contact the American Samoa Tele-Communications Authority (ASTCA) or American Samoa Power Authority (ASPA) for assistance with phone/electrical lines.
3. Check and clear all campus drainage and gullies.
4. Fuel/Test campus generators.
5. Check sewers and drainages.
6. Check battery-powered equipment.
7. Plan and conduct drill exercises biennially.
8. Check batteries and flashlight supplies for ASCC Security officers.
9. Check for megaphones, first aid kits, defibrillator equipment and back up batteries, and equipment needed for hurricane and natural disasters.
10. Purchase ½ inch marine wood for window coverings for glass window and door coverings for campus buildings. Cut all wood for window and door fittings. Store in secure storage area for event of natural disasters.

Pre-Storm Phase – Approximately 72 Hours Prior:

1. Secure loose outdoor furniture, window coverings, and all roofing coverings.
2. Cover all windows of identified college buildings.
3. Secure and turn-off all technological and electrical equipment and appliances (computers, air conditioning units, printers, facsimile machines, copy machines, paper shredders, refrigerators, and the sorts throughout the entire College.
4. Secure chemicals in Science Building laboratories, and at ACNR-Land Grant.
5. Secure/Backup college servers.
6. Secure College filing storages (Department of Finance, Human Resources, Institutional Effectiveness, Academic Affairs, Student Records, Financial Aid, Procurement, etc.).
7. Secure water lines.
8. Secure all emergency communication equipment.
9. Secure generator for emergency communication equipment.
10. Request Chatty Beetle Satellite Phone from Homeland Security as deemed necessary.
11. Fuel all vehicles.
12. Fuel generators – secure back up fuel for generator(s).

Evacuation Procedures with work and Classes in Session:

Step One:

ASCC President via a formal Memorandum will verify the source of the declared alert through the College email. With the assistance of ASCC Security and administrators, the College will be alerted only via the ASCC President's memorandum or through the identified First Responders.

Step Two:

Alert System in the event of an electrical blackout:

1. Use radio transmitters for alert notification - ASCC Security staff (bullhorns/megaphones)
2. Identify housing stations throughout the campus to assist with evacuation, which will include buildings in each of the College defined Zones:
 - a. Zone 1: Upper Campus (West Wing)
 - b. Zone 2: Main Campus (Quad Area)
 - c. Zone 3: Lower Campus (East Wing)
 - d. Zone 4: Lower Campus (Far East)

Step Three:

The ASCC First Responders will report immediately to ASCC President's Office for hurricane briefing.

Step Four:

The ASCC President will issue a final directive regarding evacuation after briefing. This directive will be transmitted via college email or other determined methods and read by faculty during their course times. Security will patrol campus to ensure safe departure of faculty, students, employees, and college stake holders from the college campus.

Step Five:

ASCC Security and Faculty will escort the students safely to bus areas and or off campus as soon as faculty dismiss (by directive) students from class, labs, offices, and library. Employees will then follow suit.

Step Six:

Security will ensure that all classrooms are secured and locked before departing the campus grounds.

Step Seven:

Nursing Department Chair, faculty, and counselors will provide first aid or counseling to individuals in need of first aid care and counseling services.

Step Eight:

The Chief Information Officer will ensure that all college servers are secured and backed-up before departing the campus grounds.

Step Nine:

The ASCC President and Vice Presidents will patrol with Security the campus grounds to ensure safety measures have been followed.

Evacuation Procedures when Classes are not in Session:

Information will be communicated directly by the College's First Responders.

5. Active Shooting

What is an Active Shooter?

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined or populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable, often occur without warning and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm. Because active shooter situations are often over quickly, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. Hostage or barricaded subject situations often take place over a longer period of time and usually there is no ongoing injury or loss of life. These situations are often managed through the deployment of specialized units, as time allows. Both hostage and barricaded subject situations can rapidly shift, however, to become active shooter situations and vice versa.

ASCC Security may be the first responder to an active shooter situation on the College campus and will immediately request, and coordinate support from the DPS. ASCC Security will also initiate the sending of an ASCC Alert.

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, when possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police or security officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

HIDE: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Do not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).

- Remain quiet.

If evacuation and hiding out are not possible:

- Remain calm.
- Call 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as *aggressively* as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Commit to your actions.

When law enforcement arrives...

- Law enforcement's purpose is to stop the active shooter as soon as possible.

DPS Officers will proceed directly to the area in which the last shots were heard:

- Officers usually arrive in teams.
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands, and may push individuals to the ground for their safety.

How to react when law enforcement arrives:

- Remain calm, and follow the officers' instructions.
- Put down any items in your hands.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the premises.

Information to provide to a Law Enforcement Officer or 911 Operator:

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.

Post Active Shooting:

1. Provide Counseling for victims of active shooting.
2. Alert EMS for any medical attention needed by victims.

3. Alert on campus, Nursing Department to provide immediate medical care to victims of active shooting.
4. Close down campus immediately after active shooting is under control by DPS.
5. Secure the area of active shooting area.
6. Security Officer will brief the President on the incident and submit an incident report.
7. President will appoint a representative from the First Responder Team to speak to the media about the active shooting incident on campus.

6. Tsunami

What is a Tsunami?

“Tsunamis are giant waves caused by earthquakes or volcanic eruptions under the ocean or sea. Out in the depths of the ocean, tsunami waves do not dramatically increase in height. But as waves travel inland, they build up to higher and higher heights as the depth of the ocean decreases. The speed of the tsunami waves depends on ocean depth rather than the distance from the source of the wave. Tsunami waves may travel as fast as jet planes over deep waters, only slowing down when reaching shallow waters. While tsunamis are often referred to as “tidal waves,” this name is discouraged by oceanographers because tides have little to do with these giant waves.” NOAA – <https://oceanservice.noaa.gov/facts/tsunami.html>

Preparation for Tsunami Warning and Watch:

Work with local Red Cross Chapter and secure the following items and store in a safe place in the event of a tsunami.

1. Assemble Emergency Preparedness Kits.
2. Water (one gallon per person, per day; three-day supply for evacuations).
3. Food (non-perishables, easy-to-prepare, per day; three-day supply for evacuation).
4. First Aid Kits.
5. Flashlights and batteries.
6. Radio with batteries.
7. Blankets.
8. Mats and pillows.
9. Mosquito coils.
10. Extra batteries.
11. Medication (three to seven-days of supplies) and medical items.
12. Sanitation and personal items (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies, etc.).
13. Cell/Mobile telephones with chargers.
14. Family and emergency contact information.
15. Conduct awareness seminar for entire employees and students and stakeholders on Tsunami relocation process and awareness about tsunamis.

During regular working and class hours: Within an immediate alert from the ASG-Homeland Security or Office of the College President, everyone must remain on campus. No one is to leave campus grounds.

Step One:

ASCC employees and students will remain in offices and classrooms. Faculty will assist with keeping students calm and in place. While faculty will take roll of individuals in their classrooms, a member of each office will take roll of employees in their respective offices. Completed roll call sheets will be submitted to the Security Office.

A standard safety notice announcement will be read out and posted for all to understand that ASCC is designated as a SAFE ZONE.

Step Two:

All designated classrooms and designated areas will be opened to the community. Security will administer the incoming traffic from the community. They will direct the community members to the designated Zone areas.

Security and or designated First Responders will work with the community on campus for needs such as access, water, food, and other necessities.

Security and/or designated responders will show community members bathroom facilities and resting areas.

Nursing Chairperson, faculty and nursing students will provide first aid care for community members in need of first aid care.

Step Three:

Once the 'ALL CLEAR' directive is issued by the Governor, the ASCC President will then forward the notification to release ASCC employees, students, and community members back to their place of residence.

Post Tsunami Relocation Plan:

1. Once a directive has been issued for clearance and safe release, Security and leaders of each division will ensure that all buildings and classrooms are cleaned before departing for home.
2. Security will resume regular security hours for campus.
3. In the event of any damages, administrators will conduct a written and photographed assessment of any property damages for accountability purposes.
4. The Leadership Team (administrators) will submit a written report of buildings/equipment damaged.
5. The College will post a relocation release of community as deemed necessary.

7. Chemical Spills:

It is important that the College community informs campus security of any type of hazardous chemical spills on campus.

A minor chemical spill is one that the laboratory staff can handle safely without the assistance of safety or emergency personnel. They are small, confined, and present minimal hazards to health or the environment.

A major chemical spill is far more severe and generally necessitates the immediate evacuation of the area concerned, if not the entire premises. Major spills present an immediate hazard including fire, explosion, or chemical exposure to hazardous materials. A large chemical spill requires an emergency response.

Below are procedures for chemical spills or releases. The cleanup of a chemical spill should only be done by knowledgeable and experienced personnel.

Chemical Spill Response:

1. Immediately alert area occupants and evacuate the spill area if necessary. Notify campus security and administrator(s).
2. In the event of a flammable liquid spill, turn off all ignition and heat sources, and ventilate the area.
3. If a spill occurs beyond the laboratory staff's ability to handle it safely, call emergency responders.
4. Have someone familiar with the incident available to provide information to the emergency responders.
5. Use protective equipment that is appropriate for the hazards.
6. To stop the spread of vapors or gases, close the doors to the affected area after everyone has safely exited.
7. Ventilate to the outside by opening windows and activating any existing exhaust fan that vents to the outside.
8. Confine the spill to a small area. Use appropriate spill kits, absorbents, and neutralizing agents that are compatible with the chemical spilled.
9. Prevent spilled materials from going down drains to avoid affecting the environment.
10. Properly dispose of all chemical waste and all materials involved with the spill cleanup, such as absorbents, reactants, contaminated clothes, gloves, rags, equipment, broken glass, etc.
11. All surfaces and protective equipment that were contaminated by the spill must be cleaned and decontaminated. Dispose of any protective equipment that cannot be reused.
12. Attend to injured/contaminated/exposed personnel. Remove contaminated clothing.
13. Administer first aid as appropriate and seek medical attention.

Additional Online Resources:

Disaster Type:	Agency:	URL/Web Address:
Bomb Threats	Cybersecurity & Infrastructure Security Agency (CISA)	https://www.cisa.gov/what-to-do-bomb-threat .
Earthquake	US Ready: Earthquake Preparedness	https://www.ready.gov/earthquakes .
Fire	US Department of Labor: Fire Hazards and Possible Solutions	https://www.osha.gov/fire-safety/hazards-solutions .
Hurricane	US Ready: Hurricane Preparedness	https://www.ready.gov/hurricanes .
Active Shooting	Homeland Security: Active Shooter – How to Respond	https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf .
Tsunami	US Ready: Tsunami Preparedness	https://www.ready.gov/tsunamis .

Appendix A: Campus Map

GENERAL MAP DIRECTORY

UPPER CAMPUS

- M1..... University Center for Excellence in DD
- M2.....AHEC
- M3.....Nursing Classroom
- M4.....Nursing Classroom
- M5.....STEAM Center/ASBEP

- M6.....Human Resources Office

- M7.....Teachers Education Department
- M8.....TED Classroom
- M9.....Nursing Department
- M10.....Nursing Department
- M11.....Institutional Effectiveness
- M12.....CAAP Classroom
- CAAP.....College Accelerated Preparatory Program(CAPP)

LOWER CAMPUS

- QUAD.....Classrms 7-23
- LIB.....Library
- AO.....Admissions Off.
- BK.....Book Store
- SEC.....Security Office
- BO.....Business Office
- RO.....Registrar Office
- FA.....Financial Aid Office
- SS.....Social Science Dept.

- BS.....Business Dept
- PO.....Procurement
- LEC.....Lecture Hall
- PR.....President's Office
- 2nd Floor
- ASA.....VPs Offices

- ED.....English Dept
- CJ.....Criminal Justice

Science & Math







- Bld.....A1-A45
- Eastwing.....24-30
- Rm 8.....Adult Education
- Lit. Extended Learning(AELEL)
- Rm29.....Music Dept
- Cafe.....Cafeteria
- SS.....Student Services
- VA.....Veteran Affairs
- ART.....Art Building
- MULTI.....Multipurpose Bdg
- MAINT.....Campus Mainten.

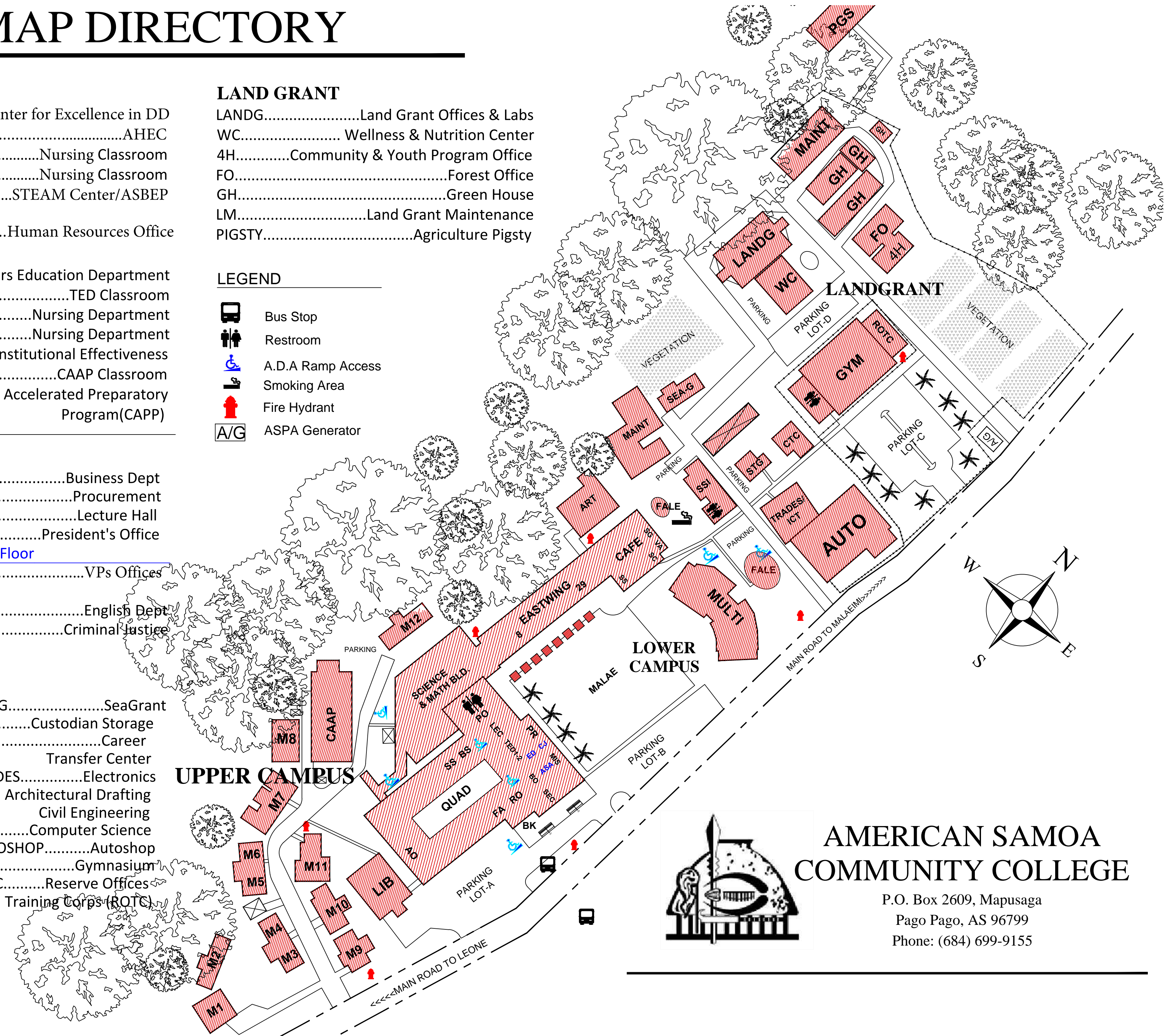
- SEA-G.....SeaGrant
- STG.....Custodian Storage
- CTC.....Career & Transfer Center
- TRADES.....Electronics Architectural Drafting Civil Engineering
- ICT.....Computer Science
- AUTOSHOP.....Autoshop
- GYM.....Gymnasium
- ROTC.....Reserve Offices Training Corps (ROTC)

LAND GRANT

- LANDG.....Land Grant Offices & Labs
- WC.....Wellness & Nutrition Center
- 4H.....Community & Youth Program Office
- FO.....Forest Office
- GH.....Green House
- LM.....Land Grant Maintenance
- PIGSTY.....Agriculture Pigsty

LEGEND

-  Bus Stop
-  Restroom
-  A.D.A Ramp Access
-  Smoking Area
-  Fire Hydrant
-  ASPA Generator



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