East Mississippi Community College
Scooba Campus * Mayhew Campus
Department of Public Safety

Campus Emergency
Action Plan

Revised 2013
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FOREWORD & EMERGENCY NUMBERS

The general health and safety of all students, employees, and guests is important. Serious violations of East Mississippi Community College Emergency Operations Plan and Health and Safety Policy and Procedures will result in the violator's immediate removal and/or disciplinary action from the campus or college as a whole.

Health and safety violations are the most serious offenses against the college community.

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

CAMPUS POLICE DEPARTMENTS

Scooba Campus—Offices
662-476-8415 or 662-476-5115

24 Hour Emergency Phone
662-386-8011

Mayhew Campus—Switchboard
662-243-1900

After 4:30pm:
662-243-1900 - Guardhouse

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 and/or ARMED INTRUDER

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:

**SCOOGA:** 662-386-8011 (24 Hour Emergency Phone) or

**GOLDEN TRIANGLE:** 662-243-1900 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 secure 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 IS SOMEONE YOU KNOW.**
BOMB THREAT

DO NOT TREAT 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 Campus Police Department. The police will coordinate the response of other Police, Fire, and EMS agencies and the search of any buildings or grounds.

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:**

Gravel Exit – East Exit – West Exit
Guardhouse Entrance will be used for Emergency Vehicles

**Method of Evacuation:**

Private Vehicles
College Vehicles
Public Transportation
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 insure that each member is present and accounted for.

5. Keep streets, fire lanes, hydrant areas, and walkways clear for the emergency vehicles and personnel.

6. **DO NOT** approach working firefighters.

7. **DO NOT** return to an evacuated building unless told to do so by emergency personnel, or a college official.
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 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
(FACILITY 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 Campus:**
662-476-5000

**Golden Triangle Campus:**
662-243-1900
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.

- 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.
OVERVIEW

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 plan 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 plan. 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 Campus Police at 662-386-8011 or Dial 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 CAMPUS POLICE

HOSTILE/DISRUPTIVE BEHAVIOR
- Stay calm! Get YOURSELF 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 or 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