



East Mississippi Community College

*Scooba Campus * Mayhew Campus * West Point*

Department of Public Safety



Campus Emergency Action Plan

Emergency Responses for East Mississippi Community College

<u>Section</u>	<u>Page</u>
Introduction	2
Incident Command System Organization	3-4
Active Shooter or Armed Intrusion	5
Bomb Threat	6
Full Campus Evacuation	7
Fire	8
Minor Accidents, Sickness, and Injury	9
Physical Plant (Building Problems)	10
Severe Weather or Tornado	11
Earthquake	12
Missing Persons	13
Action Plans Program	14
Emergency Protocols Page	15-16
ROARcast Information	17

INTRODUCTION

In the event of a disaster (either natural or man-made) or any other kind of emergency situation, the faculty and staff of East Mississippi Community College is dedicated to protecting the health and welfare of students. We are committed to minimizing the loss of life and property. In order to accomplish this task and handle each emergency that presents itself, the college will have to be prepared to deal with all types of emergencies. This emergency plan has been developed to help avoid or minimize the loss of life and property in the event of an emergency as well as provide information about being able to carry on regular campus operations. Approved by the president, this list plans to address different emergencies, assigns authority and responsibilities for the faculty and staff during emergency situations and will be used as a guide for such officials in responding to East Mississippi Community College.

This set of plans is designed for response to emergencies of all types or disasters that can occur on any campus of East Mississippi Community College. The beginning of the Action Plan describes the various configurations and duties of the personnel responding. The plan also defines a general response tactic and set of priorities to emergencies and/or disasters that can occur.

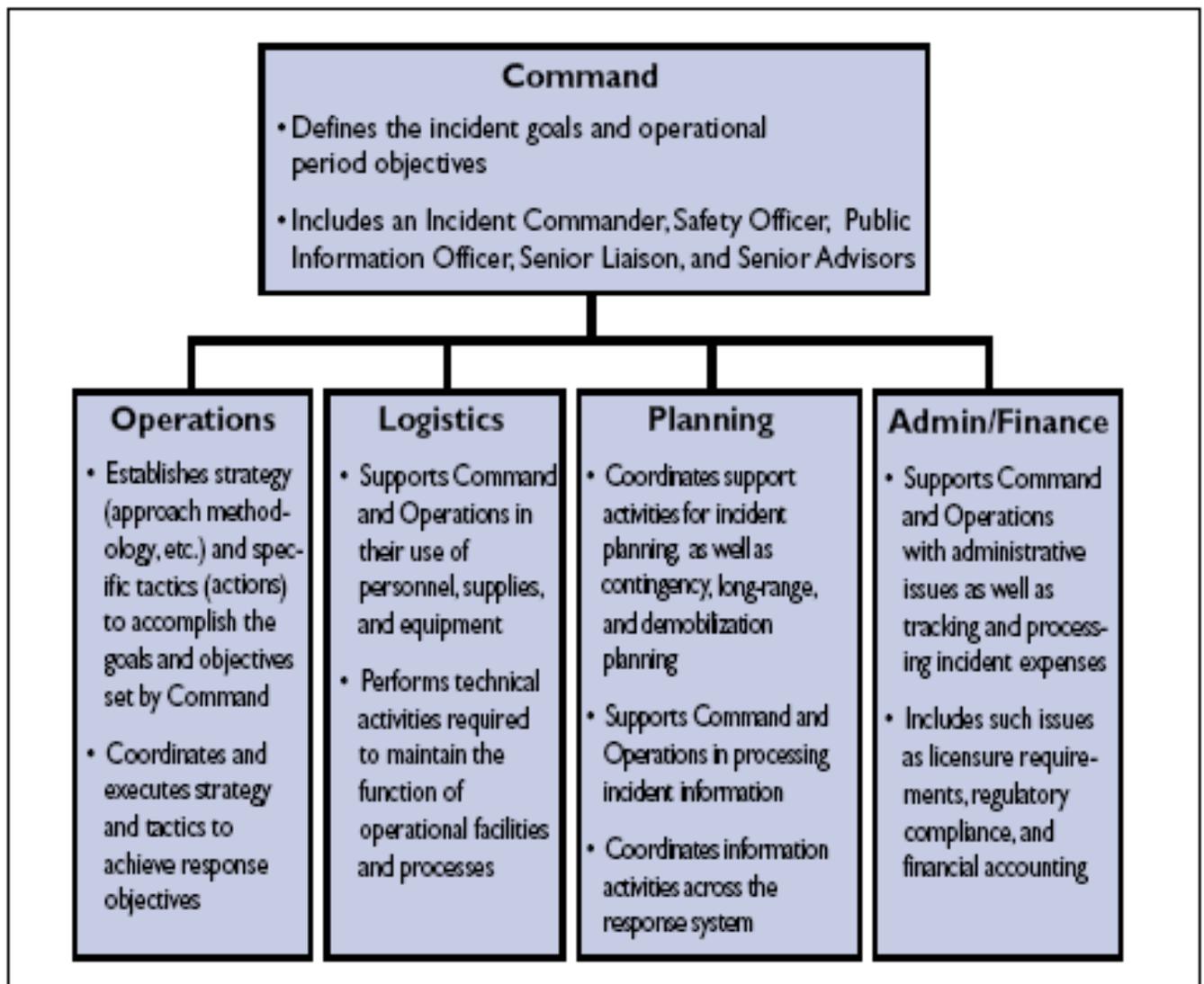
This Emergency Action Plan will be reviewed, evaluated, and updated on a consistent basis. All faculty and staff of East Mississippi Community College are encouraged to re-acquaint themselves with the emergency disaster procedures and protocols in an effort to prepare themselves in the event they are needed to react to an emergency situation. Any suggestions in reference to this material such as revisions, additions, or the deletion of any policy or procedure is encouraged.

NATIONAL INCIDENT COMMAND SYSTEM ORGANIZATION

The East Mississippi Community College uses the national incident command structure when confronting and dealing with emergencies and the responses to emergencies. The incident command structure used by East Mississippi Community College conforms to the national and state guidelines regarding emergency incident response.

The National Incident Command System (ICS) organization is comprised by the five performing areas:

- Command
- Operations
- Planning
- Logistics
- Finance & Administration



If an emergency of any type occurs, contact the College Police Department on your campus immediately.

Campus Police Departments:

**Scooba 662-476-8415 or 662-476-5115 – Offices
24 hour emergency phone: 662-386-8011**

**Mayhew 662-243-1900 - Switchboard
24 hour emergency phone: 662-418-9487**

West Point 662-243-2647 - Switchboard

FALSE INFORMATION: Making a false statement to a Law Enforcement Officer, making a threat, or calling in a hoax fire or bomb threat is a crime and will result in your arrest, school disciplinary action and possible jail time. Your safety and that of others are paramount to the College Administration and Police. Please cooperate in making East Mississippi Community College a safe environment for all.

Active Shooter or Armed Intrusion

OVERHEAD SIREN WILL SOUND

If you see a person on campus with a gun, seek shelter and report it immediately to a campus police officer at: **SCOOPA: 662-386-8011** or **GT: 662-243-1900** or **West Point 662-243-2647** or 911. If you witness or hear a shooting, seek shelter as indicated and report it immediately to a campus police officer or 911.

In the event of a shooting on campus, a campus wide text message alert of “Lockdown” will be sent out via ROARCast. Students and campus employees should take the following actions:

- **CLASSROOMS**: Remain in place and lock classroom if possible. Move away from windows and doors. Await instructions **ONLY** from campus police.
- **HALLWAYS & SIDEWALKS**: Seek shelter in an occupied classroom or other “safe” location. Await instructions from campus police.
- **OPEN AREAS**: Flee the area using vehicles and other sturdy objects as protection. If unable to flee lie flat and stay close to the ground.
- **IF YOU ARE IN THE PATH OF THE SHOOTER**: Seek shelter in a lockable area or behind sturdy cover as quickly as possible for yourself and others. Try to remain in groups so that evacuation is easier.

In all cases, remain in place while it is safe to do so until you are evacuated by Law Enforcement or other Emergency Personnel, either physically or by instruction.

Local and Campus Law Enforcement will engage the shooter directly; enforce the lockdown and securing the campus. Follow all instructions of any law enforcement officer and **KEEP YOUR HANDS VISIBLE** for law enforcement personnel.

DO NOT CONFRONT A SHOOTER OR ATTEMPT TO STOP THEM EVEN IF IT SOMEONE YOU KNOW.

Bomb Threat

Do not treat a bomb threat as a joke!

1. REPORT

If you receive a telephone call reporting a bomb threat, get as much information as possible and report the threat immediately to the College Police Department. The police will coordinate the response of other Police, Fire, and EMS agencies and the search of any buildings or grounds.

- Remain Calm, keep the caller on the line as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully, be polite, and show interest.
- Try to keep the caller talking to learn more information.
- If possible write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters of the window display.
- Complete the bomb threat checklist (reverse side) immediately. Write down as much detail as possible. Try to get exact words.
- Immediately upon termination of the call, DO NOT HANG UP! But from a different phone contact the police and await instructions.

2. EVACUATE

When told to evacuate, everyone must leave the building immediately without exception. USE the fire evacuation plan for exiting quickly. Stay with your class or other organized group as you exit the building.

3. COUNT

Once outside, stay with your class/group to insure that each member is present and accounted for.

4. STAY AWAY

Stay at least 500 feet away from the building in a safe area. Do not return to the building for any reason until instructed to do so by Campus Police.

FULL CAMPUS EVACUATION

In the event of an emergency that requires the evacuation of the entire campus, you will be advised over the campus emergency notification system. FOLLOW all instructions from emergency personnel, Law Enforcement Officers, and College Officials. Evacuation routes will depend on location of the emergency and transportation may be provided out of the area.

Main Campus Evacuation Points:

Sullivan-Windham Football Stadium

Mayhew Campus Evacuation Points:

Travel Exit – East Exit – West Exit

Guardhouse Entrance will be used for Emergency Vehicles

Method of Evacuation:

1. Private Vehicles
2. College Vehicles
3. Public Transportation

FIRE

When a fire is discovered in any building on campus, take the following steps immediately:

1. Warn others. Sound the fire alarm immediately. The fire alarm consists of pull alarm boxes.
2. Leave the building by following the Emergency Evacuation Plan. Close all classroom/office doors as you exit the building.
3. Once outside, proceed to a clear area that is at least 500 feet away from the affected building.
4. Stay with your class/group to ensure that each member is present and accounted for.
5. Keep streets, fire lanes, hydrant areas, and walkways clear for the emergency vehicles and personnel. **DO NOT** approach working firefighters.
6. **DO NOT** return to an evacuated building unless told to do so by emergency personnel, or a college official.

MINOR ACCIDENTS, SICKNESS, **AND INJURY**

East Mississippi Community College does not employ Emergency Medical Rescue personnel. However, MINOR first-aid treatment is available from the administrative offices. In case of sickness or injury of a more severe nature, contact the Administration Office or Campus Police.

In an emergency situation, contact the Campus Police (662-386-8011) who will then contact EMS. A personal emergency contact will be notified if known. Students are encouraged to avail themselves of local health services whenever necessary, i.e., Scooba Clinic. Expenses for all medical treatment are the responsibility of each individual student, employee, or campus guest.

College employees should follow the Universal Precautions in Handling Body Fluids as recommended by the Center for Disease Control and required by OSHA, i.e., wear rubber gloves and dispose of supplies properly.

PHYSICAL PLANT **(BUILDING PROBLEMS)**

Electrical/Light Fixture, Plumbing Failure

- Stay clear of the problem area
- Turn off water and switch off lights

Gas Leaks

- **STOP** all operations. Do not touch light switch or electrical equipment as this can cause an explosion
- **EVACUATE** the building

Ventilation Problems

- If smoke or foul odors are detected coming from the ventilation system, evacuate the building

All physical plant problems should be reported to the main switchboard:

Scooba: 662-476-5000

GT: 662-243-1900

West Point: 662-243-2647

SEVERE WEATHER OR TORNADO

OVERHEAD SIREN WILL SOUND

The campus will be alerted of serious weather conditions by the campus emergency notification system, County Emergency Management Agency, or National Weather Service.

- Move out of rooms quietly into a hallway. In the buildings without hallways, move to the interior of the building away from items that may fall or be thrown about. Do NOT attempt to go outside to see the incoming severe weather/tornado.

- Close all classroom and office doors' making sure no one is left in the room.

- Remain in the hall or interior room until contacted by Campus Police or a college official.

- Report anyone missing or injured to a college official or emergency personnel immediately.

EARTHQUAKE

The ground moving during an earthquake is rarely the first cause of injury or death. More often than not the casualties are a direct result of falling debris. Earthquakes also have the ability to interrupt utility lines, creating more hazards.

In the event of an earthquake:

While the earthquake is still going on and has movement:

In a building

- 1) DUCK- down to the floor
- 2) COVER – yourself under something such as a desk
- 3) HOLD – onto the furniture until the shaking has stopped

IF OUTSIDE:

Stay in the open away from buildings and utility wires.

After the movement has stopped from the earthquake:

- 1) At the end of a substantial earthquake (persistent shaking, household items moved and/or broken, utilities disrupted) the building should be evacuated
- 2) If the building has been damaged a command post should be made outside away from the building in an effort to prioritize the following:
 - a. Emergency medical care for the injured
 - b. Cut off utilities (water & gas)
 - c. Evacuation of the collapsed areas that may contain trapped victims
 - d. Safety inspection of building
 - e. Restoration of the utilities

MISSING PERSONS

Any and all concerns regarding a possible missing person (faculty, staff, or student) should be immediately directed to the campus police department. An investigating officer will meet with the individual filing the report and attempt to obtain the following information:

1. Crucial information about the missing person – a physical description clothes last seen in, possible location or possible location where the person might go, any person(s) that might be with the missing person, known associates, and vehicle description. A recent photograph of the individual.
2. Information will also be obtained about the mental and physical well-being of the individual. Information such as a class schedule, housing assignment, and possible off campus employment will be obtained.
3. According to the information obtained appropriate faculty and staff will then be questioned about the missing persons' status
4. If after an initial investigation, there is enough cause to believe the person is actually missing parents or an emergency contact person will be notified. The parents and/or guardian will be notified if the person is under 18 and is not emancipated. Contact records will be maintained and kept confidential
5. The campus police will then issue a regional welfare alert for the person in question through the proper and specific channels. Further investigatory measures will be performed and any additional notifications can be made based on the conditions of the case
6. The family and/or guardian will be notified of any and all additional information in the case

ACTION PLANS PROGRAM

Since the college cannot anticipate any and all emergencies, we have developed four distinct action plans for potential hazards. They are as follows:

1. EVACUATE BUILDING

Using the building fire evacuation procedures we will evacuate the building to the nearest exit, stay in a group and remain 200 feet or more from the building to allow emergency personnel to work.

2. EVACUATE THE CAMPUS OR LARGER AREA

Using the full campus evacuation procedures in this policy we will follow instructions of emergency personnel and college officials for either a personal evacuation by private car or an assisted evacuation by the college. Flexibility is critical in a full evacuation as routes may be altered to the type and scope of the emergency.

3. LOCKDOWN OF CAMPUS

In the event of an armed intruder or shooting on the campus the college will lock down its facilities using the procedure in this policy. It is critical in such a case you follow every instruction to maximize the safety of everyone and denying the gunman victims and hostages. Even if you know the gunman by name, you should not intervene unless asked by the Chief of Police or College Official.

4. SHELTER FROM SEVERE WEATHER

When notified of a severe weather event, follow weather procedures and official instruction.

Emergency Protocols

Call 662-386-8011 Campus Police or 911

MEDICAL EMERGENCY

Call 662-386-8011 - DO NOT WAIT

- Render first aid or other assistance if you are trained to do so
- Report all medical emergencies, accidents, or injuries to the **CAMPUS POLICE**
- AED'S (defibrillators) are located on each campus through the **CAMPUS POLICE**

TORNADO WARNING

- LISTEN for siren (long steady tone)
DO NOT WAIT FOR VERBAL DIRECTION
- SHELTER using an interior hallway or room staying away from glass windows and doors
- STAY sheltered until advised by COLLEGE POLICE

HOSTILE/DISRUPTIVE BEHAVIOR

- Stay calm! Get YOURSELF and away from the problem area and call the Campus Police
- Do not confront the subject or block his/her exit as it could be dangerous
- Get to an area where you can lock the door
FOLLOW LOCKDOWN PROCEDURES

BOMB THREAT

- If you observe a suspicious device do not touch or move it
- Clear the area and call the **CAMPUS POLICE**
- If you are advised of a bomb threat
 1. Ask the caller when, where, and how and why the bomb was placed
 2. Note the age, gender, speech, attitude, noises, accent, or any other identifiers
 3. Record the caller ID information from the phone
- If advised of a suspicious package in writing or email:
 1. Try not to handle the letter, save the original
 2. Immediately contact **CAMPUS POLICE**

CAMPUS LOCKDOWN

- LISTEN CAREFULLY when the OVERHEAD SIREN sounds
- REACT IMMEDIATELY & SHELTER yourself in a lockable area such as any classroom or lock office
- LOCK doors, close blinds, cover windows, turn off lights and stay down on the floor
- STAY away from the windows and doors. SILENCE cell phones
- Use room furnishings as barricades to get behind if possible
- If you are in a Hallway or a Lobby go to the nearest office or classroom
- If outside get to the nearest solid cover and stay down flat
- RUN AWAY from the sounds of gunfire not towards it. DO NOT TRY TO HELP!
- Keep hands visible to responding officers. DO NOT PUT HANDS IN POCKETS!
- DO NOT UNLOCK THE DOOR FOR ANYONE! Opening doors endangers everyone inside the room
- YOUR AREA WILL BE CLEARED BY THE POLICE and you will be escorted to safety or given the all clear by **CAMPUS POLICE**

FIRE ALARM / BUILDING EVACUATION

- THE FIRE ALARM SOUNDING indicates a fire of building evacuation
 - EVERYONE MUST EVACUATE. There may be no additional warning
- Do not assume the alarm is false, ALWAYS EVACUATE
- If you see smoke or fire before an alarm, activate the nearest alarm station
 - CLASSES SHOULD stay together outside at least 200 feet away or further if directed

ROARCast

East Mississippi Community College's Emergency Alert System is called **ROARCast** Alert. It is used to communicate vital information to students, parents, and staff when there is an emergency on or around campus and what they need to do to be safe.

East Mississippi CC will use the **ROARCast** Alert network to notify subscribed parties of those emergencies. In the event an alert must be sent, each campus has trained personnel with the ability to set off the **ROARCast** Alert receivers.

District personnel will send out alerts through email, SMS/text, and/or voice message alerts. East Mississippi Community College staff will conduct periodic checks of the system to ensure it is operating properly.

Signing-Up for ROARCast:

Step 1: Logon to www.eastms.edu.

Step 2: Click on the Information Technology link and click ROARCast.

Step 3: Scroll down to the section of the page that says "New? Sign Up!"

Step 4: Enter your information and choose the method in which you want to receive notifications. Then click Join.

Step 5: Verify your information and click the box stating that it is ok for regroup to send messages to you text/voice and that you understand that standard rates may apply.

Step 6: Click Save. After clicking Save, you should see a pop-up stating that your information has been saved.