



**NORTHEAST**  
MISSISSIPPI COMMUNITY COLLEGE

**BOONEVILLE CAMPUS  
NORTHEAST AT CORINTH  
NORTHEAST AT NEW ALBANY**

# **EMERGENCY RESPONSE PLAN**

REVISED MAY 2018

## INTRODUCTION

In the event of an emergency situation or disaster, Northeast Mississippi Community College is committed to protecting the lives and safety of students, faculty and staff and minimizing the loss of property. In order to do so, the College must be prepared to cope with general emergencies, natural and man-made disasters. The following emergency plan has been prepared to help avoid or minimize the loss of lives and property during emergencies as well as provide a basis for carrying on campus operations. Approved by the President, this plan assigns authority and responsibilities for college staff in emergency situations and is a guide for such officials in responding to emergencies.

The master plan is designed to be used to respond to various emergencies or disasters that could occur on any of our campuses. The plan begins with a description of the composition and duties of the Emergency Response Team on each campus. The plan then describes general responses and priorities to possible emergencies or disasters that could occur followed by protocols for dealing with specific situations (tornadoes, winter weather events, etc.)

Individuals with system-wide responsibilities will receive a copy of the master plan. Copies of the plan will be distributed campus-wide. Administrators, faculty, and staff will receive instruction and training through professional and staff development activities. Students will be informed by instructors and copies will be placed in college libraries and offices in each building.

This plan will be evaluated and updated on a regular basis. All members of the College community are encouraged to familiarize themselves with emergency procedures and to be ready to protect themselves and others in an emergency or disaster situation. Suggestions regarding revision, addition, or deletion of any procedure or procedures listed herein are welcomed.

Suggestions and questions regarding this plan should be directed to Mr. Ray Scott in the Vice President of Student Services Office at 662-720-7235, or [jrscott@nemcc.edu](mailto:jrscott@nemcc.edu).

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## **EMERGENCY RESPONSE PLAN - ALL CAMPUSES**

The President of the College, as Chief Executive Officer, has primary responsibility for all college programs and operations. The President makes all final decisions regarding both the long and short term response of the College to emergencies. The President, through this emergency plan, allocates responsibility for specific responses to emergencies and keeps the Board of Trustees informed of preparations, disaster affects, and progress of emergency procedures. The President or designee decides when the College should be closed.

The plan is designed for an organized response to emergencies, which may occur on any of the College's three campuses, which include Booneville, Northeast at Corinth, and Northeast at New Albany. The campuses are in close proximity to one another. Responsibilities, functions, procedures and tasks outlined in the plan will apply to all campuses; however, individual differences will be clearly noted throughout the plan. Based on the nature and magnitude of an emergency, the President or his designee and/or the Response Team will pull from the overall plan to formulate and manage the response.

### **RESPONSE TEAM: EMERGENCY ALERT LIST- See Appendix A**

President  
Executive Vice President  
Vice President of Finance and Operations  
Vice President of Students  
Vice President of Instruction  
\*Chief of Campus Police/Security  
Director of Northeast at Corinth  
Director of Northeast at New Albany  
Director of Associate Degree Nursing  
Director of Maintenance  
Vice President of Public Information and Public Relations  
Representatives from Booneville Police Department and Prentiss County Sheriff's Department

Depending on the emergency, the Response Team may include any or all of the above. Based on initial and continuing evaluations, the Response Team will provide overall direction and management for the response to the emergency.

\*Campus Police refers to Booneville Campus and Security refers to Northeast at Corinth or Northeast at New Albany.

## **☒ RESPONSE TASKS AND GUIDELINES**

Initial tasks will include determining the level of emergency, identifying a central base of operations, staff needs, internal and external communications, security and control, human needs, facilities and priorities.

## **☒ EMERGENCY OPERATIONS CENTER**

The Campus Police Office located in the Haney Union on the Booneville Campus is the Emergency Operations Center for any or all campuses. In the event of an emergency or disaster situation, emergency response shall be coordinated from that Center. Should this building be unusable, another building will be designated or a mobile unit or designated area will be placed into operation. All staff associated with emergency response should report to the Center for direction or information. All inquiries, information regarding possible injuries, damage, etc. should be directed to the Center.

## **☒ STAFF NEEDS: Human Resources**

Members of the following campus staffs should consider themselves on duty and report to their workstation or the Emergency Operations Center whenever a major emergency occurs. Whenever the campus is closed (such as during a winter weather event) they should plan to report to work for scheduled shifts unless: (a) departmental storm/emergency plans indicate they are personally not needed or (b) they are released by their supervisor.

Essential Staffs:

1. Maintenance
2. Food Service
3. Campus Police/Security
4. Residence Supervisors
5. Building Supervisors
6. Human Resources

## **☒ FOOD AND SHELTER: Vice President of Student Services**

1. Supervise any emergency response by residence staff.
2. Provide shelter for those students in need.
3. Work with Food Service Manager to provide for conservation, allocation and distribution of food and water to students and workers.
4. In the event the residence halls are closed, supervise closure and record travel destinations of students.
5. Respond to missing persons inquiries utilizing hall rosters and any travel

- records recorded during closure.
6. Assist in damage assessments.
  7. Coordinate flow of information to campus residents.

**☒ SECURITY, TRAFFIC, CROWD CONTROL: Campus Police/Security**

1. Coordinate "first response" to any emergency - protect life and property when imminent threat is at hand.
2. Maintain patrols of the campus to protect lives and property.
3. Direct evacuations as needed.
4. Maintain traffic and parking control.
5. Serve as on-going liaison with community law enforcement agencies.
6. Coordinate requests for ambulances and other emergency medical treatment.
7. Establish a fire watch in the event of electrical failure.

**☒ FACILITY MATTERS: Executive Vice President**

1. Direct personnel in damage assessment.
2. Direct repair of physical facilities, systems and machinery.
3. Work with utility representatives in restoring, operating, and maintaining water, gas, and electric systems.
4. Allocate employees for emergency work and repairs, coordinate volunteers.
5. Furnish emergency supplies and equipment.
6. Coordinate usage of college vehicles as necessary.

**☒ PUBLIC INFORMATION: Vice President of Public Information**

1. Process and disseminate public information and official instructions.
2. Provide information and public relations advice to President and emergency responders.
3. Serve as official College Spokesperson.

**☒ BUILDING SUPERVISORS: Appendix B**

Building Supervisors are members of the faculty or staff responsible for the operation of a particular building on the campus. In an emergency, Building Supervisors are responsible for supervising all individuals in their buildings and directing emergency responsibilities as described in this plan (activating warning systems, monitoring weather alert radios, evacuation, closure, initial damage assessment, etc.). In the event of a major emergency, the Building Supervisor should, as soon as practicable, report to the EOC or send a runner for information and direction.

## **RESOURCE PERSONNEL: Appendix C**

Various members of the faculty and staff can serve as resource persons in emergencies. They may be called upon to counsel traumatized individuals, provide medical assistance or engineering advice, restore communications or computers, etc.

A number of building supervisors and others are trained Campus Emergency Response Team (CERT) members. In emergencies, these individuals will wear identifiable hats or vests and will be able to provide specialized assistance as early responders.

## **COMMUNICATIONS – INTERNAL: Chief of Police coordinates internal communication**

Each building on campus has radio communication during an emergency with designated building representatives.

Tiger Alert will be activated.

### **Tiger Alert - Emergency Notifications**

Northeast Mississippi Community College is pleased to announce the use of a state-of-the-art, rapid alert and notification system call Tiger Alert. Tiger Alert will provide students, faculty, and staff members with an advanced rapid communication solution to be used by the College during emergency situations.

The Tiger Alert system will be used to notify students, faculty, and staff of weather related events and other emergencies that may occur on campus. Through the use of Tiger Alert, Northeast will be able to reach all members of our college community, whether on campus or not, within moments of an alert being sent. Tiger Alert will allow Northeast to keep **You** informed of important decisions and safety procedures in the event of an emergency on campus.

**Students should sign up for the Tiger Alert system.** Tiger Alert messages will be sent via text messages, cell phone calls, landline calls, and other mechanisms. Additional information on the Tiger Alert system may be obtained from the Chief of Campus Law Enforcement in the Haney Union Building, or the Vice President of Student Services in Ramsey Hall.

## **PRIORITY EMERGENCY TASKS**

In any emergency, there are general tasks that must be performed or considered by all responders. The following is a prioritized list that applies in any emergency.

### **FIRST PRIORITY**

1. Determine nature and severity of situation.
2. Shutdown dangerous utilities.
3. Activate Tiger Alert System
4. Notify alert list.
5. Open Emergency Operations Center. Restore power and telephone service to EOC if necessary.
6. Establish communications.
7. Provide medical aid.
8. Apply fire suppression.
9. Initiate search and rescue.
10. Control any hazardous substances.

### **SECOND PRIORITY**

1. Survey facilities and utilities and recertify for use as appropriate.
2. Notify local Emergency Management of any suspension or curtailment of activities.
3. Announce to media any suspension or curtailment of activities.
4. Provide shelter for campus residents.
5. Provide food and drinking water to students and workers.
6. Provide sanitary sewer system.
7. Disseminate accurate information to the campus.
8. Control criminal activity.
9. Provide psychological assistance to trauma victims.
10. Establish fire watch as needed.

### **PRIORITY THREE**

1. Survey valuable materials and equipment for damage.
2. Maintain integrity of records, documents and data.
3. Survey academic program needs as applicable.
4. Determine and consider financial, legal and liability concerns.
5. Acquire necessary supplies and equipment from community sources.
6. Resume full or partial academic and work schedules.
7. Notify media and community agencies of resumption of activities.

## **ASSEMBLY AREAS: Appendix D**

### **BOONEVILLE CAMPUS**

### **NORTHEAST AT CORINTH**

### **NORTHEAST AT NEW ALBANY**

## **EMERGENCY CLOSING PROCEDURES**

### **General Information**

In the event of an emergency adversely affecting college operations, the health, wellbeing, or safety of students, faculty, and staff of the college, the President or the president's designee may suspend the operation of any or all units of the institution. Emergency situations include, but are not limited to: severe weather conditions, natural disasters, fire or related hazards, and mechanical or equipment failure.

### **Essential Personnel**

Each Vice President will recommend to the Executive Vice President those operations and/or employees within the organization necessary to provide essential services during a closure. Notification of essential employees will be made by the Vice Presidents or their designees. If the emergency occurs outside working hours, essential employees will be contacted by telephone.

### **Media**

The Vice President for Public Information will maintain a current list of contacts at local radio and television stations, which will include phone, fax, and e-mail information. The Vice President for Public Information will use this list to notify the media of closure.

### **Decision to Close**

The Executive Vice President, Vice President of Finance and Operations and VPs of Instruction and Student Services in consultation with the President will determine when to close the College due to an emergency.

### **Closure During Operating Hours**

1. Any decision to suspend operations during normal operating hours will be communicated by the Executive Vice President to the VPs of Instruction and Student Services, the Vice President of Finance and Operations, and the Vice President of Workforce for all persons within their units.
2. The Executive Vice President will notify the Vice President for Public

- Information who will notify radio and TV stations.
3. Tiger Alert will be activated.

### **Closure After Operating Hours**

When an emergency threatens or occurs after normal operating hours, the following procedures will be implemented to determine closing for the next day of operation.

1. By 5:00 a.m., the Executive Vice President will consult with the VPs of Instruction and Student Services, the Vice President of Finance and Operations, the Vice President of Workforce, Campus Police/Security, to determine if conditions justify closure.
2. By 5:15 a.m., the Executive Vice President will contact the President to consider the conditions relative to closure.
3. By 5:30 a.m., the Executive Vice President will contact the Vice President of Public Information who will contact radio and TV stations with the decision regarding closure. Additionally, the information will be communicated through the College's phone system, e-mail and Tiger Alert System.

## **EMERGENCY EVACUATION PROCEDURES**

In the event of an emergency, which affects the entire college, a campus-wide emergency evacuation will be ordered. If the campus evacuation occurs during the school day, the Northeast personnel listed in the Campus Evacuation Plan (Appendix E) will assist with the evacuation of the campus. If the campus evacuation occurs after normal daytime hours, it will be coordinated by campus security.

## **SPECIFIC PROTOCOLS**

Different types of emergencies and disasters need responses tailored to those specific circumstances. Protocols for various types of emergencies are described in the following sections.

# FIRE

When a fire is detected in a building, the following actions should be taken:

1. Activate the fire evacuation plan for that building by pulling the nearest fire alarm or sounding the evacuation signal, notifying building supervisor/instructor, or campus police/security.
2. **TELEPHONE THE FIRE DEPARTMENT AT 9-911 AND REPORT FIRE AT:**

Northeast Mississippi Community College

- Booneville Campus in Building/Hall \_\_\_\_\_ Room \_\_\_\_\_
- Northeast at Corinth in Building/Hall \_\_\_\_\_ Room \_\_\_\_\_
- Northeast at New Albany in Building/Hall \_\_\_\_\_ Room \_\_\_\_\_

3. Call/notify Campus Police/Security at:
  - Booneville Campus (662) 720-7160 or cell (662) 720-6687
  - Northeast at Corinth (662) 696-2312
  - Northeast at New Albany (662) 692-1508
4. The Building Supervisor should direct all individuals to the pre-designated assembly area or keep all individuals a safe distance from the building. Tiger Alert should be activated at this time.
5. Campus Police/Security should escort the Fire Department to the building if requested and keep all roads and pathways open. Campus Police should notify appropriate officials.
6. Upon arrival of the Fire Department, they will assume command of the area. Police, Maintenance Staff and others should assist Fire Department as needed.
8. If needed, a shelter will be opened for affected individuals.
9. An "*all clear*" can only be issued by the Fire Department.

# EARTHQUAKE

Ground movement in an earthquake is seldom the direct cause of injury or death. Most casualties result from falling materials. Earthquakes also disrupt utility lines, creating additional hazards. If an earthquake occurs:

## **DURING THE SHAKING**

### IF IN A BUILDING:

- A. **DUCK** down to the floor;
- B. **COVER** yourself under a piece of heavy furniture such as a desk;
- C. **HOLD** on to the furniture until the shaking has stopped.

### IF OUTSIDE:

- A. **STAY IN THE OPEN**, away from buildings and utility wires.

## **AFTER THE SHAKING HAS STOPPED**

1. After a significant quake has occurred (prolonged shaking, household items disturbed, utilities disrupted) building supervisors should evacuate their buildings. Buildings should not be reentered until inspected by trained personnel and certified as safe.
2. The Emergency Operations Center should be activated. If the Emergency Operations Center has been damaged, an outside command post should be established in the commons area (green space) in front of Ramsey Hall. Medical care requests and building inspections should be organized from that post. Immediate relief activities should be prioritized in following manner:
  - a. Emergency medical care for injured;
  - b. Cut-off of gas and electric lines (in the event of disruption);
  - c. Excavate collapsed buildings which may contain trapped victims;
  - d. Safety inspections of all buildings.
  - e. House and feed remaining students and staff on the campus;
  - f. Restoration of utilities.
3. Aftershocks, some as strong as the original quake, may occur for months afterward.
4. If severe damage has occurred to multiple campus buildings, the campus should be closed and students evacuated as soon as practical.
5. County emergency management agencies should be updated on a regular basis

regarding the state of operations on the campus.

## **TORNADO/SEVERE WEATHER**

Northeast Mississippi is vulnerable to tornadoes and other types of severe weather. Severe weather situations can both build over time and can also occur with very little warning.

The National Weather Service forecasts levels of risk of severe weather and issues advisories as much as a day or more in advance regarding the outlook for a designated area (a geographic area roughly the size of Oklahoma). The four levels of risk and the campus response to each is as follows:

- 1. General Thunderstorms** – means that non-severe thunderstorms are possible in the area. No action need be taken or alerts issued unless a formal watch or warning is issued.
- 2. Slight Risk of Severe Weather** – means that well organized moderately severe thunderstorms are expected in the area but in small numbers.
- 3. Moderate Risk of Severe Weather** – means that a greater concentration of severe thunderstorms is expected, with a greater magnitude of severe weather (tornadoes, numerous wind events, hail). In the event a moderate risk is issued, the following precautionary steps should be taken:
  - a. Tiger Alert will be activated to advise of the current weather situation.
  - b. An advisory will be emailed to all building supervisors by the Chief of Campus Police/Security.
  - c. A building supervisor or designated alternate must be present in the building at all times when operations are on-going in the building. Supervisors of buildings that have special populations (i.e. Child Care) should advise responsible faculty or staff to monitor weather conditions.
  - d. Supervisors of any outdoor activities or official trips should consult the Dean of Student Services for updates of any threatening weather developments before commencing such activities.
- 4. High Risk of Severe Weather** – means that a major severe weather outbreak will most likely occur, with broad coverage of severe weather and enhanced likelihood of extreme severe weather events such as violent tornadoes and convective wind events. Within a high risk area tornadoes can be expected in addition to large-scale wind events, including destructive straight-line winds. In the event of high risk

severe weather, the following precautionary steps should be taken:

- a. An advisory will be emailed to all building supervisors by the Chief of Campus Police/Security.
- b. A building supervisor or designated alternate must be present in the building at all times when operations are on going in the building. Supervisors of buildings that have special populations (i.e. Child Care) or are of a more vulnerable construction type should advise on-site faculty or staff to monitor weather conditions and be prepared to evacuate to stronger buildings or activate take-shelter actions on short notice.
- c. Supervisors of any outdoor activities or official trips should consult the V.P. of Student Services for updates of any threatening weather developments. Non-essential outdoor activities or trips should be discouraged. Should outdoor activities go forth, supervisors should remain in constant touch with Campus Police/Security and an evacuation plan should be made and reviewed in the event severe weather appears likely.
- d. Campus Police/Security should monitor media coverage and communicate appropriate members of the Response team. School Administration will consider decisions about possibly discontinuing operations or cancelling classes.
- e. Tiger Alert Notification implemented.

## **NATIONAL WEATHER SERVICE WATCHES AND WARNINGS**

Northeast Mississippi Community College campuses are equipped with weather radios as well as televisions and on-line weather reports and updates. Campus Police/Security and designated administrators monitor National Weather Service reports and communicate the following to building supervisors. National Weather Service bulletins are forwarded to faculty, staff, and students using Tiger Alert Notification System.

- ☒ **SEVERE THUNDERSTORM WATCH** - means that conditions are favorable for the development of severe thunderstorms. These thunderstorms can contain dangerous winds and lightning, heavy rain and hail. Tornadoes can develop from these thunderstorms. *A building supervisor or alternate should be present in the building at all times in case of further development.*
- ☒ **TORNADO WATCH** - A tornado watch means that conditions are favorable for the formation of tornadoes. *A building supervisor or alternate should be present in the building at all times. Essential emergency supplies such as flashlights, warning horns, etc. should be checked.*
- ☒ **SEVERE THUNDERSTORM WARNING** - means that a severe thunderstorm will

likely occur. *Outdoor activities such as sporting events should be immediately discontinued. Persons should take cover indoors and stay away from windows.*

☒ **TORNADO WARNING** - A tornado warning means that a tornado is in or moving towards the area. The tornado siren will sound. *Take-cover procedures for each building should be followed as applicable. In general, the following steps should always be taken:*

1. Upon receipt of a warning, persons on an upper floor should move to the lowest floor of a building. Go to a center stairwell, hallway or a room without windows. Take cover by getting underneath a sturdy object. If outside, get into a permanent building. If this not possible, get into a depression or ditch and lie flat on the ground.
2. Wait for the warning to expire or for sirens to stop sounding.

**In the event a tornado damages a campus or utilities are disrupted, the following steps should be taken:**

- a. Medical aid should be tendered to any injured.
- b. The Emergency Response team and/or the Emergency Operations Center should be activated.
- c. Damaged buildings should be closed. If shelter is needed for building inhabitants, a suitable and safe shelter will be identified and made available
- d. Depending upon the extent of damage, the President or his designee should determine whether or not the institution should be closed.

# BOMB THREATS

The majority of all bomb threats are hoaxes. However, there is always a chance that a threat may be authentic. It is extremely important, in the event of telephoned threats, to take calm and reasonable action when a bomb threat is received. Observe the following procedures:

1. The person receiving the call should keep the caller on the line. (See ATF Bomb Threat Checklist on page 17).
2. Immediately after the call, the person receiving it should jot down notes on the above data. Campus Police/Security should then be called and a report made to them.
3. Campus Police/Security will notify the Fire and/or Sheriff's Departments.
4. The Campus Police/Security will respond to the scene and notify the administrator in charge of the area and the Building Supervisor of the details.
5. The Campus Police/Security will confer privately with the administrator and building supervisor, the City Fire and/or Police Chief and provide them with information regarding the threat. After analyzing the specificity of the threat and the circumstances, the Building Supervisor or senior administrator may order an evacuation.
6. If an evacuation is ordered, everyone must evacuate except staff assisting fire and police personnel, and no one may re-enter the area until authorities release the area to normal use. Students and faculty should evacuate to an assembly point a sufficient distance from the building or to a designated shelter
7. Staff members who are knowledgeable regarding what does or does not belong in or near the building may volunteer to assist police and fire officials in the search.
8. Staff should call attention to unidentified objects, but should never handle or move them. This is strictly the responsibility of police and fire officials.
9. If an explosive device is located, or there appears to be imminent danger, the Campus Police/Security will order a general campus take-cover; notify the alert list and any community emergency management agencies not yet on the scene. Appropriate evacuation or take-cover procedures should be implemented in any area at risk.
10. No one may re-enter the area until it has been declared safe to enter.

# ATF BOMB THREAT CHECKLIST

Exact wording of caller

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Ask the caller the following questions:

When will the bomb explode? \_\_\_\_\_

Where is the bomb now? \_\_\_\_\_

What does the bomb look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will detonate the bomb? \_\_\_\_\_

Did you place the bomb? Why? \_\_\_\_\_

What is your name? \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Sex of caller: M / F

Age: \_\_\_\_\_

Describe the caller's voice (circle any that apply):

calm	lisp	deep	soft	angry
crying	slow	loud	excited	normal
raspy	distinct	nasal	stutter	crackling
laughing	slurred	accented	ragged	deep breathing

dialect \_\_\_\_\_ other: \_\_\_\_\_

Was the voice familiar to you? Y / N Like whom? \_\_\_\_\_

Describe the threat language and background sounds (circle any that apply):

well spoken	long distance	clear	music	office
local	factory	motor	house	static
voice	animals			

other: \_\_\_\_\_

# EXPLOSIONS/TRANSPORTATION ACCIDENTS

In the event of an explosion on campus, students and staff should take protective positions under desks or tables, with backs to windows. If an explosion occurs within a building or threatens the building, students and staff should observe the following procedures:

1. Evacuate the building and move to assembly areas.
2. Call Campus Police/Security at extension 7160 and inform them of the explosion. If Campus Police/Security cannot be reached, call the Fire Department directly at 9-911.
3. Staff should assess response needed: evacuation, medical care needed, etc.
4. Local emergency management agencies and Physical Plant should be notified regarding possible utility breaks, etc.
5. Students and staff may not return to the area until the authorities declare it safe to return.

Major highways and railways are located close to the campuses. Major accidents could cause chemical spills, toxic clouds, fires, etc. that will require special operations. In the event of such an accident, the following procedures should be followed:

1. If the accident is on the campus, Campus Police/Security should be notified immediately. They should notify appropriate community agencies (ambulance, fire, etc.) and render any emergency assistance possible. Campus Police/Security have access to a national directory of hazardous materials – symbol meanings, emergency response numbers, toxicity, etc.
2. If a major accident occurs near the campus, upon receipt of official information Campus Police/Security should notify the campus administration who should implement action as follows:
  - a. Evaluate the level of risk to the campus based on official information and determine emergency steps that should be taken. These could include:
    - Partial or complete evacuation of the campus;
    - Order students and staff in particular buildings to take cover;
    - Cancellation of outdoor activities.
3. In the event of a toxic cloud, individuals should be instructed to remain in buildings. If possible, air handlers should be cut-off. Individuals should remain inside until an all-clear is sounded.

# EPIDEMICS

With a large and diverse student population, it is possible that contagious diseases can pass quickly through the campus population. Should information be received that a number of students and faculty are contracting a particular disease, the V.P. of Student Services or EVP shall:

1. Collect information from faculty and staff regarding the symptoms being experienced and the number of individuals affected.
2. Contact the county or State Health Department, report findings, and receive advice regarding appropriate responses.
3. Distribute information quickly to the college community about the disease, its' effects and accurate information regarding self care and preventative measures.
4. Should individual students experience severe symptoms their families shall be contacted and they will be asked to go home (if possible) for treatment by family physicians. If necessary, students may be transported by ambulance to the nearest hospital for care.
5. Should the Health Department recommend a temporary curtailment of activities, the V.P. of Student Services or EVP shall relay that advice to the President for a decision regarding cancellation of classes or postponement of particular activities.

The World Health Organization, federal and state governments believe that the possibility of a worldwide influenza epidemic is now greater than at any time since 1968. Should a pandemic appear likely, the following general steps would be taken:

1. In the event that the World Health Organization raises the global influenza alert level to level four or five, an immediate “blast” program of public education about universal health precautions, effective sanitation, recognition of symptoms, self-care, etc., will be activated. This will include educational materials posted in all restrooms, delivered to all residence rooms, etc.
2. College administrators will work closely with local and state officials to respond in the event the pandemic reaches Mississippi. Such actions would include curtailment of non-essential public gatherings, distribution of more specific or detailed information about self-protection and symptoms, and activating a continuity of operations plan in case the all college activities must be suspended for a period of time. Such a decision will be made in conjunction with advisories from the state government.

# WINTER WEATHER

Should winter weather be forecast, weather radios and news outlets should be regularly monitored regarding developing weather conditions. The following types of weather alerts may be issued:

**WINTER WEATHER ADVISORY**- Issued when ice and/or snow is expected that may hinder traffic or severe cold or wind chill is expected. *Upon issuance of an advisory regarding snow or ice, the Facilities and Maintenance Staff shall check emergency equipment.*

**WINTER STORM WATCH** - Issued when there is a threat of severe winter weather in our area. *The Facilities and Maintenance Staff should check emergency equipment. Campus Police/Security should check other emergency supplies.*

**WINTER STORM WARNING** - Means that severe winter weather is expected.

*In the event of an actual winter storm, the following steps should occur:*

1. Refer to Emergency Closing Procedures on page 8 – 9.
2. Maintenance Staff should activate any snow/ice removal preparations. Essential staff (Maintenance, Campus Police/Security, Residence Hall staff) will report to work for shifts as instructed by their supervisors.
3. Campus Police/Security will monitor conditions on campus. They will communicate regularly with appropriate staff regarding conditions. Buildings should be monitored.
4. Should travel become impossible between residence halls, food will be delivered in the best way possible to halls by Campus Police/Security or as directed by Campus Police/Security.
5. Should utilities be disrupted for any measurable period, the residence halls should be closed and the Haney Union or other appropriate facility be opened as a shelter.
6. When travel is possible, staff will decide when residence hall students will be sent home.

# WEAPONS OF MASS DESTRUCTION

The specter of weapons of mass destruction has once again returned to everyday life. Attacks on our country and community could include radiological, biological or chemical attacks. Northeast Mississippi Community College has been integrated into the State of Mississippi's homeland security efforts. In the event of an actual or impending attack, both general and specific information needed to protect the campus community would be transmitted from the Mississippi Emergency Management Agency to county and then campus officials using established procedures and equipment. Campus officials would then disseminate information to faculty, staff and students. In the absence of specific information, the following general procedures in the event of an attack should be followed:

1. If a take-cover warning is issued, building supervisors will be informed via e-mail, telephone, runners, and/or campus tornado sirens. Go immediately to the nearest building. Initiate the same procedures as if a tornado was approaching --- go to an interior room or hallway, close windows and doors. talk to students about what is happening and try to keep everyone calm.
2. Emergency information will be broadcast by the National Weather Service over weather radios. Persons should also tune to local television or radio stations. If the power is out, college staff will get updates from county officials via radio, and relay information as best as possible.
4. Keep drinking water and non-perishable food in your office area in the event you have to remain indoors for a period of time.

Everyone's first instinct in the event of an emergency is to go home or seek out loved ones as soon as possible. But in the event of an attack, being stuck in traffic or out in the open air is the worst place to be. Take cover, get in a safe place, and find out what is happening before you attempt travel. A short delay might mean a much safer trip.

# CIVIL DISTURBANCES

Some demonstrations develop over time, allowing time for assessment, control measures and negotiations with organizers. On other occasions, demonstrations can grow quickly and become volatile. The following procedures should be followed whenever a demonstration develops:

1. When demonstrations are first detected, Campus Police/Security observers should be assigned and college staff alerted via Tiger Alert.
2. If there are indications that a demonstration may pass the stage of peaceful assembly, impair campus operations, or have the potential to become an unlawful assembly the Campus Police/Security will notify the alert list. A determination should be made by the senior administrator present or Campus Police/Security regarding requesting assistance from the Sheriff's Department and/or City Police.
3. The senior administrator present may make a determination to end the demonstration. If law enforcement officers respond to the disturbance, a commanding officer (either the Sheriff or Campus Police/Security) shall be identified and officers should follow established law enforcement procedures. Direct communication between the commanding officer and the senior administrator should be maintained at all times.
4. After the disturbance has ended, follow-up measures should be considered:
  - a. temporary curtailment of activities - student activities, sporting events, classes, etc.;
  - b. a campus curfew;
  - c. expanded Police patrols;
  - d. conveying of accurate information to the campus regarding the incident.Tiger Alert should be used for this type of reporting.
5. Deciding when normal operations should resume should be made by the President with advice of appropriate campus officials.

# INCIDENTS OF VIOLENCE

An individual or group of individuals may attempt to harm a member of the college community or commit acts of violence on the campus. Such incidents may be caused by students or employees or by persons unassociated with the institution. Should an incident of violence occur or appear likely to occur, procedures are as follows:

1. Campus Police/Security should be immediately contacted at Booneville Campus at extension 7160; Northeast at Corinth at (662) 696-2312; Northeast at New Albany at (662) 692-1508 and report the incident. Campus Police/Security should respond immediately.
2. If the caller feels threatened and needs to report the incident in code, the CODE BLUE system should be used. Campus Police/Security should be called at the appropriate above number and request a BLUE pencil, or BLUE report, or BLUE cups of coffee and give the location to which such items should be brought. Campus Police/Security will respond on an emergency basis.
3. Campus Police/Security will activate TigerAlert as soon as practical and give instructions on lockdown procedures. Alert LEOs first in one group, then Tiger Alert to general population.
4. If back-up is needed, the Campus Police/Security will radio City Police and the Sheriff's Department.
5. If a weapon is seen or suggested, Campus Police/Security should be contacted immediately and informed that a weapon may be present.
6. Pre-arranged responses by campus and city officers will be implemented upon receipt of information regarding firearms.
7. Building Supervisors should warn faculty, staff and students to remain in classrooms and work areas. Doors should be locked if possible.
8. Upon a determination that individuals involved have been apprehended, staff will inform administration and building supervisors that normal operations may resume. Campus Police will give the all clear through Tiger Alert.

# SUSPICIOUS PACKAGES OR SUBSTANCES

1. If an article, package, or letter arrives in a work area which concerns a student or employee, the individual should put down the package immediately and contact Campus Police/Security at Booneville Campus at extension 7160; Northeast at Corinth at (662) 696-2312; and Northeast at New Albany at (662) 692-1508. Wait for the Police/Security to arrive. No one should leave the immediate area.
2. Campus Police/Security will contact the Fire Department. Fire personnel have equipment needed to respond and handle the item. Fire personnel will initiate appropriate activities.
3. A controlled evacuation of the building may occur. Individuals will be directed via Tiger Alert to a specific location for debriefing and possible medical follow-up.
4. The Campus Police/Security will contact the alert list.

# ACTIVE SHOOTER INCIDENT

An active shooter incident might take place at any time or place. An active shooter is intent on killing as many people as possible in an enclosed area.

These incidents are very volatile and evolve quickly. Most of the incidents are very brief in duration usually only a few minutes.

The best course of action to take if you ever become aware of yourself in an active shooter incident is to either *Avoid, Deny, or Defend*.

**Avoid**, the situation if you can and get away from the area. Then, tell others to evaluate the area and prevent them from entering once you are safe. Finally, when you are safe, call 9-1-1 to report the incident.

**Deny**, if you cannot get away from the area. Lock and/or blockade the door in the room you hide in. Turn off your cell phone. Hide behind large objects such as file cabinets or desks. Turn off the lights and remain very quiet.

**Defend**, only as a last resort because you could not avoid or deny and thus, contact with the active shooter is unavoidable. Attempt to incapacitate the active shooter by throwing objects at him/her. For example, these objects include fire extinguishers, books, water bottles and other items that can be turned into projectiles.

Finally, when law enforcement personnel arrive, remain calm and follow instructions. You should keep your hands visible. Avoid yelling and pointing. Know that the injured are treated after the threat has been neutralized.

# **BEHAVIORAL DISTURBANCES/PSYCHOLOGICAL CRISES**

Occasionally students have difficulty coping with the pressures of college life. It is important that College professionals reach out to students to offer intervention and assistance in this coping process. No categories of behavior (e.g., suicide attempts, episodes of acute anxiety, etc.) are necessarily seen as preventing the eventual, successful completion of a student's educational goals. Each student's behavior will be assessed and treated on the basis of its characteristics in relation to: the student's individual personality; the safety and well-being of the College community; and legal imperatives.

In the event that staff or faculty members deal with a student evidencing routine or basic behavioral problems, the staff or faculty member should intervene with the student. Routine problems may consist of a student appearing withdrawn or depressed, engaging in mild disruptive behavior, interpersonal problems with students or faculty/staff, etc. Staff or faculty should seek guidance if they are unsure as to the method of intervention. While it is recommended that these means of responding be utilized in the order that they appear below, individual case situations may warrant a staff member moving immediately to the next intervention level (example - a professional member could by-pass the confrontation/mediation and voluntary referred steps and move the referral to the V.P. of Student Services, if a violation of the Code of Student Conduct has been committed by the student).

## **Step 1: Confrontation/Mediation**

Staff or faculty, if dealing with a student whose behavior causes concern, should inquire regarding the student's well-being or clarify for the student behavioral standards and expectations. Staff or faculty are encouraged to share concerns regarding student behavior with immediate supervisors as soon as possible.

## **Step 2: Voluntary referral to a helping service**

When appropriate, staff or faculty will encourage students evidencing behavioral problems to voluntarily meet with a member of the Counseling Center to discuss their situation. Staff members will make appointments for students, if the students so request, in order to expedite a resolution to the situation.

### **Step 3: Referral to the College Disciplinary System**

- a. When a student's behavior constitutes a violation of the Code of Student Conduct, a member of the College community may request that the V.P. of Student Services process discipline charges against the student.
- b. When a student fails to demonstrate responsibility by repeating or persisting in a violation of the Code of Student Conduct, the President or his/her designee may impose a temporary suspension. This interim action would be effective immediately and is designed to prohibit the presence of the student on campus until the student's case can be resolved in accordance with prescribed discipline procedures. A temporary suspension may be used in cases where the continued presence of the student on campus poses a threat to his or her well-being or to the rights and property of other members of the College community.

At any point in the helping process it may become important that a coordinated response be made to assist the student. When appropriate, the College's Counseling Center, will facilitate these coordinated responses and needed psychological assessments. The V.P. of Student Services will be informed and provide direction. Community and regional counseling services or agencies should be contacted for professional consultation, assistance and/or referral.

# **HOMELAND SECURITY ADVISORY RESPONSES**

In March 2002 the federal government implemented the Homeland Security Advisory System to provide a comprehensive means to disseminate information regarding the risk of terrorist attacks. The system provides warnings in the form of graduated threat conditions related to the risk of terrorist acts. Such acts could include sabotage, hijackings, use of weapons of mass destruction, attacks on utilities or public works, etc.

**Northeast Mississippi Community College** will respond as follows for each threat condition:

## **ELEVATED**

1. Review emergency plan and/or emergency brochure.
2. Advise personnel who handle mail to be vigilant and report any concerns or suspect items.
3. Be alert to suspicious activities.

## **INTERMEDIATE**

1. Review emergency procedures.
2. Consult with County Emergency Management personnel regarding possible threats in campus area and request guidance regarding possible responses.
3. Check stocks of emergency equipment, particularly battery operated equipment.
4. Communicate with personnel as needed regarding the increased threat level and advise them to take appropriate actions.
5. Disseminate non-confidential threat updates from Emergency Management to personnel.
6. Be alert to suspicious activity and report to proper authorities.
7. Review emergency procedures in staff or faculty meetings.

## **IMMINENT**

1. Contact County Emergency Management to determine if red alert applies to local area. Request guidance regarding responses to alert.
2. Review emergency plan and/or emergency procedures brochure.
3. Check stocks of emergency equipment, particularly battery operated equipment.
4. Communicate with students and personnel regarding the increased threat level and advise them to take appropriate actions.
5. Consider increased security at public events.

6. Based upon guidance from Emergency Management personnel, consider curtailing public events.
7. Implement new controls on campus access as needed.
8. Call together staff and faculty groups to review emergency procedures.
9. Be alert to suspicious activities.

## APPENDIX A

### Emergency Alert List

In the event of imminent danger to life or property, **call 911** first for fire or ambulance then contact Campus Police/Security as follows:

CAMPUS	TELEPHONE NUMBER
Booneville	(662) 720-6687(office)
Northeast at Corinth	(662) 696-2312 (office)
Northeast at New Albany	(662) 692-1508 (office)

Contact other key personnel as follows:

TITLE	NAME	CAMPUS PHONE	HOME PHONE
President	Ricky Ford	(662) 720-7226	(662) 210-0576 (cell)
Executive Vice President	Craig-Ellis Sasser	(662) 720-7302	(662) 346-1476 (cell)
Vice President Finance and Operations	Chris Murphy	(662) 720-7280	(662) 416-1035 (cell)
Vice President of Student Services	Ray Scott	(662) 720-7235	(662) 416-8599 (cell)
Vice President of Instruction	Michelle Baragona	(662) 720-7375	(662) 416-2224 (cell)
Division Head of Health Sciences	Patti Cooper	(662) 720-7236	(662) 284-6251 (cell)
Director of Building and Grounds	Mark Hatfield	(662) 720-7270	(662) 416-3714 (cell)
Vice President of Public Info	Tony Finch	(662) 720-7304	(662) 231-7250 (cell)

In the event of an emergency at a center, contact as follows:

NORTHEAST AT CORINTH	CAMPUS PHONE	HOME PHONE
Ben Shapple, Director	(662) 696-2312	(662) 587-9255 (cell)
NORTHEAST AT NEW ALBANY	CAMPUS PHONE	HOME PHONE
David Goode, Director	(662) 692-1508	(662) 507-1699 (cell)

## APPENDIX B

### Building Supervisors

Building supervisors are responsible for the supervision of the assigned facility. This involves functions assigned in the Emergency Response Plan as well as routine duties assigned by immediate supervisors. (Bold type denotes on-campus dialing.)

#### BOONEVILLE CAMPUS

<b>Educational Building</b>	<b>Supervisor</b>	<b>Telephone</b>
Anderson Hall	Justin Treloar	(662) 720- <b>7376</b>
B. T. Moore Hall	Greg Hardin	(662) 720- <b>7400</b>
Childers Hall	Patti Cooper	(662) 720- <b>7236</b>
Dean Hall	Molly Goodson	(662) 720- <b>7219</b>
Daws Hall	Beth Byrd	(662) 720- <b>7258</b>
Ramsey Hall	Ray Scott	(662) 720- <b>7235</b>
Eula Dees Library	Glenice Stone	(662) 720- <b>7237</b>
Gordon Hall	Jason Mattox	(662) 720- <b>7299</b>
Hargett Hall	Patti Cooper	(662) 720- <b>7236</b>
Hines Hall	Ray Harris	(662) 720- <b>7359</b>
Holliday Hall	Nadara Cole	(662) 720- <b>7327</b>
McCoy Hall	Beth Byrd	(662) 720- <b>7258</b>
Patterson Hall	Carla Falkner	(662) 720- <b>7335</b>
Vocational Building #2	Ray Gaillard	(662) 720- <b>7203</b>
Vocational Building #3	Russ Bullard	(662) 720- <b>7247</b>
Vocational Building #4	Mike Snowden	(662) 720- <b>7397</b>
William Waller Technical Center	Christy Grissom	(662) 720- <b>7233</b>

<b>Administrative/General Use</b>	<b>Supervisor</b>	<b>Telephone</b>
Wright Hall		(662) 720-7342
Baptist Student Union	Wayne Vandiver	(662) 728-5409
Bonnor Arnold Coliseum	Cord Wright	(662) 720-7241
Building and Grounds Building	Mark Hatfield	(662) 720-7270
Burgess Activity Center	Robert Walker	(662) 720-7286
Frank Haney Union	Tony Finch	(662) 720-7304
Seth Pounds Auditorium	Kim Harris	(662) 720-7193
Stringer Hall	Kim Harris	(662) 720-7193
Transportation Maintenance Building	Mark Morelock	(662) 720-7230
Wesley Foundation House	Julia Sheets	(662) 728-3914

<b>Residence Hall</b>	<b>Supervisor</b>	<b>Telephone</b>
Mississippi Hall	Susan Childers	(662) 720-7590
Murphy Hall	Malinda Williams	(662) 720-7800
White Hall	Maurice Weatherall	(662) 720-7600
Wood Hall	Graple Duncan	(662) 720-7100
Yarber Hall	Kathryn Chaffin	(662) 720-7700

#### **NORTHEAST AT CORINTH**

<b>Building</b>	<b>Supervisor</b>	<b>Telephone</b>
Northeast at Corinth	Ben Shappley	(662) 696-2312

#### **NORTHEAST AT NEW ALBANY**

<b>Building</b>	<b>Supervisor</b>	<b>Telephone</b>
Northeast at New Albany	David Goode	(662) 692-1508

## APPENDIX C

### Resource Personnel

<b>Area of Expertise</b>	<b>Name</b>	<b>Phone</b>
Campus Police/Security	Randy Baxter	(662) 720- <b>7576</b>
Computer	Greg Smith Tom Hill	(662) 720- <b>7164</b> (662) 720- <b>7384</b>
Counseling Center	Joey Williford	(662) 720- <b>7564</b>
Food Services	Steve Miller Christy Grissom	(662) 720- <b>7501</b> (662) 720- <b>7233</b>
Health Related	Patti Cooper Camille Beals	(662) 720- <b>7236</b> (662) 720- <b>7773</b>
Maintenance	Mark Hatfield	(662) 720- <b>7270</b>

Bold type denotes on-campus dialing.

## APPENDIX D

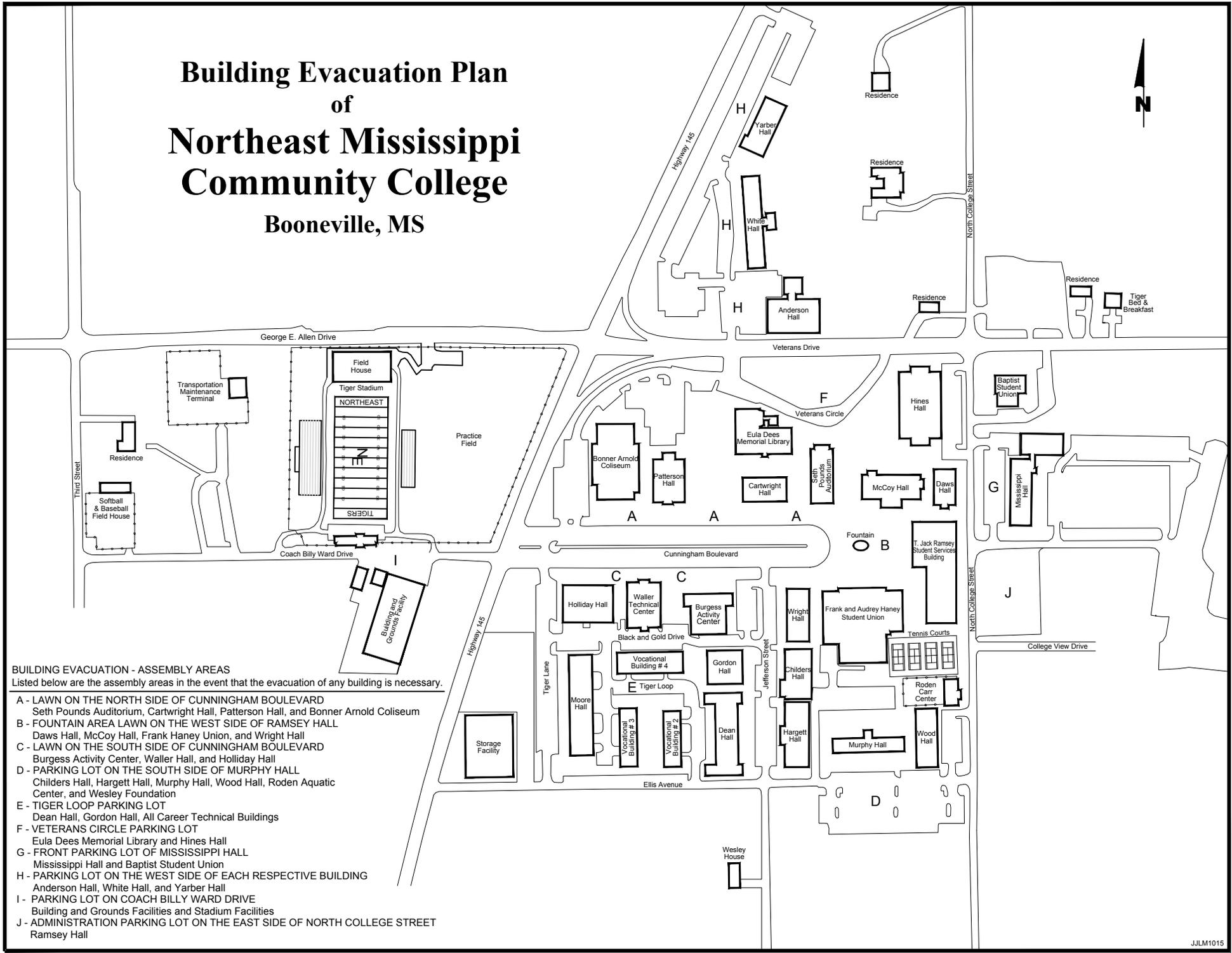
### Evacuation Plan Assembly Areas

Should an evacuation of a building or buildings become necessary, inhabitants will report to the appropriate area as designated below. Building Supervisors will assemble evacuees by building and account for building occupants. Special emphasis, specifically those who cannot be accounted for, will be made and given to the Emergency Response Team.

#### **ASSEMBLY AREAS FOR EACH CAMPUS ARE AS FOLLOWS:**

- Booneville Campus: See attached map
- Northeast at Corinth: Parking lot on west side of building (see attached map)
- Northeast at New Albany: Parking lot on west side of building (see attached map)

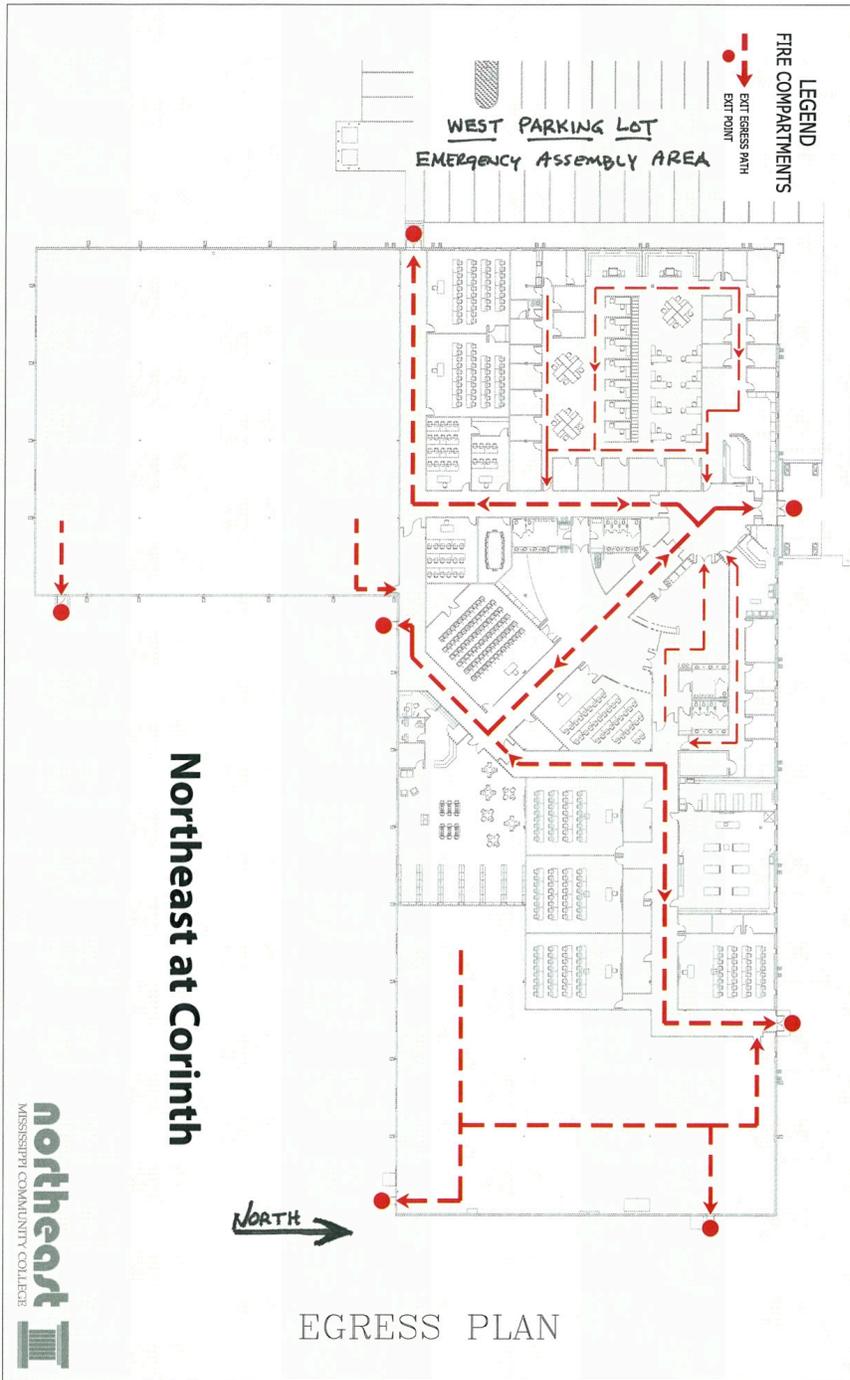
# Building Evacuation Plan of Northeast Mississippi Community College Booneville, MS

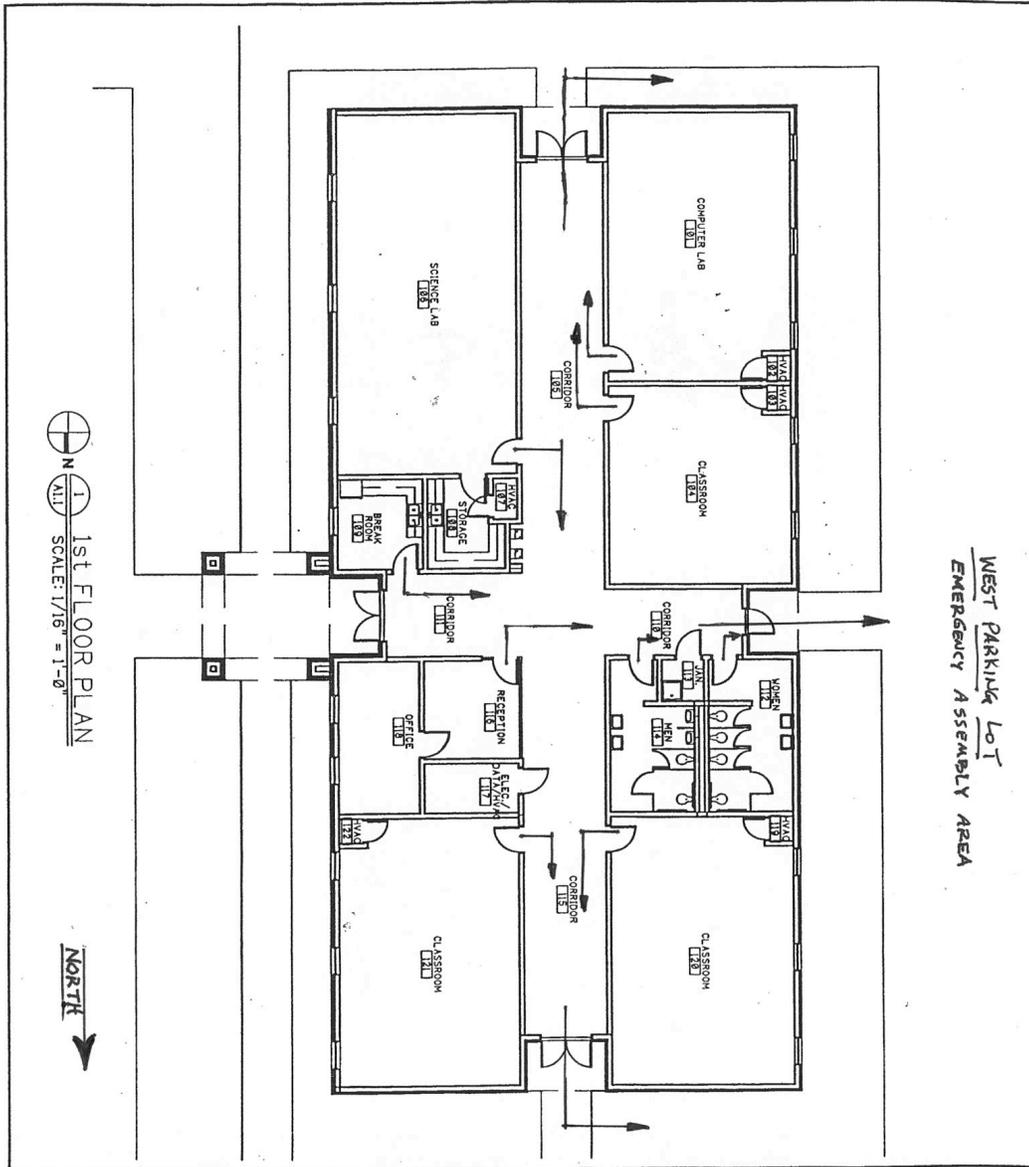


**BUILDING EVACUATION - ASSEMBLY AREAS**

Listed below are the assembly areas in the event that the evacuation of any building is necessary.

- A - LAWN ON THE NORTH SIDE OF CUNNINGHAM BOULEVARD  
Seth Pounds Auditorium, Cartwright Hall, Patterson Hall, and Bonner Arnold Coliseum
- B - FOUNTAIN AREA LAWN ON THE WEST SIDE OF RAMSEY HALL  
Daws Hall, McCoy Hall, Frank Haney Union, and Wright Hall
- C - LAWN ON THE SOUTH SIDE OF CUNNINGHAM BOULEVARD  
Burgess Activity Center, Waller Hall, and Holliday Hall
- D - PARKING LOT ON THE SOUTH SIDE OF MURPHY HALL  
Childers Hall, Hargett Hall, Murphy Hall, Wood Hall, Roden Aquatic Center, and Wesley Foundation
- E - TIGER LOOP PARKING LOT  
Dean Hall, Gordon Hall, All Career Technical Buildings
- F - VETERANS CIRCLE PARKING LOT  
Eula Dees Memorial Library and Hines Hall
- G - FRONT PARKING LOT OF MISSISSIPPI HALL  
Mississippi Hall and Baptist Student Union
- H - PARKING LOT ON THE WEST SIDE OF EACH RESPECTIVE BUILDING  
Anderson Hall, White Hall, and Yarber Hall
- I - PARKING LOT ON COACH BILLY WARD DRIVE  
Building and Grounds Facilities and Stadium Facilities
- J - ADMINISTRATION PARKING LOT ON THE EAST SIDE OF NORTH COLLEGE STREET  
Ramsey Hall







 1st FLOOR PLAN  
 SCALE: 1/16" = 1'-0"

NORTH  

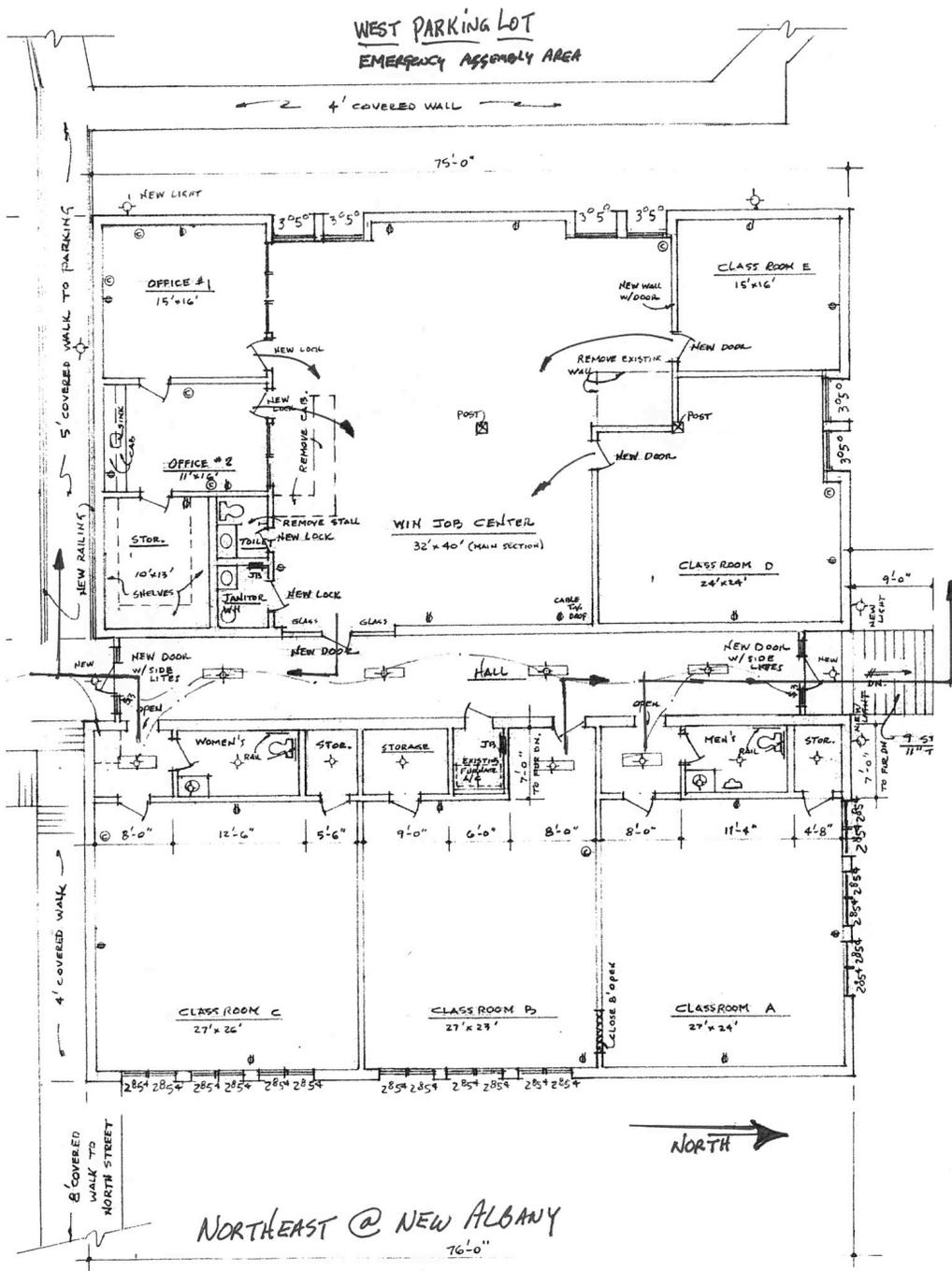

WEST PARKING LOT  
 EMERGENCY ASSEMBLY AREA

**Northeast Mississippi Community College**  
**New Albany Campus**  
 Classroom Building  
 New Albany, Mississippi



PROJECT NO. 288821  
 DRAWN BY: CJ/NA  
 CHECKED BY: RBR  
 DATE: 12/18/98  
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 A Professional Association

A1.1



NORTHEAST @ NEW ALBANY  
76'-0"

FLOOR PLAN  
SCALE: 1/8" = 1'-0"

## APPENDIX E

### **Campus Evacuation Plan**

**In the event that a campus evacuation is called for during the school day, the following Northeast personnel will assist in the evacuation and directing of traffic at the indicated locations. All building supervisors will ensure that their buildings are vacant. A campus evacuation which occurs after normal daytime hours will be coordinated by campus security.**

A – Campus police will block off the entrances to campus to prevent cars from entering campus during the evacuation process.

B – A designated Northeast police officer and Booneville Police Department personnel will direct traffic at the main entrance to the campus at the western end of Cunningham Boulevard.

C – Jonathan Alexander will direct traffic at the southern end of Tiger Lane.

D – Derek DeVaughn will direct traffic at the intersection of Tiger Loop and Ellis Avenue.

E – Stevie Lovelace will direct traffic at the intersection of Black and Gold Drive and Jefferson Street.

F – John Yarber will direct traffic at the intersection of Cunningham Boulevard and Jefferson Street.

G – Matt Sandlin will direct traffic at the intersection of Jefferson Street and Ellis Avenue.

H – John Shelburne will direct traffic at the intersection of Ellis Avenue and North College Street.

I – Jason Beghtol will direct traffic from Hines Hall parking lot and north end of Mississippi Hall parking lot.

J – Tom Hill will direct traffic from parking lot at rear of Mississippi Hall.

K – A designated Northeast police officer will direct traffic at the intersection of Veteran's Drive and North College Street.

L – Bryan Mitchell will direct outgoing traffic at the east exit of Veteran's Circle onto Veteran's Drive.

M – Patrick Eaton and Glenice Stone will direct traffic at the west entrance of Veteran's Circle and prevent traffic from entering campus at this location.

N – A designated Northeast police officer and Booneville Police Department personnel will direct traffic at the intersection of Veteran's Drive and U.S. HWY 145.

O – Jeff Tuttle will direct traffic at the Anderson Hall parking lot exit onto Veteran's Drive.

# Campus Map of Northeast Mississippi Community College Booneville, MS

