

# **Greenville Higher Education Center**



# **CRISIS RESPONSE PLAN**



Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Stauffer-Wood Administration Building, P.O. Box 668, Moorhead, MS 38761, 662-246-6558.

# CRISIS RESPONSE PLAN

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## Telephone Numbers

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### *Greenville Higher Education Center*

Director	332-8750
Assistant to Director/Events Planner	332-8037
Facilities Technician	332-8497
Systems Engineer	332-8704
Maintenance Supervisor/Safety Officer	332-8464
Campus Police Office	332-8305
<b>Campus Emergency Number</b>	<b>379-7305</b>

### *Mississippi Valley State University*

School Representative	332-8588
Administrative Secretary	332-8389

### *Mississippi Delta Community College*

School Representative	332-8011
School Representative	332-8500

### *Local Law Enforcement*

Greenville Police Department	378-1515
Washington County Sherriff's Office	334-4523

### *First Responders*

County EMS	335-1945
Fire Department	378-1642

### *Utilities*

Natural Gas	335-2656
Electrical	800-368-3749
Water / Sewer	378-1583

### *Local Government Agencies*

Greenville	378-1534
Washington County	334-2667
Health Department	332-8177

## **Purpose Statement**

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Mississippi Delta Community College is committed to supporting the welfare of its students, faculty, staff and visitors. Preparing a college Crisis Response Plan and allocating resources to respond to possible emergencies is one way the college offers this support. The plan is designed in accordance with appropriate laws, regulations and policies that govern crisis/emergency preparedness and reflect the best and most current thinking in the area.

The campus Crisis Response Plan is designed to maximize human survival and preservation of property, minimize danger, restore normal operations of the college, and assure responsive communications with the college community, surrounding neighborhoods and the municipality. This plan is set in operation whenever a natural or induced emergency affecting the college reaches proportions that cannot be handled by established measures. A crisis may be sudden and unforeseen, or there may be varying periods of warning. This plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and durations.

The plan provides for aiding the local community when appropriate, although the primary responsibility of the plan is for the college community for which it is designed. This plan is a tool to accomplish the above stated purpose with a minimum of confusion and wasted effort.

## **Objective**

The primary objective of the Crisis Response Plan is to establish, promote, implement, and maintain good safety and health policies for the student body, faculty, staff, and visitors. Ancillary objectives of the Crisis Response Plan include:

- Develop and recommend procedures that shall ensure the college's compliance with local, state and federal regulations.
- Support college units, individually, in the implementation of their safety and health processes.
- Assemble and maintain an effective Crisis Response Team for the purpose of providing a safe campus, assuring compliance with standards, and facilitating communication between the committee and the campus community.
- Develop and preserve information on safety and health as an educational resource for the college. This also applies to requirements under the Clery Act.
- Provide effective and beneficial training programs for the purpose of assuring safety and awareness.
- Conduct periodic evaluations of each college unit to assure compliance with the college's safety plan and all regulations issued by local, state, and federal agencies.
- Facilitate technical problem-solving activities to ensure compliance with local, state, and federal regulations.
- Provide the President of the college with information on safety and health activities.
- Submit required reports to local, state, and federal agencies as required.
- Comply with requirements of the Federal Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## **Authority**

The authority to declare a campus state-of-emergency lies with the college President or his/her designee.

## **Reporting Emergencies**

Call Campus Police (8305) or 662-379-7305

## Crisis Response Plan

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### Policies and Procedures

College policies and procedures are in place to respond to specific crisis situations. For example, Campus Police have procedures to respond to reports of crime, the Counseling Center has procedures for responding to students in emotional distress, facilities management has a disaster plan for responding to natural disasters, and residence life has plans for responding to events in residence halls. While most of these plans outline procedures for immediate responses to events, they should be viewed as part of a larger, coordinated college response to a crisis.

### Goals

The college's goals when a crisis occurs are to:

- Respond quickly to immediate threats to the well-being of students, faculty, staff, and visitors.
- Respond to the emotional as well as physical trauma sustained by victims, family members, and the greater college community.
- Protect the human, physical, and financial assets of the college.
- Communicate openly, honestly, and proactively with the college's constituents, recognizing the importance of avoiding panic, speaking with one voice, and balancing individuals' legal rights to privacy with the public's need to know about the situation.
- Demonstrate through its management of the crisis that the college is maintaining responsible control of the situation, viewing each crisis as an opportunity to establish trust and build the college's credibility and reputation.
- Initiate internal review of the crisis situation as appropriate.
- Ensure appropriate follow-through on commitments made during the crisis and, after the crisis has subsided, evaluate the college's response in order to improve procedures.

### Scope

The College and site-specific plans encompass all campuses and address a broad range of potential major emergencies. Such types of incidents are as follows:

- Person-caused—violence, vandalism, hostage, assault, threat of suicide
- Natural—snowstorm, flood, high winds, fire, freeze-up
- Situational—toxic substance, explosion, oil spill, gas leak, plane crash, chemical
- Medical—injury accidental, injury crime, terminal illness, infectious disease
- Mechanical—heat, water, electrical, structural, computers, telephones

### Crisis Response Team

The college has established a Crisis Response Team that may be called together to develop and manage the institution's response to a crisis. In the event of a crisis on campus, the Associate Vice President of GHEC Operations has been designated by the President to serve as Incident Commander for the campus. The team consists of the following members:

Title	Name	Office Number
Associate Vice President of Operations	Dr. Mary Anne Brocato	332-8750
Campus Police Office	Officer on Duty	379-7305
Maintenance Supervisor	David Dodd	332-8464
Facilities Technician	Leslie Bell	332-8497
MVSU Representative	Michael Taylor	332-8588
Director Public Relations	Reed Abraham	246-6273

## **Team Responsibilities**

- Gather and share information about the event.
- Separate and clarify issues; define terms; identify additional information needed.
- Determine overall college response to an event.
- Identify individuals or groups affected by the event.
- Plan appropriate responses for each group.
- Assign responsibility for carrying out plans.
- Recommend initiation of internal investigation of incident.

## **Activating the Crisis Response Team**

In the event of an emergency, the Crisis Response Plan will be initiated.

The first person on the scene will assess the situation and implement an initial action plan. This may include calling for Campus Police, emergency medical, fire, and/or law enforcement support. When appropriate, the Associate Vice President of GHEC Operations will mobilize the Crisis Response Team by texting or calling members to meet in the Campus Police office. At that time, the decision will be made whether to move to an offsite location.

**NOTE:** The response team member will communicate the status of the situation and immediate needs to the President and the college community as information becomes available.

The Associate Vice President of GHEC Operations will identify emergencies as “Level 1” or “Level 2” emergencies.

### **Level 1:**

A level 1 situation is one that will not involve outside agencies and/or media. The Associate Vice President of GHEC Operations will decide if it is necessary to mobilize the entire Crisis Response Team, specific members of the Crisis Response Team, or none at all.

### **Level 2:**

A level 2 situation is one that outside agencies and media will most likely be involved. MDCC Administration will be informed immediately, and the Crisis Response Team will be mobilized.

All campus emergencies will be debriefed at the next Crisis Response Team Meeting to discuss the response that was provided. The debriefing will be used to identify what worked and what needs to be revised.

## **Crisis Command Post**

The GHEC command post will be located at the Campus Police Office initially. Once Crisis Response Team has assembled, it may be necessary to relocate the command post to another area.

## **Incident Command Center**

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The Incident Command Center (ICC) is a communications center staffed with personnel who gather information and coordinate responses to an emergency. The ICC expedites reaction to a situation by providing appropriate staff to gather, process, retrieve, analyze, and display data rapidly in a readily useable form to assist in making accurate and timely decisions.

### **Purpose**

The ICC's primary purpose is to minimize injuries and damages by directing the response of internal resources, requesting the assistance of external agencies, and coordinating the efforts of both.

### **Assignments**

- To be thoroughly familiar with the overall situation.
- To maintain a continuous flow of information on the changing events.
- To know what internal resources are available.
- To direct or redirect resources to meet the highest priority needs.
- To request assistance from or offer assistance to other units or organizations as appropriate.
- To know what external resources are available to meet the needs of the college.
- To maintain records of the flow of information into and out of the ICC and of actions taken.
- To act as a clearinghouse for information, verify the accuracy, and correct inaccurate information.
- To initiate follow up actions as appropriate.
- To pass correct information to other organizations who have a need-to-know.
- To operate continuously during the crisis.
- To maintain records/logs of calls, assignments, and actions.

### **Staff**

The Associate Vice President of GHEC Operations oversees the operation of the ICC which is staffed by the Crisis Response Team and management personnel from Public Relations, Maintenance, and Campus Police. Each member is responsible for contributing expertise and necessary information from their respective areas.

### **Backup ICC**

The backup ICC serves as an alternate in the event that the primary ICC is seriously damaged. It is the responsibility of the Associate Vice President of GHEC Operations to activate and designate the location of the backup ICC. The scope of the disaster and extent of damages to the primary ICC will dictate where the backup ICC is positioned.

If the primary ICC is destroyed, a portable radio unit can become the backup ICC, or the radio can be detached and taken to the building or area selected for the backup ICC. Operations will remain the same but may be tempered by the physical location and staffing accommodations.

### **Telephone Communications**

During a disaster, the in-house telephone telecommunications network can be affected to different degrees depending upon the type and scope of the disaster:

- Loss of outside dial tone.
- Loss of inside and/or outside dial tone affecting certain portions of the campus property.
- Loss of all inside and outside dial tone. A devastating event has potential to seriously damage MDCC telephone company equipment beyond use.
- Loss of power



## **Campus Lockdown**

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Lockdown is a condition requiring complete separation and protection of college occupants from any situation regarding an existing internal or external situation that could directly threaten their safety.

An emergency lockdown is declared when, in the opinion of a college administrator, a situation exists that threatens the safety of college occupants and requires they remain in their classrooms. When a dangerous person or condition exists in or near the college, the primary objective is to protect college occupants from danger.

During a lockdown, doors should be locked, and no one is to enter or leave a room. Windows should be covered and shut. It is safest to move students away from doors and windows. Make sure everyone is quiet and remains in a lockdown until the Incident Commander gives the “ALL CLEAR” notice.

### **Code Red**

CODE RED is a crisis term that will be used to initiate a campus lockdown. A CODE RED will be announced by the building coordinator or by a text message stating: "Students and Staff, we have a CODE RED. Please follow the appropriate procedures." When a CODE RED is called, the general procedures listed below should be followed.

### **General Procedures**

If a CODE RED is called at the Greenville Higher Ed Center, the CODE RED procedures will be implemented. The Incident Commander or his/her designee will control the situation and administer the Code Red.

- Police and/or medical help will be summoned. Based upon the available information, Campus Police will notify the appropriate agencies to assist with the situation.
- Instructors will close doors immediately and create a list of students who are in the class. If doors do not lock, use all available items including desks, tables, chairs, etc. to barricade doors. If the room is not immediately impacted by the crisis situation, Instructors will lock the doors, close the shades in the classrooms, turn off lights, and keep students away from doors and windows. All outside doors of the buildings should be locked.
- Only college officials or emergency personnel shall be allowed to enter the building.
- A member of the Crisis Response Team will be sent to await the arrival of the police or emergency personnel. Any additional doors should be locked by custodial staff to eliminate access to the building other than to emergency personnel.
- Every student who is out of class and not under the supervision of an adult will go to the nearest assembly area.
- After the incident has been contained an “ALL CLEAR” will be given by way of the building coordinators or by text message.

# **CAMPUS EMERGENCY GUIDELINES**

## **ACTIVE SHOOTER** (page 1)

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Violent incidents, including but not limited to acts of terrorism, an active shooter, assaults, or other incidents of workplace violence can occur on college grounds or in close proximity with little or no warning. An active shooter is considered to be a suspect or assailant who uses a firearm to cause serious injury or death. GHEC has adopted nationally accredited law enforcement response procedures to contain and terminate such threats as quickly as possible. The following information regarding law enforcement response will enable you to take appropriate action. Try to remain calm as your actions will influence others. The following instructions are intended for incidents that are of an emergent nature (i.e. imminent, or in progress).

### **Actions You Should Take Immediately**

#### **Secure the Immediate Area.**

Whether in a classroom, residence hall room, office, or restroom:

- Lock or barricade the door. Block the door using whatever is available, such as desks, tables, file cabinets, other furniture, etc.
- After securing the door, stay behind solid objects away from the door as much as possible.
- If the assailant enters your room and leaves, lock or barricade the door behind him.
- If it is safe for you to do so, allow others to seek refuge with you.

#### **Protective Actions.**

Take appropriate steps to reduce your vulnerability:

- Close blinds.
- Block windows
- Turn off radios and computer monitors.
- Silence cell phones.
- Keep people calm and quiet.
- After securing the room, people should be positioned out of sight and behind items.

#### **Open Areas.**

If you find yourself in an open area, immediately seek protection:

- Put something between you and the assailant.
- Consider trying to escape if you know where the assailant is and if there appears to be an escape route immediately available to you.
- If in doubt, find the safest assembly area available.

#### **Call the police** (8305) or 662-379-7305.

Be prepared to provide the Police Officer with as much information as possible, such as the following:

- Your name and location
- Describe the nature of the emergency
- Number of people at the location.
- Injuries

### **What to Report.**

Try to note as much as possible about the assailant including:

- Specific location and direction of the assailant(s).
- Number of assailant(s).
- Gender, race, and age of the assailant(s).
- Language or commands used by the assailant(s).
- Clothing color and style.
- Physical features, e.g., height, weight, facial hair, glasses.
- Type of weapons, e.g., handgun, rifle, shotgun, explosives.
- Description of any backpack or bag.
- Do you recognize the assailant(s)?
- Do you know their name(s)?
- What exactly did you hear (e.g., explosions, gunshots, etc.)?

### **When to Leave**

- The assailant may not stop until his objectives have been met or until engaged and neutralized by law enforcement.
- Always consider the risk of exposure by opening the door for any reason.
- Attempts to rescue people should only be made if it can be done without further endangering yourself or the persons inside the secure area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.
- It is best to remain in a secured area until the “ALL CLEAR” is issued by law enforcement.

### **What to Expect From Law Enforcement Response**

Mississippi Delta Community College Police Officers will immediately respond to the area and may be assisted by other law enforcement agencies. Law enforcement’s purpose is to stop the active shooter as soon as possible. The first officers to arrive on the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers (this will not take place until the threat is neutralized and the area is secure). Remember:

### **Help is on the way.**

- Remain inside the secure area, so long as it remains safe to do so.
- The safest place for you to be is in a locked/barricaded room.
- Law enforcement will locate, contain, and stop the assailant.
- The assailant may not flee when law enforcement enters the building but may target officers.

**When law enforcement arrives:**

- Follow officers' instructions.
- Put down any items in your hands, e.g., bags, jackets.
- 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.

**Injured Persons.**

Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.

- You may need to explain this to others to calm them.
- Once the threat is neutralized, officers will assist EMS with treatment and evacuation of injured.

**Evacuation.**

Responding officers will establish safe corridors for persons to evacuate.

- This may be time consuming.
- Simply follow the directions of law enforcement personnel.
- Remain in secured areas until instructed otherwise.
- You may be instructed to keep your hands on your head.
- You may be searched.
- After evacuation, you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.

## **ATTEMPTED SUICIDE**

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You may come in close contact with a wide variety of students on a daily basis. You get to know some of these individuals very well and are familiar with their moods and behaviors. Thus, you are in an excellent position to notice attitudinal or behavioral changes that might indicate an adjustment difficulty or emotional problem. Working together, we may be able to identify and assist students who need additional support in order to remain enrolled and be successful at MDCC. If a suicidal attempt appears imminent, notify Campus Police at 246-8011. If the attempt is threatened but does not appear to be imminent, notify the Associate Vice President of GHEC Operations Office with detailed information.

The following are observable signs that may indicate a student referral:

- Comments about suicide, depression, abuse, or other trauma
- Inability to concentrate in class
- Withdrawal or isolation from others
- Crying or sleeping in class
- Unusually high (or low) energy level
- Sudden lack of interest in hygiene or appearance
- Dramatic weight loss or gain
- Change in peer groups
- Sudden drop in class attendance, participation, or performance
- Under the influence of drugs/alcohol in class

Guidelines for referring a student for counseling services (non-emergency):

- Speak directly to the student and express your concern.
- Give the student the Counseling Office number at 246-6264.
- Encourage the student to make contact with the Counseling Office.

The counselor at MDCC can:

- Answer your questions concerning steps to take in assisting students.
- Offer information about personal concerns and problems.
- Provide community referral services for students and employees of MDCC.

## **AIRCRAFT DOWN (CRASH) ON CAMPUS**

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In the event that an aircraft crashes on campus, take the following action:

- Take cover under tables, desks, and other objects which will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, notify Campus Police (8305) or 662-379-7305. Give your name and describe the location and nature of the emergency. Stay on the line until told to hang up.
- If necessary, activate the building fire alarm.
- When the fire alarm is sounded or when told to leave by GHEC officials, walk quickly to the nearest exit and ask others to do the same.
- **Do not use elevators in case of fire. DO NOT PANIC.** Disabled persons should move to the nearest stairwell. Rescue personnel should be informed of any persons remaining in the building.
- Once outside, move to a clear area that is at least 500 feet away from the affected area.
- **DO NOT** return to an evacuated building/area until the all-clear is given by emergency services.

## **BOMB THREAT** (page 1)

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If you observe a suspicious object or potential bomb on campus **DO NOT HANDLE THE OBJECT**. Remain calm, **evacuate the area**, do not panic or cause others to panic, and immediately call Campus Police (8305) or 662-379-7305.

Campus Police will contact administrators and law enforcement if needed. Building evacuation may be conducted. The crisis-management team will assemble at the appropriate command post.

If a written message is received, keep track of the following information:

- Who found the message?
- Who else was present?
- Where was it found, or how was it delivered?
- Who touched it?
- Have any previous threats been received?

If the threat is received by telephone, in a calm voice, try to obtain as much information as possible about the bomb and the caller. (**Keep a Bomb Threat Card under your phone and use if a call comes to you!**) Complete a **Bomb Threat Check List** by noting the date/time of the call and asking the following questions of the caller:

- What is the caller's name?
- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Name, age, and gender of caller
- Speech pattern, accent, possible nationality, etc.
- Emotional state of caller (agitated, calm, excited, etc.)
- Background noises (traffic, music, voices, silence, etc.)

Immediately after hanging up from caller, pick up the phone and press \*57. Listen to the recording, which will indicate if it has been traced. Record the time.

If it is determined that an emergency does exist, the building will be evacuated.

- It is the responsibility of each school representative to ensure their office areas are evacuated.
- It is the responsibility of each instructor to ensure that all their students have evacuated the building.
- If school representatives or Instructors are unavailable, Campus Police and GHEC Administrators will evacuate the building by a room-to-room notification.

If the building is to be evacuated, **DO NOT USE THE FIRE ALARM**. It could set off the bomb. **DO NOT USE TWO-WAY RADIOS OR CELL PHONES** in the immediate area of the suspected bomb location. Faculty and staff will require students to take book bags, purses, and coats with them. Before leaving room, take a quick look around to see if anything appears suspicious. If nothing looks or is found suspicious, write *O.K.* on the whiteboard located in the room.



## **BOMB THREAT** (page 2)

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Once outside:

- Proceed to a clear area that is at least 500 feet away from the building.
- Avoid standing in front of windows or other potentially hazardous areas.
- Either sit or lie on the ground in order to make yourself as small a target as possible for flying debris, if a bomb does explode.
- Do not restrict sidewalks or streets from being used by emergency officials.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

**DO NOT** return to an evacuated building until the all-clear is given by emergency services.

### **Identifying Suspicious Items**

- Look closely around work area when you arrive for work. This will help you if you are called on to identify unusual or suspicious items later.
- Report potential safety or security problems to Campus Police (8305 or 662-379-7305).
- Be on the lookout for anything unusual, particularly packages or large items seemingly left behind or thrown out. Note time and location of anything odd.

**DO NOT TOUCH ANYTHING YOU SUSPECT.**

### **Identifying Suspicious Mail Packages**

- No return address
- Insufficient postage
- Address is unfamiliar with name and address of sender
- Return address and postmark are not from same area
- Wrapped in brown paper with twine
- Crease stains or discoloration on paper
- Strange odors
- Foreign mail, Air Mail, and Special Delivery
- Restrictive markings (Confidential, Personal, etc.)
- Excessive postage
- Hand written or poorly typed addresses
- Incorrect titles
- Titles but no names
- Misspellings of common words
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing materials (masking tape, string, etc.)
- Visual distractions

## **CHEMICAL/HAZARDOUS SUBSTANCE SPILL (page 1)**

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### **Hazardous Spill Assessment:**

In the following situations, call Campus Police at (8305 or 662-379-7305)

- For spills that involve injury requiring medical treatment
- For spills that involve fire or explosion hazards
- For spills which are potentially life threatening
- For all chemical spills after work hours (4:30 p.m. – 8:00 a.m.)
- For spills of one pint (half liter) or more of a chemical, or any quantity of a highly reactive or toxic material
- For metallic mercury spills
- For spills of an unknown chemical
- For spills for which you do not have proper training or proper protective equipment to do the cleanup
- For spills for which you have any questions or doubts about your ability to adequately/appropriately/safely clean up

### **Information needed by Campus Police:**

- State that this is an emergency.
- Give your name, telephone number, and location.
- Tell the location of the incident.
- Give the name and quantity of material involved.
- Note the extent of injuries, if any.
- Explain the possible hazards to human health or the environment.
- Warn emergency responders of any other hazards they may encounter (large onsite quantities of stored chemicals, radioactive materials, biohazards, etc.).
- Outline the safest route to approach the spill.

### **Evacuate and Secure**

- Alert others in area and evacuate everyone from the spill area.
- Direct personnel to the nearest fire exit. Do not use elevators.
- Shut off electrical equipment as you leave the area.
- Attend to the victims

### **First Aid**

- Remove the victims from the spill area to fresh air (if possible). Do not endanger your own life by entering areas with toxic gases.
- Immediately remove contaminated clothing.
- Flush skin or eyes with running water for 15 minutes.
- Get medical attention for victims.
- Do not use neutralizing chemicals, unguents, creams, lotions, or salves.

## **CHEMICAL/HAZARDOUS SUBSTANCE SPILL (page 2)**

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### **Chemical spills over large body areas:**

- Remove contaminated clothing while under shower.
- Flush affected body area with lukewarm water for at least 15 minutes.
- Resume wash if pain returns.
- Isolate area.
- Establish exhaust ventilation if possible.
- Vent fumes only to outside of building
- Open windows, if possible, without exposing your self to fumes.
- If vapor or gasses are in room that is not vented to outside of building, close off the room.
- Make sure personnel understand exactly which chemicals are involved.

Until emergency responders arrive on the scene, Campus Police and Administrators will have to block off the entrances to the spill site and prevent people from entering the contaminated area.

- Lock doors leading to the chemical spill and post signs on doors warning of the spill.
- Tape or rope off stairwells and elevators leading to the spill and hang signs on the tape.
- When chemical vapors or gases are being spread through the building's air handling system, call Maintenance (8464) to have the ventilation system shut off. Evacuate the building and secure the entire building from the outside.
- Post staff by commonly used entrances to the spill site, so they can warn people to use other routes.
- For large outdoor chemical spills, keep uphill, upstream, and upwind of the site.

### **Clean Up:**

Washington County Fire Department Hazardous Waste team will clean up or stabilize spills that are considered high hazard (fire, health, or reactivity hazard). The GHEC Maintenance Supervisor and/or Campus Police may be asked to act as technical advisors to the emergency response personnel.

## CIVIL PROTEST (page 1)

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In many cases, campus protests (marches, meetings, picketing, and rallies) will be peaceful and non-obstructive. A protest should not be disrupted unless one or more of the following conditions exist(s) as a result of the demonstration.

- **Interference** with the normal GHEC operations.
- **Prevention** of access to offices, buildings, or other GHEC facilities.
- **Threat** of physical harm to persons or damage to GHEC facilities.

If any of these conditions exist, Campus Police (8305 or 662-379-7305) should be notified and will be responsible for contacting and informing the GHEC Director or designee. The GHEC Director or designee will notify School Representatives, and/or Presidents of the partner schools as appropriate. Depending upon the nature of the protest, the appropriate procedures listed below should be followed:

### **Peaceful, Non-Obstructive Protest**

Generally, protests of this kind should not be interrupted. Protests should not be obstructed or provoked, and efforts should be made to conduct GHEC business as normally as possible. If protesters are asked (at the request of the GHEC Administration) to leave, but refuse to leave by regular facility closing time:

- Arrangements will be made by the GHEC Administration to monitor the situation during non business hours, or
- Determination will be made to treat the violation of regular closing hours as a disruptive protest (see section 2).

**Non-Violent, Disruptive Protest.** In the event that a protest blocks access to GHEC facilities or interferes with the operation of the Greenville Higher Education Center:

- The GHEC Director or designee will ask protesters to terminate the disruptive activity.
- The GHEC Director will consider having a photographer or video taper available.
- Key School Representatives and GHEC personnel will go to the area and persuade the protesters to cease and desist.
- The GHEC Director or designee will go to the area and ask the protesters to leave or to discontinue the disruptive activities.
- If the protesters persist in disruptive activity, they will be apprised that failure to discontinue the specified action within a determined amount of time may result in disciplinary action (suspension, expulsion, possible intervention by civil authorities). Except in extreme emergencies, the partner school Presidents or their designees will be consulted before such disciplinary actions take place.
- To facilitate later testimony, efforts should be made to secure positive identification (including photographs if available) of protestors in violation.
- After consultation with the GHEC administrators, the need for an injunction and intervention by Campus Police will be determined

**Violent, Disruptive Protests.** In the event that a violent protest in which injury to persons or property occurs or appears eminent, the GHEC administrators will be notified.

*During Business Hours*

- The GHEC Director will contact the Campus Police. (8305 or 662-379-7305)
- If advisable, GHEC Director may ask a photographer or video taper to report to an advantageous location for photographing or taping the protesters.
- The GHEC Director will determine the possible need for an injunction.
- Campus Police will provide assistance as needed.
- 

*After Business Hours*

- Campus Police (8305 or 662-379-7305) should be immediately notified of the disturbance.
- Campus Police will investigate the disruption and report findings to the GHEC Director or designee and partner school representatives.

**Directive to Terminate Protest**

(Identify Self). Then say, “This assembly and the conduct of each participant is seriously disrupting the operations of the Greenville Higher Education Center and is in clear violation of the rules of the GHEC Partners. You have been called upon to disperse and terminate the demonstration. [Optional directives: a) You will be given the opportunity to discuss your grievances in the manner appropriate to the Greenville Higher Education Center. B) In no event will the GHEC Administration accede to demands backed by force.] Accordingly, you are directed to terminate this protest. If you have not done so within 15 minutes, GHEC Administration will take whatever measures are necessary to restore order—including calling the police for assistance. Any person who continues to participate in this protest is subject to possible arrest, criminal prosecution, and/or suspension from college.”

**Directive to Terminate Demonstration with the Assistance of the Police**

(Identify Self). Then say, “You have previously been directed to terminate this protest, and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the Greenville Higher Education Center, each of you is hereby suspended, subject to later review. The Campus Police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.”

## CRIMINAL OR VIOLENT BEHAVIOR

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### In a life-threatening emergency, dial 9-911.

- Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
- If you are a victim or a witness to any on-campus offense, **avoid risks!**
- Promptly notify the GHEC Campus Police (8305 or 662-379-7305) as soon as possible and report the incident. Be sure to include the following information:
  - Nature of the incident
  - Location of the incident
  - Description of the person(s) involved.
  - Description of the property involved.
- If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Campus Police (8305 or 662-379-7305) and report the incident.
- Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
- Should you hear gunfire or discharged explosives; you should take cover immediately using all available concealment.

Practice crime prevention and learn self-defense techniques. If you do so, the likelihood of being involved as a victim of violent or criminal behavior may be reduced. Don't just leave the job of preventing crime to others; you can be your own best security.

## **DEATH ON CAMPUS**

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Notify Campus Police (8305 or 662-379-7305) and/or the Greenville Police Department immediately. Campus Police will notify the GHEC Director or designee and other appropriate personnel. The room or area where the death occurred should be secured, pending the arrival of the police department personnel.

- No one should enter the area.
- Nothing should be moved or removed.
- Witnesses should remain in the area. They may be located in another room.
- Campus Police will coordinate the response and ensure that the following occurs:
  - Secure the area.
  - Identify the people who discovered or have information about the incident.
  - Contact appropriate administrators.

**It is the policy of the Greenville Higher Education Center that no information will be released except through the MDCC Public Relations Department.**

## EARTHQUAKE

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Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Once a significant earthquake begins, building occupants must take immediate action. Individuals should take emergency action to ensure their own personal safety; additional actions will be implemented after the quake stops. An earthquake may cause noticeable shaking of the ground and buildings. This shaking will vary in intensity (i.e. mild tremors to shaking sufficient to destroy buildings). When a significant earthquake occurs, occupants should immediately take cover. Some forms of covers consist of: standing under doorway and bracing your hands and feet against each side; getting under a desk or heavy table; standing flat against an interior wall.

Do not seek cover under laboratory tables or benches as chemicals could spill and cause injury. Do not use elevators to get to lower floors. For disabled or impaired individuals, please refer to Appendix I (Guidelines for Persons with Disabilities).

Immediate Action Plan

### **SEEK SHELTER IMMEDIATELY.**

**Indoors:** Watch for flying glass, falling plaster, bricks, light fixtures and other objects. Stay clear of high bookcases, shelves and other furniture, which might slide or topple, as well as windows and mirrors.

**Outside:** Avoid high buildings, walls, power poles and other objects, which could fall. If possible, move to an open area, large parking lot or, lawn area away from all hazards.

**In a car:** Stop in the safest place available, again, in an open area.

As long as it is safe to do so, remain in place until the “ALL CLEAR” signal is given



## EXPLOSION ON CAMPUS

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- Report any explosion by calling (8305 or 662-379-7305) immediately.
- If necessary, or when directed to do so, activate the building fire alarm.
- **During and/or after a building explosion:**
- **Do not use the elevators.**
  - **Stay low to the floor and exit the building as quickly as possible.**
  - **Cover nose and mouth with a wet cloth.**
  - When approaching a closed door, use the palm of your hand and forearm to feel the lower, middle, and upper parts of the door. If it is not hot, brace yourself against the door and open it slowly. If it is hot to the touch, do not open the door—seek an alternate escape route.
  - Stay below the smoke at all times.
  - Assist the disabled to an enclosed stairwell landing and notify police and/or fire personnel of their location.

After the explosion:

If you are trapped in debris:

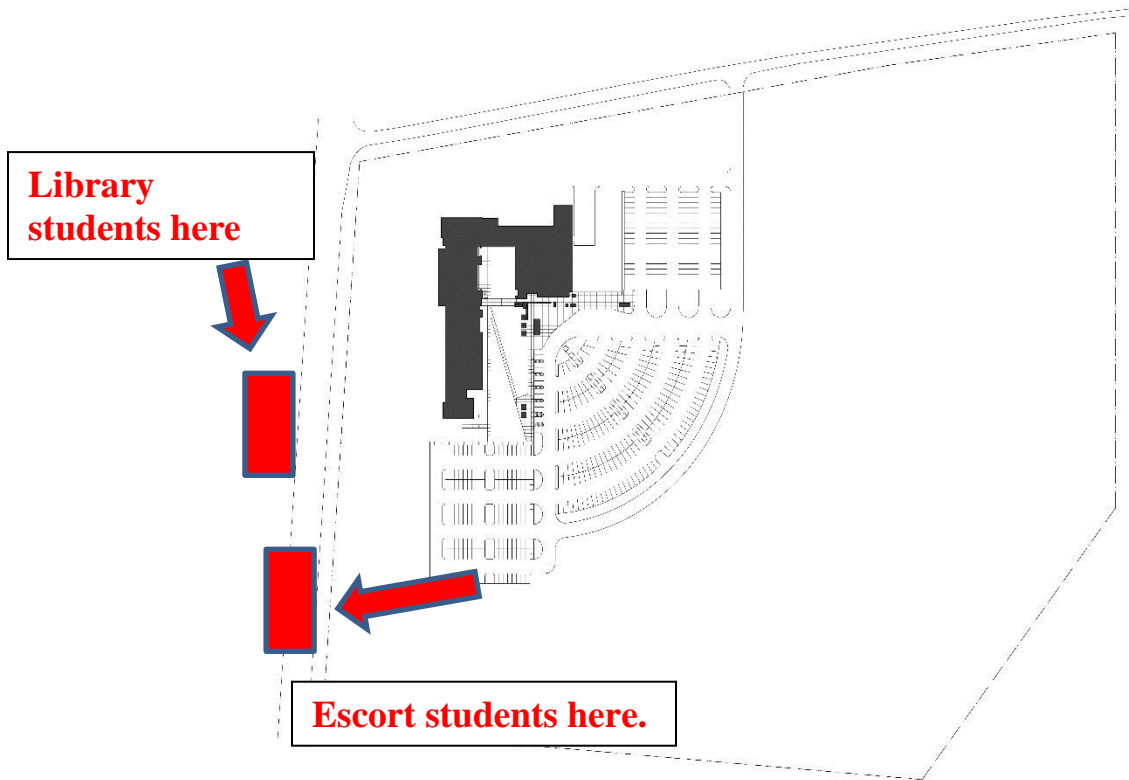
- Stay in your area, so you don't kick up dust. Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall, so rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort—shouting can cause a person to inhale dangerous amounts of dust.

**Important:** Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

## FIRE (page 1)

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In the event of a fire / fire drill, please ESCORT your students to the grassy area located at the south west end of the building and remain with them. Students should not be allowed to go to their vehicle or to any other area.



- Know the location of fire alarm-pull stations, fire extinguishers, and exits.
- Should you see or smell smoke, you should immediately pull the nearest fire alarm, leave the building, and contact Campus Police (8305). Be prepared to give the following information:
- We have a fire in the building.
- It is on the \_\_\_\_\_ floor (Give the room number if known.).
- My name is \_\_\_\_\_, title \_\_\_\_\_, telephone number \_\_\_\_\_.
- Stay on the line until Campus Police tells you it is okay to hang up.
- Fire alarms are always to be taken seriously.
- **WHEN A FIRE ALARM HAS BEEN ACTIVATED, EVERYONE IS TO EVACUATE THE BUILDING IMMEDIATELY.**
- Evacuate all rooms, closing all doors to confine the fire.
- Do not attempt to put out a fire if you are endangering your own safety or the safety of others. Fire extinguisher training and information are provided by the Maintenance Supervisor/Safety Officer.
- **Do not use elevators.** Power may fail causing elevators to stop between floors, or elevator doors may open onto the fire floor.

- Even if a disabled person is unable to move down the stairwells, he/she should move to a stairwell. Caution should be used to avoid blocking traffic. The disabled person should designate someone to immediately notify rescue personnel at the crisis command post of his/her location in the building.
- Fire doors leading into the stairwell landing should be closed.
- When exiting the building, use the closest exit or emergency exit to your current location, unless the fire is in that area.
- Each school representative should make certain everyone in his/her office suite has evacuated the building. Inform Security (8305) or the GHEC Director (8750) in the event that someone is not accounted for.
- Each instructor is responsible for the evacuation of his/her class. Inform Campus Police (8305) or the GHEC Director (8750) in the event someone is not accounted for.
- **Caution:** Building fire alarms may stop ringing. If they stop, **do not return to the building** unless notified by campus administration it is safe to do so.
- Only campus administration or the Greenville Fire Department personnel can authorize an alarm to be reset and the building to be reentered.
- Anyone who does not leave the building in the event of a fire alarm is subject to disciplinary action and possible criminal charges.
- After the fire has been extinguished, the area should be kept secure until the Greenville Fire Department authorizes clean-up.
- The person reporting the fire should go to the Crisis Command Post outside the building to volunteer information to the Greenville Fire Department.

If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for the rescue personnel. If there is no window, stay near the floor where the air will be less toxic. Seal up cracks around the door using pieces of clothing or whatever is handy. Shout at regular intervals to alert emergency personnel of your location.

The fire alarm system is designed to call the alarm monitoring company. **However, in the event of a fire, Campus Police should call 911 and report the fire.**

### **Building:**

Notify Campus Police (8305 or 662-379-7305). After hours and on weekends, notify Maintenance Supervisor on call (379-0515) or administrator on call 378-6516.

Please provide sufficient information regarding floor, room, degree of flooding, or potential damage due to the flooding.

### **Campus:**

Preplanning (For Maintenance, Campus Police, and Administrators)

- A battery-operated, two way radio is located in the Campus Police Office.
- Be familiar with where electrical panels, gas mains, and water mains are located.

During a Flood Watch (For Maintenance and Campus Police)

- Listen to the radio for latest storm information.
- Move people and valuable records to upper floors or safe ground, if time permits.
- Be prepared to evacuate.

### **During a Flood**

#### **If indoors**

- Listen to radio for community instructions.
- If told to evacuate:
  - Exit using the stairwells. Elevators may not work, due to utility shut down.
  - Disabled persons who are unable to move down the stairwells should move to a stairwell. Caution should be used to avoid blocking traffic. Rescue personnel should be notified of any persons remaining in the building.

#### **If outdoors**

- Climb to high ground. **STAY THERE.**
- Avoid walking through flood waters. As little as six inches can have enough force to cause loss of balance. **Water may also carry electrical current.**

#### **If in a car**

- If you come to a flooded area, turn around and go another way.
- If your car should stall, immediately abandon the vehicle and climb to higher ground.

### **During an Evacuation**

- If advised to evacuate, do so **immediately**. Evacuation is much simpler and safer before floodwaters become too deep for ordinary vehicles to drive through.
- Listen to a battery-operated radio for evacuation instructions.
- Follow recommended evacuation routes—shortcuts may be blocked.
- Leave early enough to avoid being marooned by flooded roads.

**After the Flood has Occurred**

Flood dangers **do not** end when the water begins to recede. Listen to a radio or television and do not return to campus until authorities indicate it is safe to do so.

- Inspect foundations for cracks or other damage.
- Stay out of buildings if floodwaters remain around or within the building.
- When entering buildings, use extreme caution:
  - **All utilities** should be turned off before entering a building. Maintenance will give authorization to enter a building.
  - Wear sturdy shoes and use battery-powered lanterns or flashlights when examining buildings.
  - Examine walls, floors, doors, and windows to make sure that the building is not in danger of collapsing.
  - Watch for loose plaster and ceilings that could fall.

**Look for fire hazards.**

- Broken or leaking gas lines
- Flooded electrical circuits
- Submerged electrical appliances
- Flammable or explosive materials coming from upstream

**Sewage**

- A TD (tetanus/diphtheria) shot is needed by anyone who comes into contact with sewage

**Note:** Special caution should be used by anyone entering a basement or low-lying area because of the possibility of sewage exposure.

## **GAS LEAKS**

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Gas leaks are very serious.

Evacuate the area immediately leaving the doors open.  
Notify Campus Police (8305 or 662-379-7305) to take action.

### **Do NOT:**

- **use the fire alarm.**
- **smoke**
- **use any electrical devices (flashlights, radios, telephone)**
- **turn lights on or off**
- **turn electrical appliances on/off**
- **use the telephone or radios**
- **use the elevator**

Keep people out of the area.

## HOSTAGE SITUATION

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### **If taken hostage:**

- Be patient. Time is on your side. Avoid drastic action.
- Follow instructions, be alert and stay alive. Don't make mistakes that could endanger your well-being.
- Don't speak unless spoken to and then only when necessary. Don't talk down to captor, who may be in an agitated state.
- Avoid appearing hostile.
- Try to rest.
- Avoid speculation.
- Comply with instructions as best you can.
- Avoid arguments
- Expect the unexpected
- Be observant. You may be released or escape. The personal safety of others may depend upon memory.
- Be patient; wait.
- Attempt to establish rapport with the captor.
- If medications, first aid, or restroom privileges are needed by anyone, say so.

## **SEVERE WEATHER/TORNADO** (page 1)

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**Severe Weather/Tornado Watch:** A watch is an indication of where and when the probabilities of highest that severe weather and/or a tornado could occur. A **watch** is a statement that severe weather/tornado conditions are present, represent a **potential threat**, and could occur. The National Weather Service will issue a watch bulletin to local authorities, as well as to the local radio and TV stations.

**Severe Weather/Tornado Warning:** When a severe weather/tornado **sighting** occurs, the National Weather Service alerts all weather stations and local authorities. If severe weather or a tornado is approaching, a continuous sounding of the city's emergency sirens will signal the warning. Campus maintenance will sound the short, intermittent rings of bells to notify GHEC personnel and others present on campus of the warning.

**When a severe weather/tornado watch is issued for our area, the following guidelines will be followed:**

- The person hearing the severe weather/tornado watch warning will notify Campus Police (8305) or 662-379-7305 and the GHEC Director (8750).
- Campus Police will notify each school representative.
- School Representatives will notify all instructors in session at the time. In the absence of the school representative, Campus Police will notify all instructors.
- Everyone should remain on alert and be prepared to take safety measures if a tornado warning is issued.
- Each instructor will be responsible for the safety of his/her class.
- When a warning is issued, faculty and students will proceed to safe areas of the building listed below.
- Use extreme caution at all times.
- Leave corridor doors open.
- Do not use elevators.
- **Stay as far away from windows and doors as possible to avoid being injured by flying glass.**

**THIRD FLOOR CLASSROOMS NORTH OF THE MAIN STAIRWELL AND THE OFFICE SUITES** will assemble into the 3<sup>rd</sup> floor stairwell. Sit with back against the wall and cover head and face with folded arms.

**SECOND FLOOR CLASSROOMS SOUTH OF THE MAIN STAIRWELL WILL MOVE INTO THE HALL** and assemble outside the restrooms and room 207 (air handlers). Sit with back against the wall and cover head and face with folded arms.

**SECOND FLOOR CLASSROOMS AND OFFICE SUITES NORTH OF THE MAIN STAIRWELL** will assemble in the 2<sup>nd</sup> floor north stairwell. Sit with back against wall and cover head and face with folded arms.

**FIRST FLOOR CLASSROOMS SOUTH OF THE MAIN STAIRWELL** will move into the hallway and assemble outside the restrooms and room 107 (air handlers). Sit with back against wall and cover head and face with folded arms. Restrooms can be used if additional space is needed.



## **SEVERE WEATHER/TORNADO** (page 2)

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**LIBRARY, STUDENT LOUNGE, AND OFFICE SUITES** will assemble in the 1<sup>st</sup> floor north stairwell. Sit with back against wall and cover head and face with folded arms.

**GHEC OFFICE SUITES, ROOM 153, AND HAFTER MULTI-PURPOSE ROOM** will assemble in the Hafter Multi-Purpose room or rooms 163 and 164. Sit with back against wall and cover head and face with folded arms.

**The decision to dismiss classes in the event of a severe weather/tornado watch will be the sole decision of the MDCC President or his designee.**

**However, if a warning has been issued it is recommended that no one leave the building.**

## SEXUAL ASSAULT

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- Response for students reporting a sexual assault:
- All reports or allegations of sexual assault (acquaintance rape, rape, attempted rape, etc.) will be immediately reported to Campus Police (8305) or 662-379-7305
- The Campus Police Officer will contact the GHEC Director.
- If the victim declines Police involvement, the contacted office may call upon the Domestic Violence and Rape 24-Hour Hotline to be available to support students during the campus reporting process. (In the event of a medical emergency, medical response personnel will be contacted by Campus Police.)
- The general procedure of the reporting process will include the following information:
  - Student may choose to report
  - Student may choose to not report
  - Explanation is given that the incident may be reportable excluding identifiers (name, time, location of assault)
  - Explanation is given of the requirement to investigate and possibly issue a *Timely Warning* for the safety of the campus community.
- Students have the right to refuse the involvement of support of personnel in the process.

## **TERRORISTIC THREATS**

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- Keep talking to the caller on the line as long as possible.
- Record the following information:
  - Time of call
  - Name of caller
  - Age and gender of caller
  - Speech pattern, accent, possible nationality, etc.
  - Emotional state of caller
  - Background noise.
- Immediately after hanging up from caller, report the call to Campus Police (8305) or 662-379-7305
- Campus Police will call the GHEC Director and the Greenville Police Department.

## UTILITY FAILURE

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- In the event of a major utility failure occurring during regular business hours, immediately notify the Maintenance Supervisor (8464).
- If telephone service is not available, go to the Maintenance office (Room 124).
- If there is potential danger to the building and/or its occupants, Campus Police (8305).
- If an emergency exists, evacuate the building.
- Once outside move at least 500 feet away from the building. Keep the walkways, fire lanes, and hydrants clear for emergency crews.
- A Crisis Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
- **Do not** return to an evacuated building until the all-clear is given by emergency personnel.

**Twin County Electric** can also be contacted (335-3826) to help shut down the electricity.

**Greenville Public Utilities (Water Department/Superintendent of Water and Sewer)** can also be contacted (378-1695) to help shut down the water.

**Mississippi Valley Gas** can also be contacted (335-2656) to help shut down the natural gas.

### **Additional Procedures:**

**Electrical Light Failure:** All stairwells and emergency corridors are equipped with emergency lighting with battery backup for safe exiting of a building during a light failure.

**Elevator Failure:** If you are trapped in an elevator, turn on the emergency alarm (located on the front panel), which will signal for help.

**Plumbing Failure/Flooding:** Cease using all equipment. If necessary, vacate the area.

**Serious Oil Leak:** Cease all operations. Do not switch on lights or any electrical equipment.

**Steam Line Failure:** Immediately notify Maintenance Supervisor (8464). If necessary, evacuate the building.

**Ventilation Problem:** If smoke or odors come from the building ventilation system, immediately notify Maintenance Supervisor (8464). If necessary, evacuate the building.

## **Closing of the Greenville Higher Education Center or Cancellation of Classes or Activities Due to Inclement Weather or Other Emergencies**

### **Purpose**

This policy articulates the procedures that are followed by the Delta State University (DSU), Mississippi Valley State University (MVSU), and Mississippi Delta Community College (MDCC) when it becomes necessary to close the Greenville Higher Education Center (GHEC) or cancel academic or non-academic activities due to inclement weather or other emergency conditions. A second purpose is to describe GHEC work conditions that prevail during the time that the GHEC is closed. A third purpose is to describe procedures that are followed when a GHEC employee is unable to meet work responsibilities because of inclement weather.

### **Definitions**

**Closing the GHEC:** Closing the GHEC means to cease all operations for all three (3) institutions (DSU, MVSU, MDCC), other than those operations deemed essential to the protection of life and property. Closing the GHEC results in the cancellation of classes, student and staff activities and meetings, and all general offices.

**Delayed Opening:** Delayed opening refers to opening of all operations for all three (3) institutions at a later-than-usual time, other than those operations essential to the protection of life and property.

**Cancellation of Classes:** Cancellation of classes (off-campus or on-campus) means to cancel one, several, or all classes of either a single institution, several of the institutions, or all the institutions, in the absence of officially closing the entire GHEC.

**Cancellation of Non-Academic Activities:** Cancellation of non-academic activities refers to the cancellation of an event, such as community meetings, theatrical productions, concerts, or workshops.

### **Authority**

The decision to close the GHEC or to have a delayed opening when severe weather conditions or other emergency exists will be a collaborative decision among the partner-institution Presidents (or designee) and the GHEC Director.

The decision to cancel classes or other activities may occur either by individual institution, or collaboratively with all institutions. Individual institutional differences, such as ITV or weekend events classes commuting faculty, etc., may necessitate class cancellation for a single institution. The authority for cancellation of DSU classes is the DSU President (or designee). The authority for cancellation of MVSU classes is the MVSU President (or designee). The authority for cancellation of MDCC classes is the MDCC President (or designee).

The decision to cancel a non-academic event or activity may be delegated to the director of that event or activity, in consultation with Facilities-Rental Coordinator.

## **WINTER STORMS** (page 2)

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### ***Procedures and Notification:***

In times of weather or other emergency conditions, assessment of conditions will be the collaborative responsibility of the partner school Presidents (or designees) and the GHEC Director (or designee). Personnel at the regional office of the Mississippi State Patrol, the Washington County Sheriff's office, and the Greenville Police Department will be consulted regarding existing travel and safety conditions prior to any decisions regarding cancellation and/or closure.

The School Representatives and the GHEC Director will identify and inform essential personnel who must report to work during the times the GHEC is closed or there is a delayed opening due to an emergency situation. School Representatives and the GHEC Director must develop procedures for notification of such personnel at those times. GHEC Director (or designee) and GHEC Maintenance Supervisor are designated as essential for purposes of closing due to inclement weather or other emergencies.

School Representatives will provide notification to their respective Instructors and employees on duty at the time the emergency closing is determined. School Representatives and/or Instructors will be responsible for notifying students. The GHEC Director (or designee) will provide notification to GHEC employees.

Whenever possible, the decision to close the GHEC, have a delayed opening, or cancel day classes will be made prior to 6:00 a.m. Special attention will be given to night classes, as many of these students and faculty travel considerable distances. Whenever possible, the decision to cancel evening classes will be made by 3:00 p.m.

Each institution will be responsible for notifying their constituents according to their respective communications plan. MDCC's policy for official announcements is as follows:

If the decision is to close the college, the MDCC administration will make all official College announcements by way of the Public Relations Director. Announcements of an emergency closing will, to the extent possible, specify the starting and ending times of the closing, and whether the closing includes specific College services, events, evening classes, athletic events and programs.

The College website is the primary source of information on College closings. Announcements are also distributed via email and text message. To the extent possible, local radio and television stations will be notified. Calling College offices will not guarantee that the latest or most accurate information is provided to the caller.

Therefore, college announcements will be made available as follows:

- College website: [www.msdelta.edu](http://www.msdelta.edu)
- College email to all employees and students with active email addresses
- Text Message (note: registration of your mobile number is required)
- Radio: Local AM & FM stations will be notified
- Television: WABG-ABC and WXVT-CBS

The School Representatives will be responsible for providing notification back to their respective main campuses in the above situations. In the case when class cancellation affects only a single institution, the President (or designee) of that institution will be responsible for notifying the media.

The partner school Presidents (or designees) will be responsible for dissemination of this policy throughout their respective institutions. Posting on bulletin boards, supervisors discussing this at staff meetings, providing information to student clubs and organizations, providing copies to local representatives of each bargaining unit, incorporating this in faculty and staff handbooks (as well as any student handbooks) are all appropriate methods of dissemination. All employees who are designated as essential will be provided a copy of this policy.

### **Work responsibilities when the GHEC is closed or classes and non-academic activities are canceled.**

When the GHEC is closed due to an emergency which threatens the health and safety of individuals, employees not deemed essential for the safe operation of the GHEC may be excused from duty with full pay. In regard to such closure, the following additional guidelines will prevail:

- When the GHEC is closed, employees are excused from work with pay. Essential employees who are not excused from work will be paid their regular rate of pay during the weather or other emergency situation.
- Employees who reported for work and were sent home should not be paid for more than their regular scheduled hours. Employees will not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.
- Employees who were required by their appointing authorities to remain at work should not be paid for more than their regular scheduled hours or the actual hours worked inclusive of any overtime.
- Employees on approved sick or pre-arranged vacation/leave will not have such leave time restored to their balances.
- Employees on any approved leave without pay will not be paid for this emergency leave time.
- On the day of the emergency, employees who are called in from vacation time, compensatory time, or leave without pay will be credited with emergency leave from the point of the declaration of the emergency to the end of the scheduled shift, if the appointing authority ceased operation during their regular shift.
- Employee time reports should indicate the number of emergency hours used in the remarks section on their time report.
- When classes are canceled but the GHEC is not closed, appropriate curricular adjustments will be made by the faculty on an individual basis.
- When non-academic activities are canceled, the activities will be rescheduled when appropriate and possible.

### **Work responsibilities during inclement weather when the GHEC is not closed:**

Due to personal circumstance (such as place of residence) during inclement weather, employees might find it necessary to leave work early, even though the GHEC has not been closed. Further, employees might be unable to get to work, even though the GHEC is open. In such cases, emergency/personal leave or vacation leave may be granted or, if working conditions permit, the time may be made up.

# APPENDIX



## I: Guidelines for Persons with Disabilities

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If you are disabled, follow the below guidelines:

- It is your responsibility to prepare for emergencies by learning the location of exits, stairwells, and fire alarms in each building you use frequently.
- Tell a coworker, classmate, or instructor in each area or class if you will need assistance during an emergency evacuation from the building.
- Practice using escape routes.
- If you cannot speak loudly, carry a whistle or have some other means for attracting the attention of others.
- Know how to help others help you. Give clear instructions about your needs or preferences.

### Evacuation Procedures

Faculty and staff are responsible for directing evacuations from their classroom and work areas. When the situation involves a person with a disability, use these guidelines to assist them:

- Know the evacuation routes.
- Do not move disabled persons without first asking them if they need help.
- Remain calm.
- If asked, assist the person to the nearest safe exit. If a stairwell is used and smoke is not present, assist them inside and close the fire door.
- If you cannot assist in the evacuation, alert emergency personnel to the location of the person.

### Use of Elevators

- **DO NOT USE** the elevator during fire!
- If you do not know the nature of the emergency, assume it to be a fire.
- If the emergency is other than fire, persons with disabilities have priority using the elevators for evacuation.
- If you are physically able to use the stairways, you should **NOT** use the elevators during any emergency.

### Visually Impaired Persons

In the event of an emergency, inform the person the nature of the emergency and offer to guide him/her. As you walk, tell the person where you are and advise of any obstacles. Remain calm at all times. When you have reached the assembly point, inform the person about where he/she is and ask if any further assistance is needed.

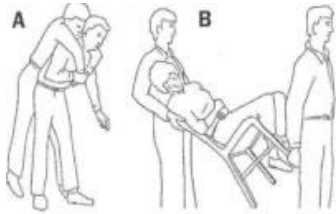
### Hearing Impaired Persons

Persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required. Two methods of warning that may be used include:

- Writing a note telling what the emergency is and the nearest evacuation route.
- Turning the light switch on and off. Then indicate through gestures or writing what is happening and what to do.

## Persons Using Crutches, Canes or Walkers

Ask if the person needs assistance to evacuate. Offer to guide them to the emergency exit. If necessary, carrying options include using a two person lock arm position (A) or having the person sit in a sturdy chair (B), preferably one with arms.



## Persons in Wheelchairs

- Ask the person how you can help.
- Determine if the person wants to be removed from the chair.
- Determine if the person wants to be carried down a flight of stairs (forward or backward)
- Ask what type of assistance they will need after evacuation.
- Alert emergency personnel to the location.

## II: Campus Safety Evaluation Checklist

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	Yes	No
Are floors, aisles, and inside passageways kept clean and dry and all spills cleaned up immediately?		
Are floor holes, such as drains, covered?		
Are yards maintained so as to minimize tripping and falling hazards?		
Are there handrails on all stairways having four or more steps?		
Are all exits marked with an exit sign and illuminated by a reliable source?		
Are all exit routes always kept free of obstructions?		
Are all containers labeled as to their contents?		
Are persons required to wear eye and skin protection when handling unsafe materials?		
Have procedures been set for clean up of unsafe spills?		
Are flammable liquids kept in closed containers when not in use?		
Are all spills of flammable or combustible liquids cleaned up promptly?		
Are gasoline and other flammable liquids stored in approved containers?		
Are restrooms and washrooms kept in clean and sanitary condition?		
Are extinguishers selected for the types of combustibles and flammables in the areas where they are to be used? Class A Ordinary combustible material fires Class B Flammable liquid or grease fires Class C Energized electrical equipment fires		
Are extinguishers fully charged and kept in designated places?		
Are extinguishers located along normal path of travel?		
Are extinguisher locations not obstructed or blocked?		
Have all extinguishers been serviced, maintained and tagged at intervals not exceeding one year?		

Last Date Evaluation Completed: \_\_\_\_\_

Signed: \_\_\_\_\_

Location Inspected: \_\_\_\_\_

### **III: Crisis Response Checklist**

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This list is intended to provide focus for discussion during a volatile situation and should not be considered a limit to potential responses. Some members of the team will automatically assume certain responsibilities based upon the nature of their positions.

#### **Gather information**

Define:

- Nature of event
- Names, ages, phone numbers, and status (e.g. student, staff) of those involved, including any witnesses
- Date, time, and location of event
- Nature/number of injuries
- Property damage/estimate of loss/nature of insurance
- Nature of immediate response (what has already happened)

#### **Define Issues**

Does the situation involve, for example:

- Controlled substances
- Race
- International/overseas student
- Gender/sexual orientation
- Guns
- Arson
- Security
- Safety
- Sexual/other assault

#### **Define Overall Institutional Response**

Prepare statement if necessary

#### **Identify affected groups and groups needing information**

- Victims
- Victims' family, friends, roommates
- Students
- Faculty and staff
- Community members
- Media
- Prospective students, families
- Legislators, government agencies
- Trustees
- Alumni and donors

## **Define response actions and assign responsibilities**

- Contact victim, family
- Free phone calls home
- Expanded escort service on and off campus
- Meeting with student organizations
- Grief counseling
- Special housing arrangements
- Cancellation of events
- Letters to families/alumni/donors
- Increased security
- Closing facilities
- News conference

## **IV: Roles and Responsibilities in Incident Command**

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### **INCIDENT COMMANDER (IC)**

The Incident Commander (IC) is solely responsible for emergency, disaster and crisis operations and shall remain at the Incident Command Center (ICC) to observe and direct all operations. The IC will ensure the safety of the students, staff members and others on college grounds. The IC shall assess the type and scope of the emergency, determine the threat to human life, implement the Crisis Response Plan, and assign functions and positions as needed.

### **Preparedness**

- Ensure the college Crisis Response Plan is all-inclusive having contingency plans in place for every type of emergency.
- Ensure that Crisis Response Team members are selected annually and are adequately trained.
- Review and update the Crisis Response Plan with Crisis Response Planning Team annually.
- Place equipment, food, first aid, and emergency kits in a place that has easy access; inventory and monitor shelf life expirations at least annually.
- Update internal and external phone lists at the beginning of each college year and throughout the year as needed.

### **Response**

- Ensure that the college's Crisis Response Team (CRT), emergency responders, and college officials are notified.
- Gather facts on the incident, and assess the situation based on those facts.
- Ensure that 911 is called if needed.
- Make decision to remain at current status or prepare to Evacuate or Lockdown.
- Develop and implement a plan of action. Have a back-up plan ready.
- Make internal notification to teachers and staff to carry out the plan.
- Ensure that a member of the CRT meets external emergency responders at the emergency access point (main doors of college, etc.).
- Meet with external emergency responders IC and form Unified Command (UC).
- Constantly monitor the situation and get updates from all resources.
- Ensure that all college occupants reach the designated assembly area or sheltering area.

### **Recovery**

- Assess damage to facility.
- Initiate incident report.
- Debrief the President of the college, faculty, staff, parents/guardians and students as appropriate.
- Conduct a post-incident critique with CRT, campus police, external emergency responders and other key stakeholders.
- Ensure that proper clean-up/decontamination occurs.
- Prepare college for reopening.

## **CAMPUS POLICE CHIEF (CPC)**

A crime or other situation in or near a college may require the college staff to take steps to quickly secure the college from internal or external threats. This will involve developing specific assignments for college personnel during such an emergency and creating a system to make sure the college is secure. The CPC would then act as a liaison with the agency handling the local event.

### **Preparedness:**

- Participate in drills and tabletop exercises.
- Ensure the Crisis Response Plan is current.

### **Response:**

- Under the order of the Incident Commander (IC), secure the entire college and report back to the IC.
- Assist with searching the college.
- Assist with the evacuation and lockdown.

### **Recovery:**

- Work logistics and prepare to return the college back to a normal condition.
- Participate in the post-incident critique.
- File a report with the local law enforcement agency if needed.

## **EVACUATION COORDINATOR**

The duties of this position focus on organizing the off-site Evacuation location during an emergency situation. This includes planning the movement of the college occupants to the location and assisting with the accounting of the occupants once they are moved. Key aspects of this assignment involve planning for the use of a location and planning the evacuation route and process to safely move the students. When organizing an evacuation, consider persons with special needs and plan for how those persons will be moved and what assistance may be required.

### **Preparedness**

- Identify on-site and off-site evacuation assembly areas and review annually.
- Note evacuation assembly areas in the college's CRP.
- Identify all routes to off-site evacuation assembly areas.
- Develop contingency plans to evacuate persons with special needs to the off-site emergency evacuation assembly area.

### **Response**

- Assist Faculty and Staff with the evacuation of the college.
- Assist Faculty and Staff with the accounting process at the evacuation assembly area.
- Assist with the needs of the students at the evacuation assembly area.
- Check in with the owner/facility manager of the secondary evacuation assembly area.

### **Recovery**

- Participate in the post-incident critique.
- Assist IC with incident report.

## **V: Mitigation Prevention Checklist**

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**This Mitigation Prevention Checklist will reduce exposures to the college and should be referred to often to ensure a safe and secure environment.**

### **EXTERIOR OF COLLEGE**

- Exterior doors should be properly numbered.
- Ensure all gates are secured.
- Ensure all external utilities are secure and protected.
- Ensure all roof hatches are secured and locked.
- All emergency exit doors, windows, and hatches should be properly marked and visible from the outside of the building.
- Keep college grounds well-manicured, and reduce blind spots or hiding areas by cutting down shrubs to no higher than 3 feet.
- Doors and windows should be in good working order and locked 24/7 except for the main entrance.
- Exterior doors should not be propped open with blocks or other objects.
- Outdoor lighting should be effective to illuminate areas of use during night hours.
- All sides of the facility should be illuminated to reduce the risk of criminal activity on college grounds.
- All exterior cameras should be in good working order.
- Ventilation intakes should be properly secured from intrusion.
- Dumpsters/garbage cans should remain away from the college. Garbage cans should be secured so they cannot be used to damage or enter college property.
- Parking lots should be well-lit, free of debris, and adequate parking spaces should be provided with signs for handicapped parking, visitors, teachers and students (if applicable).

### **INTERIOR OF COLLEGE**

- All doorways and exits should be free from obstructions that would hamper or delay an effective Evacuation.
- All interior doors should be properly numbered or identified with a label.
- All emergency exit doors, windows and hatches should be clearly marked.
- All exit lights should be in good working order.
- Classrooms should be organized and clear of obstructions that would hamper or delay an effective Evacuation.
- All classrooms should be secured when not in use.
- Paper hanging in the hallways and classrooms should be minimized to reduce the amount of combustible material in the college, especially in Evacuation egress areas.
- Universal Evacuation signage should be posted in every room at adult eye level, near the door and in hallways.
- An emergency procedures guide should be placed in all classrooms.
- All chemicals should be properly stored in their original containers. Chemicals should be secured when not in use.
- Computer/server rooms should be secured at all times and access should be limited. Appropriate ventilation and climate control systems should be installed in the server rooms.
- The auditorium should have universal Evacuation signage and properly illuminated exit lights.
- Only authorized personnel should have access to the kitchen.



- Food and chemicals should never be stored together in a refrigerator or other area.
- Boiler rooms & mechanical rooms should be clean, locked and organized.
- Utility shut offs should be properly labeled for shut-off.
- The maintenance supervisor should implement a maintenance logging system for preventive maintenance including heating ventilations and air conditioning (HVAC), fire suppression, fire extinguishers, smoke detectors and security alarm.
- Hallways should be free from obstruction
- Hallways should be properly numbered and/or identified.
- Missing and damaged ceiling tiles should be replaced.
- Restrooms should be clean and organized. College staff should make periodic checks to reduce the opportunity for property damage and criminal activity.
- ID cards should be worn by college staff at all times. This policy should be enforced.
- Visitors and vendors should report to the main office and sign in. Identification should be requested.
- Visitors and vendors should receive a pass that indicates exactly where they are going within the college.
- All employees that handle the mail should be trained on how to identify suspicious packages and envelopes.
- The college should keep an up to date list of special needs students and staff that includes those with temporary disabilities (e.g. crutches, pregnancy, broken bones, etc.) Additional contingency plans should be established for persons with special needs. These contingencies include special Evacuation and Lockdown procedures.
- College Crisis Response Plans MUST be updated on a bi-annual basis. If no changes are needed, a memorandum acknowledging such must be forwarded to all faculty and staff
- The college Crisis Response Team should work with local public safety agencies to find ways to reduce risks.
- All public safety agencies shall have access to the college's Crisis Response Plan and accurate floor plans.
- Proper evacuation procedures should be implemented and faculty, staff and students should participate in drills each year.
- Primary and secondary evacuation assembly areas should be designated.
- Sheltering areas should be identified and marked. All students and faculty should know where they are located.
- Sheltering areas should be in areas that protect college occupants from glass and flying debris and provide the best possible structural protection.
- Lockdown procedures should be implemented and tested a minimum of one time per year.

# REGISTERING FOR MDCC ALERTS

MDCC Alerts is Mississippi Delta Community College's alert service provided through e2Campus. This service will send you instant alerts and time-sensitive messages, including up-to-date information on emergencies and campus closings. Messages can be sent to your cell phone via text message, or to your e-mail account. Registration is free. To register for MDCC Alerts, go the following webpage and complete the form: <http://www.msdelta.edu/mdccalert>.

**MISSISSIPPI DELTA**  
COMMUNITY COLLEGE

### About MDCC Alerts

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**Registration is free.** All cell phone text message fees will apply. Contact your service provider for more information.

#### FAQs and Support

Want more details? For more information about MDCC Alerts, [click here to view the FAQs](#).

[Click here for an instructional video for the MDCC Alerts registration process](#)

Need Help?  
[Click here to submit a ticket with MDCC Alerts technical support.](#)

#### Mobile Opt-in Categories

To receive general, college-wide alerts, just text MDCCALERTS to **79516** to subscribe. To receive campus-specific alerts, see below:

- Text **MDCCMAIN** for Moorhead Campus alerts
- Text **GHECALERTS** for Greenville Higher Education Center alerts
- Text **GWDALERTS** for Greenwood Center alerts
- Text **CAPPSALERTS** for Capps Center alerts

Message and data rates may apply. Text HELP to 79516 for help. Unsubscribe at anytime by texting STOP to 79516.

### Register Now!

Email Address  
(employees enter your MDCC email):  \*

First name:  \*

Last name:  \*

Password:  \*

Verify Password:  \*

Optional Groups  
(check all that apply):

- Capps Technology Center
- Greenville Campus (GHEC)
- Greenwood Campus
- Moorhead Campus

Mobile Phone (TXT):  Select Carrier...

Agree to [Terms of Service](#) \*

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