

Southwest Mississippi Community College Emergency Operations Plan



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Introduction

Southwest Mississippi Community College, like any other organization, is vulnerable to a wide range of natural, technological, and human-related disasters. These disasters may cause injuries, loss of life, and disruption of services and the possibility of significant property damage. Before, during, and after a disaster, the college requires special procedures to address the needs of prevention/mitigation, preparedness, and response and recovery management. To address such disasters, Southwest Mississippi Community College has developed an Emergency Operations Plan (EOP).

Purpose

The Southwest Mississippi Community College Emergency Operations Plan was designed to ensure a high quality of campus life by promoting safe conditions conducive to higher learning, research, employment, student life, and to promote safe practices by all persons on the SMCC campus. All policies within this plan are intended to enhance the personal safety and security of all students, staff, and visitors on the SMCC campus, while supporting the overall mission. Campus safety is the responsibility of the SMCC administration, faculty, staff, and students. All campus incidents regardless of seriousness should be reported to the Southwest administration or campus police department. The objective of this plan is to protect life and property by ensuring proper response to incidents.

Emergency situations require immediate attention to achieve successful resolution. It is your responsibility to familiarize yourself with the action steps in this plan in the event of an emergency. If a situation escalates beyond your control or is unsafe on the SMCC Campus, dial one of the following phone numbers:

Campus Police Department	601-551-3838 or 601-551-3837
Campus Operator	601-276-2000
Vice President for Student Affairs	601-276-3717
Maintenance	601-276-2016
Summit Police Department	601-276-9511
Summit Fire Department	601-276-3356
Pike County Sheriff's Office	601-783-2323
MS Highway Patrol (*47)	601-833-7811
Pike County Civil Defense	601-684-3564
Emergencies Only	911

Assumptions

SMCC, with its various departments, resources, training, and partnership with city/county emergency response organizations, is well-equipped to respond to any type of emergency that could potentially affect the operations of the college. This Emergency Operation Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- A. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- B. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
- C. An emergency or a disaster may be declared if information indicates those such conditions are developing or probable.
- D. Disasters may be community-wide. Therefore it is necessary for the college to prepare for and carry out disaster response and short-term recovery operations in conjunction with local resources.

Concept of Operations

The president of SMCC is ultimately responsible for emergency management activities within the boundaries of the college.

The Emergency Operations Plan (EOP) is based on the concept that the emergency support functions assigned to the various individuals and departments involved in this plan will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be employed in both non-emergency and emergency functions. Those day-to-day functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency.

Operational Time Frames of Emergency Management

SMCC has adopted four phases of emergency management which are used to assist in the implementation of the EOP:

- **Prevention/Mitigation:** period in which sustained actions are taken to reduce or eliminate long-term risk to people and property and to minimize the costs of disaster response and recovery.
- **Preparedness:** period that enhances the disaster response operations and prepares departments and individuals to respond.
- **Response:** period in which actions taken provide emergency assistance, reduces the probability of additional injuries or damage, and speeds the recovery operations.

- Recovery: period in which actions are taken to return systems to the normal, pre-disaster levels.

Campus Police Department

The Southwest Mississippi Community College Campus Police Department is dedicated to providing superior law enforcement services to the Southwest campus. The police department has implemented and maintains campus safety through “community policing.” The campus police department has twelve sworn Police Officers on staff that are empowered to fulfill all duties of a police officer. The police department is dedicated to ensuring that the campus is safe and conducive to a positive learning environment. The police department supports the overall mission of SMCC and strives to support that mission through crime prevention, law enforcement, education, and incident investigation. The overall crime rate remains low at SMCC, but this could not be possible without the teamwork of all members of the SMCC community. The Southwest Mississippi Community College Police Department encourages anyone to report incidents that could compromise the safety and welfare of our students, faculty, and guests. Please feel free to contact the Southwest Campus Police Department anytime at 601-551-3838.

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Emergency Operations Plan

- I. **SCOPE:** This plan outlines the preparation, response and recovery of college personnel and resources for emergency situations. The Emergency Operations Plan is consistent with established practices relating to coordination of emergency response actions. This plan incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination between the college and other responding agencies. The college will cooperate with federal, state, and local emergency management agencies and other responders in the development, implementation, and execution of its emergency response plans. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or not covered by the elements of the plan.

- II. **MISSION:** The college will respond to an emergency situation in a safe, effective and timely manner. College personnel and equipment will be utilized to accomplish the following priorities:
 - Priority 1: Protection of Human Life
 - Priority 2: Support of Health, Safety, and Basic Care Services
 - Priority 3: Assessment of Damages
 - Priority 4: Maintenance of College Services
 - Priority 5: Protection of College Assets
 - Priority 6: Restoration of General Campus Operations

- III. **TYPES OF EMERGENCIES/LEVELS OF RESPONSE:** There are three levels or types of emergencies:
 - **LEVEL 1 – MINOR INCIDENT:** A minor incident is defined as a local event with limited impact, which does not affect the overall functional capability of the college. Planning and response is carried out at a limited local level (e.g. on a lab or room basis). The Emergency Management Plan would not be activated.
 - **LEVEL 2 – EMERGENCY:** An emergency is defined as a serious event that significantly disrupts one or more operations of the college. Multiple college resources are involved; the Emergency Operations Plan would be activated to the extent necessary.
 - **LEVEL 3 – DISASTER:** A disaster is defined as a very serious event that impairs or halts the operations of the college. The Emergency Management Plan is fully activated.

Expected Impact

Scope	Level 1	Level 2	Level 3
College Activities	Minimal and localized. Most college activities not impacted.	Significant. College activities localized shutdown.	Very significant. College activities shutdown for a period of time.
Faculty, Staff, and Students	Site-specific localized impact. Injuries possible.	Site-specific or general impact with probable disruptions. Injuries possible.	General impact with probable disruptions. Injuries and possible fatalities are a serious concern.
Media Coverage	None expected or limited local coverage.	Local/regional coverage.	Local, regional and possible national coverage.
Public & Government Concern	Limited.	Potential exists for an uncomfortable situation. Government agencies may investigate prevention/response/recovery efforts	Potential exists for an upsetting situation and government analysis or hearings.
Emergency Operations Team Involvement	Limited or none.	Conditionally involved and consulted as needed.	Actively involved and consulted regularly.

IV. RESPONSE PROTOCOL: The operational aspect of the college Emergency Operation Plan is based upon the National Incident Management System (NIMS). NIMS is a modular emergency management system designed for all hazards and levels of emergency response. This system calls for a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. Use of NIMS at the college facilitates the college’s ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

V. ORGANIZATIONAL COMPONENTS: The SMCC’s Emergency Operation Plan consists of two major organizational teams:

- Executive Management Team
- Emergency Operations Team

- A. The Executive Management Team (EMT):** The Executive Management Team (EMT) will evaluate information from various sources during the progress of the event and advise the President on appropriate actions. The EMT is also responsible for the review and approval of the Emergency Operations Plan.
- B. The Emergency Operations Team (EOT):** The Emergency Operations Team (EOT) is activated, based on the type and nature of the incident, to manage the operational aspects of the college's response to an emergency event. The College Incident Commander heads the Emergency Operations Team. The Incident Commander has responsibility for overall management of the incident and must be fully qualified to manage the incident. The President of the college has designated the Chief of Campus Police as the College Incident Commander.

VI. DECLARATION OF EMERGENCY: The primary responsibility for monitoring emergency threats and events resides with the College Campus Police Department. SMCC PD operates on a continuous 24/7/365 basis and is always available to receive emergency communications from a variety of official and public sources. In any type of emergency, the officer should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the SMCC Campus Police Chief. If the SMCC Campus Police chief is not available, SMCC PD will follow established order of succession procedures. Based on information obtained from appropriate entities, the college Incident Commander will initially declare the level of the emergency and may activate portions of the Emergency Operation Plan to the extent necessary to control the situation.

Full plan activation begins at the discretion of the President of the college upon the receipt of information of an emergency event or threat of an emergency. In case of any type of campus or declared local, state, or federal emergency, a decision will be made by the President of the college on a plan of action and whether to activate the Emergency Operations Plan. In the absence of the President, the Vice President of Student Affairs will make a decision whether to activate the Emergency Operations Plan.

Upon activation, appropriate Emergency Operations Team members will be notified and should report to the designated command center as directed (examples Administration Board Room, Student Union Board Room). The Incident Commander shall review the circumstances of the emergency with the Emergency Operations Team and determine the appropriate response.

Should it be deemed necessary to warn the campus community of an impending threat or emergency situation, the Office of Student Affairs will be designated to maintain communications with the Executive Management Team to activate alert warning resources and activities. Based on the initial report, and information obtained from other appropriate entities, the college Incident Commander will declare the level of the emergency.

The Campus Police Department has overall responsibility for coordinating and alerting the appropriate parties. If either an emergency or a disaster (Level 2 or 3) is declared, the Emergency Operations Plan will be activated. Upon declaration of an emergency or disaster, the Emergency Operations Team Members needed to respond will be notified and should report immediately to the designated command center location. Executive Management Team Members will also be notified and report as needed and as available.

In a major event (typically Level 2 or 3 events) the college Incident Commander and all summoned Emergency Operations Team Members will report to the college Emergency Operations Center (EOC) or other specific location as directed. Executive Management Team Members will also be contacted and may also be present.

The primary EOC (command center) will be continuously maintained in a state of readiness for conversion and activation. The EOC serves as the centralized, well-supported location in which the Emergency Operations Team and the Executive Management Team may gather and assume their role. Response activities and work assignments will be planned, coordinated, and delegated from the EOC.

The primary EOC is located in the board room in the Administration Building.

VII. BEAR AWARE

In order to effectively communicate emergency information to SMCC employees and students, SMCC has implemented a rapid alert and notification system developed by SchoolCast. BearAware is a service that allows employees and students of SMCC to receive alerts, news, or other emergency information via text, email, or by phone. Participation in Bear Aware is not mandatory but encouraged. At this time, the only information entered into the SchoolCast database is the student's "smcc.edu" email address. Alternate contact information should be provided to the SchoolCast database so that urgent messages may be received. The SchoolCast website (<http://www.myschoolcast.com>) may be accessed at anytime. Updates or additional contact information may include:

- Email Addresses
- Cell phones (voice or text message alerts)
- Home phone number (voice alerts)
- Work phone number (voice alerts)

Complete the following steps to update your Personal SchoolCast Log-In Information:

1. Access your SchoolCast Dashboard by going to the following secure web-site: <https://www.myschoolcast.com>

2. Enter your User Name: (Sent to your SMCC Email.)
3. Enter your Initial/Temporary Password: (Sent to your SMCC Email.) This is the initial/temporary "PASSWORD" you must use when you first log in to the SchoolCast Dashboard. You will be required to change this password when you first log in. You may also change your "USER NAME", if you would like, to something easier for you to remember (such as your school email address). This feature is available as an option from the menu atop the SchoolCast Dashboard.)
4. Follow the onscreen instructions to update your contact information.

Critical emergencies rarely happen on the Southwest campus. Often times we are affected by severe weather events. Regardless of the emergency or event, Southwest MS Community College administration will communicate to its employees through Bear Aware and the "smcc.edu" webpage. Remember you will receive communication through Bear Aware only to the devices that you registered on SchoolCast. SMCC enforces a zero tolerance policy regarding cell phone usage in classrooms. However, faculty are permitted to have their cell phones on vibrate in the classroom in the event the Bear Aware system is activated.

VIII. ROLES AND RESPONSIBILITIES:

- A. President –This plan is developed under the authority of the President of the college. All decisions concerning the discontinuation of college functions, cancellation of classes, or termination of operations, rest with the President or his designee. After consulting with the College Incident Commander and appropriate members of the Executive Management Team, the President or his designee shall be responsible for declaring any major institutional emergency.
- B. Executive Management Team – The Executive Management Team (EMT) is comprised of the college President, Vice-Presidents, Campus Police Chief, and the LPN Director. The EMT's role is that of policy and major decisions. Typically, this would be centered on planning and preparation prior to and the recovery from the incident, the long-term effects of the incident and the needs to restore the college to normal operations. The EMT would be directly involved in the incident only if major expenditures or policy decisions were needed to complete the stabilization. Accordingly, the responsibilities of this body include:
 1. Responsible for final plan approval and for final major policy decisions.
 2. Allocate and direct distribution of resources required to reduce identified vulnerabilities.
 3. Allocate and direct distribution of resources required to accomplish the purposes of this Emergency Operations Plan.

4. Request needed resources from outside resources that are unavailable internally.
5. Delegate necessary authority for incident stabilization and protection of life and property.
6. Identify critical business functions that must quickly be restored and maintained.
7. Review needs and allocate resources.
8. Determine long-term effects the incident may have on the college and how these can be managed.
9. Monitor the recovery process to ensure the recovery is proceeding according to plan and to provide guidance/assistance as needed.
10. Ensure the Incident Commander is functioning in a responsible manner. This process should be undertaken through joint briefings between the EMT and the Incident Commander.

Executive Management Team Members

President - Dr. Steven Bishop

Vice President for Academic Affairs - Alicia Shows

Vice President for Admissions - Matthew Calhoun

Vice President for Business Affairs – Andrew Alford

Vice President for Physical Resources - Dr. Bill Tucker

Vice President for Career-Technical Education – Jeremy Smith

Vice President for Student Affairs - Dr. Bill Ashley

Chief of Campus Police – Davis Haygood

Director of License Practical Nursing – Barbara Olander

Director of Public Relations – Amy Gazzo

- C. Incident Commander –The Incident Commander is in charge of the Emergency Operations Team. The Incident Commander is the individual responsible for the command and control of all aspects of the emergency response. The Incident Commander must be able to quickly assess an emergency situation, determine the level of impact, assess the effect, contain the incident and assign the proper resources. The role of Incident Commander may be delegated in the police department to a designee who is up-to-date on all important matters pertaining to the incident. The Incident Commander, or designee in his absence, has authorization to fully implement the operational aspects of the Emergency Operations Plan.
- D. Emergency Operations Team– The Emergency Operations Team (EOT) is organized under the incident command system headed by the Incident Commander. Under the direction of the college Incident Commander, the EOT is responsible for Emergency Operations Plan execution during an emergency situation. The EOT reports directly to the Incident Commander. The EOT is comprised of personnel representing functional areas of the college that have critical Emergency Management Plan execution responsibilities.

The Emergency Operations Team includes both primary and alternate members. Alternate members direct and execute their Critical Operations Plan responsibilities in the absence/unavailability of the primary member.

All primary and alternate members must be knowledgeable of overall Emergency Operations Plan. Members must also be available during a crisis situation.

It should be noted that, for any given incident, it might not be necessary for all members of the EOT to be part of the incident stabilization and recovery effort. The Incident Commander will be responsible for notifying members of the EOT when their services are needed.

The team members are responsible for evaluation of information from various sources during an actual event and providing advisement to the Incident Commander and the President (via the Incident Commander) on appropriate actions requiring their decision.

IX. General Guidelines for Emergency

Once the emergency conditions have been determined, the college Incident Commander will take the following measures:

1. Notify and mobilize appropriate members of the Emergency Operations Team.
2. Academic, Administrative, and Information Technology divisions will be notified.
3. Faculty, staff, and students will be informed of emergency and follow emergency instructions as described in this guide.
4. Cafeteria services will be notified and if necessary, placed on alert should the campus lose essential utilities.
5. Off-duty physical plant staff and Emergency Operations personnel will be put on alert and advised to be prepared for work.
6. Emergency mass notification Bear Aware may be activated.

X. Emergency Telephone Directory

- Emergency 911
- Campus Police 601-551-3837 or 601-551-3838
- Summit Police Dept. 601-276-9511
- Summit Fire Dept. 601-276-3356
- Pike County Sheriff's Dept. 601-783-2323
- SMCC Switchboard 601-276-2000
- President 601-276-3700
- Vice President for Academic Affairs 601-276-3706
- Vice President for Student Affairs 601-276-3717
- Men's Residence Hall 601-276-2021
- Women's Residence Hall 601-276-3828

XI. Emergency or Critical Incident

MEDICAL EMERGENCY

A medical emergency exists any time a campus incident exceeds the need for basic first aid. **In extreme emergencies where the individual needs medical attention, immediately call 911.** In the event of an accident or illness on campus, reporting parties should:

- Contact campus police at 551-3838 for assistance. If you cannot leave the sick or injured it may be necessary to notify campus police of the type of emergency (accident or illness). It is important to remain calm and follow directions given until assistance arrives on scene.
- Assess emergency scene for safety. Remove self and others from accident scene until safe.
- Assist the sick or injured individual/individuals.
- Do not move injured persons until checked by certified medical personnel unless a life threatening situation exists.
- SMCC staff will adhere to caution when handling bodily fluids as recommended by OSHA. The use of personal protective equipment will be adhered to during medical emergencies, i.e., rubber gloves, masks, aprons, and double bagging of contaminated articles.
- The Vice President of Student Affairs will be notified immediately by campus police regarding injury/illness incidents. The Vice President of Student Affairs or his designee reserves the right to contact injured parties' immediate family regarding an incident.

SEVERE WEATHER

The development of threatening weather conditions in Southwest Mississippi is monitored by the Pike County Civil Defense Unit. If severe weather is threatening the SMCC campus, Pike County Civil Defense will notify the Vice President for Student Affairs or campus police. The Vice President for Student Affairs or his designee will activate the Bear Aware system during a severe weather emergency. Faculty, staff, and students are encouraged to stay on campus during severe weather alerts. If a weather emergency happens outside of normal business hours, students and employees will be advised of campus status by the Bear Aware system, SMCC homepage (www.smcc.edu), and listening to the local radio (105.7 FM or www.K106.net/homepage). The president or his designee will make all decisions regarding school closure related to severe weather.

TORNADOES/HURRICANES

The severe weather siren on campus is connected to the Pike County Civil Defense Warning Siren Network and will be activated by Civil Defense Director Richard Coghlan.

The siren has two tones:

- 1) **Solid tone** – indicates tornado warning (a tornado has been spotted);
- 2) **Wavering tone** – indicates severe thunderstorm warning (a severe thunderstorm has been spotted). Mr. Coghlan noted that because the siren rotates 360 degrees, the solid tone can sometimes sound as if it is wavering.

When the siren is activated – immediately consult a weather radio or other weather media for specific information about the nature of the threat.

Testing of the siren – Mr. Coghlan will test the siren at 12 noon on the first Monday of each month, except during inclement weather. The test will consist of one or two short bursts.

1. All persons in SMCC buildings will be alerted as to the weather emergency by the Bear Aware System and the severe weather siren. Go immediately to the hallway nearest you. These areas are inner hallways/rooms away from windows and exterior doors. Always go to the lower level of a two-story building if possible.
2. Do not use elevators.
3. Stay away from windows and outside walls.
4. Avoid large open rooms such as auditoriums or gyms.
5. Stay low, facing the wall with head covered.
6. Do not leave SMCC buildings under any circumstances during a severe weather alert.
7. If you are outside or in your vehicle seek shelter inside a SMCC building, if possible.
8. Remain in the shelter area until the “all clear” is given.

There is no guaranteed safe place during a tornado. Do not exit the building. SEEK SHELTER IMMEDIATELY.

WINTER STORM

If a threat of a winter storm occurs, Southwest Mississippi Community College’s President will determine if school will be dismissed when ice or snow threatens safe operations.

FIRE

In the event a fire is detected in a campus building or campus grounds, proceed as follows:

1. Sound the fire alarm: Anyone discovering a fire inside a building should immediately activate the nearest alarm box. If the fire alarm fails to function alert all faculty and classes in the building.
2. Evacuate the building: When the alarm sounds, all persons will evacuate according to routes indicated on the maps posted in classrooms and halls. Turn off the light switches and close but do not lock the doors. If you smell gas, do not turn off the electricity.

Staff and faculty have a duty and responsibility for evacuating students and visitors to a proper safe distance of at least 500 feet from the burning building. **DO NOT USE ELEVATORS WHEN EVACUATING.**

3. After evacuation begins and it is safe to do so, immediately call the campus police department at (601) 551- 3838 and give the location of the fire. Do not hang up until the police officer directs you to. The campus police department will contact the Summit Fire Department.
4. **Count heads:** each instructor, department head, administrator, and dorm supervisors will make sure all his/her students/employees are out of the building and notify the fire department personnel if someone is missing. **TAKE YOUR GRADEBOOK!** Call roll when class gets outside to ensure all students are accounted for.
5. Stay clear of fire fighters and their equipment. Do not return into buildings/classrooms until the “all clear” for reentry.
6. During the evacuation, direct crowds away from fire hydrants and roadways. Clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc., for persons that may be trapped inside. **DO NOT ATTEMPT TO RESCUE. NOTIFY EMERGENCY RESPONDENTS OR FIRE DEPARTMENT PERSONNEL.**
7. Notify campus police of breaks or suspected breaks in utility lines, which might present an additional hazard. Campus Police will notify maintenance and utility companies.

EXPLOSIONS

If an explosion should occur, remove the person or persons immediately from the site and extinguish the fire if possible. Sound the fire alarm and notify Campus Police. Close all doors where explosions occur to isolate smoke and fire.

*All personnel should know the location of fire extinguishers, fire exits, and fire alarms in their work area.

BOMB THREAT PROCEDURE

Any SMCC employee who receives a bomb threat should try to obtain as much detailed information from the caller as possible regarding the bomb and its location. Since legitimate callers usually wish to avoid injury or detection, request more data by expressing a desire to save lives. In attempting to gather this pertinent data, seek information regarding the following:

- Exact location of the bomb
- Time set for detonation
- Bomb’s appearance
- Type of explosive device
- Reason for bomb
- Time call received
- Voice (male/female)

- Was voice familiar
- Age of caller
- Accent
- Background noise

In case of a bomb threat incident, immediately call Campus Police at (601) 551-3838. If a bomb threat is deemed credible, the Campus Police Department is responsible for contacting local law enforcement and first responder agencies to assist with emergency. If evacuation becomes necessary, do not touch any suspicious objects. Evacuate a minimum of 500 feet from the suspected source. Evacuation routes are posted in classrooms/offices at SMCC. Faculty should follow these routes during an evacuation. Faculty should take their grade book upon evacuation and conduct a headcount. Report any missing persons to the campus police department immediately. If you received the call, give report to the investigating officers.

After consultation with the President or his designee, the campus police department will announce whether or not to evacuate. Normal fire evacuation routes will be followed. After a building is found safe, it can be reoccupied. Clearance will be given after consultation with emergency personnel.

VIOLENT OR CRIMINAL BEHAVIOR

The Campus Police Department provides 24-hour assistance on campus. Immediately contact campus police personnel if hostile or violent behavior, actual or potential, is witnessed.

- a) Initiate immediate contact with Campus Police officers to ensure that a timely response is in route before a situation becomes uncontrollable.
- b) Leave the immediate area whenever possible and direct others to do so.
- c) Should gunfire occur on campus, take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from the armed suspect.
- d) In the event of a school shooting or other violent threat, immediately notify Campus Police. The Campus Police will then notify the proper authority and proper campus administrator. Officers in charge will evacuate all persons not directly involved from the area.

A. Fighting

After becoming aware of a fight, the staff member will:

- Walk, not run, to the altercation.
- Have someone notify the Vice President for Student Affairs and Campus Police.
- Assess the situation to determine if weapons are involved.
- Identify yourself to the fighters. Attempt to separate the involved students by speaking to them in an assertive tone of voice.
- **STAY AWAY FROM THE MIDDLE OF CONFLICT.**
- Move combatants to neutral locations.
- Get medical attention if needed.

B. Violent Intruder

In the event of a violent intruder on campus, many decisions will be made at the discretion of the instructor. There is no one plan that will work in every situation but here are some suggestions:

If the intruder is located outside but close to your building, close your classroom door and lock it, if possible, and close the window blinds. Turn out the lights and move students to a location that would make it difficult for the intruder to see them. For example, if the intruder is walking outside your first story window have the students lay down along the wall closest to the window.

If the intruder is in your building, follow the above suggestions but have the students lay down along the wall near the door. It may also be beneficial to barricade the door, but remember that you may also be blocking the only exit.

Should an intruder enter your classroom or office, try to remain calm. Talk to them using your name and the names of those around you as often as possible. Try not to talk in negative or threatening tones and always make things sound like they can have a positive end. Campus Police will call other law enforcement agencies and college officials as appropriate and will evacuate all persons to establish a perimeter around the affected area.

Assault Prevention

1. Lock the doors to rooms at all time
2. Refrain from propping doors or entrances open
3. Refrain from allowing strangers to enter rooms or floors
4. Call Campus Police, building supervisor, instructors or resident hall staff for assistance when needed
5. Walk with others while on campus

6. Report suspicious person/activities to campus police, administration, or residence hall staff immediately
7. Report crimes immediately to Campus Police
8. Take appropriate steps to secure personal property like jewelry, cell phones, stereos, etc.
9. Read, understand, and abide by the emergency operations handbook
10. Provide input to the college about how the campus can be made safer
11. Report instances of obscene or harassing phone calls or conversations

In the event of an assault: Take the survivor to a safe place, if a severe physical injury does not preclude moving him/her.

School Shooting Call Checklist

1. Exact location of shooting
2. Exact number of gunmen and their descriptions
3. Probable firepower (guns, rifles, etc.)
4. Probable number of people in building
5. Approximate number of possible injuries from eyewitness accounts
6. Obtain as much information as possible about the shooting and its location and possible injuries

Emergency Lock-Down Procedures

Lock Down During Class:

- Close the door, lock if possible, or barricade the door with tables and chairs
- Have students sit on the floor and close curtain and/or shades
- Stay away from windows and doors
- Avoid making any noise and listen carefully for further instruction
- Provide medical aid as necessary
- Remain in **Lock-Down**, until evacuated by Law Enforcement or the **Lock-Down** is cleared with a notice from the mass notification system or campus personnel

Lock Down in Other Areas:

- If in a large room, open area or office, stay there
- Allow students into unlocked offices, cafeteria, rooms, etc. and lock the doors
- Lock exterior doors to the building, if possible
- Move students out of the line of sight and have them sit on the floor
- Provide medical attention as necessary
- Remain in **Lock-Down** until evacuated by Law Enforcement or the **Lock-Down** is cleared with a notice from the mass notification system or campus personnel

- If evacuated, stay with your group to the evacuation zone and submit a list of names of person's who are with you in the room, if possible

Sporting Events and Large Public Gatherings:

- Emergency responders may not be immediately available to direct your actions
- Follow your instincts
- If the situation worsens or becomes dangerous, distance yourself from the incident
- Become familiar with the locations of all exits
- Move to a safe area away from the location of danger
- Don't attempt to find out what's going on, just go; be calm; help others around you
- Evacuate to areas as instructed

EMERGENCY SPILL PROCEDURES

In the event of a chemical spill, leak, or potential release of hazardous materials, SMCC faculty, staff, and students should:

- a. Identify material (dangerous or not) if possible
- b. Check for nearby personnel to warn them of the dangers
- c. Evacuate the area if directed by Incident Commander
- d. The following information should be known at the time of the incident:
 1. Identification of the material
 2. Approximate quantity
 3. Location of the incident
 4. Time of incident
 5. Any injuries
 6. Location of person making call
- e. Direct questions to Campus Police at 601-551-3838

PANDEMIC INFLUENZA

Upon notification from the Pike County Health Department, and/or the Mississippi Department of Health that a pandemic influenza event is occurring in the Pike County area, or other areas that affect the college, the President will be notified. Possible instructions may be to close the campus and evacuate, or that the campus will be closed and put under quarantine.

Recommendations will be taken from the Mississippi Department of Health and the Pike County Health Department. If a student contracts influenza and is absent from classes for an extended period of time, teachers will communicate with student about assignments on blackboard, email, or other means. The pandemic response team will consist of the following: the President's Office, Academic Affairs, Student Affairs, Information Technology, Science/Biology, Licensed Practical Nursing, Associate Degree Nursing, Business Affairs, and Public Relations.

Suggestions to help stop the spread of pandemic flu virus

Use good hygiene practices.

- Cover mouth and nose with a tissue when coughing or sneezing; place the used tissue in a wastebasket and wash hands
- Cover mouth and nose with upper sleeve (not hands) if no tissue is available
- Clean hands as soon as possible after coughing, sneezing, or blowing nose
- Use soap and water and wash your hands for 15-20 seconds; or
- Use alcohol-based hand wipes or alcohol-based (60-95% alcohol) gel hand sanitizers; rub these on hands until the liquid or gel dries
- Clean hands often when ill, especially if mouth, nose, and eyes are touched
- Always wash hands before eating
- Use alcohol-based hand wipes or alcohol-based (60-95% alcohol) hand-sanitizing gels to clean hands when out in public
- Use sanitizer cloths to wipe electronic items that are touched often, such as phones, computers, remote controls, and hand-held games
- Use sanitizer cloths to wipe car door handles, steering wheel, and gear shift

AUTOMOBILE ACCIDENTS

On Campus

In the event of an automobile accident on campus, complete the following steps:

1. Phone the campus police department at 601-551-3838.
2. Relay the following information:
 - Location of accident
 - Indicate if medical assistance is needed
 - Indicate if vehicle is on fire and fire rescue is needed
 - Tell the accident parties to remain on scene until campus police arrive

Off Campus

In the event you are in an automobile accident in a SMCC vehicle off campus, please complete the following steps:

1. Notify law enforcement personnel by dialing 911.
2. Relay the following information:
 - Location of accident
 - Indicate if medical assistance is needed
 - Indicate if vehicle is on fire and fire rescue is needed
 - Tell the accident parties to remain on scene until police arrive
3. Get an accident report incident number from the police officer on scene. This will be needed to get a complete accident report later.

4. Notify the Vice President of Student Affairs at 601-276-3717 as soon as it is safe to do so to report accident.

UTILITY EMERGENCIES

Loss of electrical power, loss of heat, water leaks and overflowing water supplies are considered utility emergencies. In the event of a utility emergency, please notify campus police, the maintenance department, or Vice-President of Business Affairs. Residence hall personnel should adhere to the following procedures:

Call the Women's Head Resident at 601-276-3828, the Men's Head Resident at 601-276-2021, or Maintenance at 601-276-4821 or 601-276-4288.

SUICIDE THREAT

If suicide threat occurs:

- Notify campus police and/or Vice President for Student Affairs
- Notify the counseling center of the suicide threat
- Listen to the individual who makes threat
- Observe the individual's behavior
- Assure the person that you care. Be sincere
- Get Help and if a person threatens suicide, assume he or she means it
- Don't act shocked

XII. After the Incident

A. Post-Emergency General Guidelines

Once the emergency is over, the Emergency Operations Team will conduct an examination of the campus to determine damages.

- i. Perform a general inspection of the campus grounds and report to applicable utility company
- ii. Clear critical roads of debris for access
- iii. Verify the structural integrity of buildings; inspect roofs, parking lots, signage, etc.
- iv. Provide damage assessment report to the Director of Physical Plant.

B. Students

Accountability-under the direction of the Vice President of Student Affairs, locate or account for each student that was on campus. The student's condition and location should be ascertained. If emergency help is necessary, proper personnel will be notified.

Communication with parents or relatives- the Vice President of Student Affairs and staff will assist and arrange for students to contact their parents.

C. Faculty and Staff

Another aspect of recovery is determining the safety and well-being of the faculty and staff. Under the direction of the Vice President of Academic Affairs, a full accountability of personnel must be made. Employees not seriously affected by the emergency, may be asked to report to assist others.

XIII. Campus Recovery

Each department will be responsible for implementing recovery actions. The following are some examples of planning needs by departments:

- Academic Planning - A campus calendar will be drafted to include rescheduling of classes and classrooms. This work will be coordinated with the Office of the Vice President of Academic Affairs. Faculty members may be asked to assume additional responsibilities in connection with the recovery on campus.
- Physical plant/grounds –This department will be responsible for returning the campus to its pre-disaster condition. That activity will involve all members of the staff including custodial, landscape, lawn maintenance, and facilities, maintenance.
- Information Systems and Technology - Information systems is the heart of the data system of the college from student records, to student accounts, to college accounts, to college records. Planning for alternate mainframe backup is a high priority.