

DeSoto Center-Olive Branch Emergency Plan Addendum

Different types of emergencies and disasters need responses tailored to those specific circumstances and locations. This addendum includes protocols for various types of emergencies tailored for use at the Olive Branch campus of the DeSoto Center.

The Building Supervisor or senior faculty member present will coordinate "first response" to any emergency. This response may include requesting assistance from appropriate agencies such as Fire or Police, initiating evacuation of the building, or other predetermined measures to protect life and property when imminent threat is at hand.

Revised summer 2015

In the event of an emergency situation or disaster Northwest 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 group on each campus, the principals of incident command, and guidelines for general initial response to emergencies involving risk to individuals or facilities. The plan then describes specific protocols for dealing with specific situations (tornadoes, winter weather events, etc.) With responses tailored for each campus.

Individuals with system wide responsibilities will receive a copy of the master plan. Those whose responsibilities are confined to a particular campus will receive only those sections designed to assist their campus.

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 the revision, addition, or deletion of any procedure or procedures listed herein are welcomed.

Suggestions and questions regarding this plan should be directed to me at the Student Services Office in Tate Hall, 562-3305, or to dsmith@northwestms.edu.

Dan Smith
Vice President for Student Services

Emergency Responses for DeSoto Center/Olive Branch

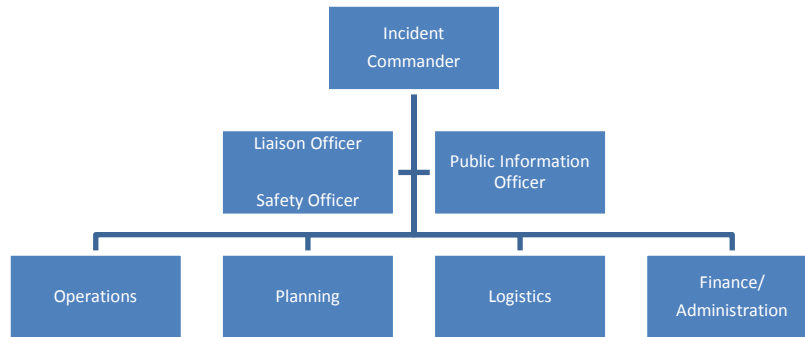
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INCIDENT COMMAND SYSTEM ORGANIZATION

Northwest Mississippi Community College utilizes the national incident command structure for managing responses to emergency situation. This incident command structure complies with national and state guidelines regarding incident response.

The Incident Command System (ICS) organization comprises the following five functional areas:

- Command
- Operations
- Planning
- Logistics
- Finance and Administration



I. MODULAR EXTENSION OF THE ICS STRUCTURE

The ICS organizational structure is modular, extending to incorporate all elements necessary for the type, size, scope, and complexity of a given incident. The IC structural organization builds from the top down; responsibility and performance begin with the incident command element and the Incident Commander or Unified Command (if multi-jurisdictional). When the need arises, four separate sections can be used to organize staff. Each may have several subordinate units, depending on the management requirements of the incident. If one individual can simultaneously manage all major functional areas, no further organization is required. If one or more of the functions requires independent management, an individual is assigned responsibility for that function.

The responding Incident Commander's initial management assignments will normally be one or more Section Chiefs to manage the major ICS functional areas as described above. The Section Chiefs will further delegate management authority for their areas as required. If a Section Chief sees the need, he or she may establish branches or

units (depending on the section). Similarly, each functional unit leader will further assign individual tasks within the unit as needed.

The modular concept described above is based on the following considerations:

- Developing the form of the organization to match the function or task to be performed;
- Staffing only the functional elements that are required to perform the task;
- Observing recommended span-of-control guidelines;
- Performing the function of any non-activated organizational element at the next highest level; and
- Deactivating organizational elements no longer required.

POSITION ASSIGNMENT SUMMARY

As noted earlier in this document, when the need arises ICS sections can be assigned to assist the command function. The President of the College, or his designee, will designate the incident commander and necessary supporting officers based on the nature and type of emergency. If one individual can manage the functions of a particular area, then other personnel will not be assigned. The following is a summary of assignments for individual management of a section or when only a small number of individuals are needed to manage an entire function. Individuals who might be assigned to these roles are indicated.

Incident Commander

Incident Commander—Vice President for Student Services (weather related, epidemics, natural disasters), Director of Campus Police (civil disturbances, incidents of violence, explosions/traffic incidents, weapons of mass destruction, bomb threat), Director of Physical Plant (facility, utility or other infrastructure failures)

- Assess incident priorities.
 - Life and Safety, such as actions to prevent further injury
 - Incident stabilization
 - Protect/preserve property
- Determine strategic goals and tactical objectives.
- Develop, or approve, and implement an Incident Action Plan (I.A.P.).
- Develop an incident command structure appropriate for the incident.
- Assess resource needs and take appropriate action to acquire them.
- Coordinate overall emergency activities and ensure effective utilization of resources.
- Delegate operational responsibility.
- Coordinate the activities of supporting agencies.
- Provide updates to the Executive Council and communicate objectives included in the I.A.P.
- Begin initial staging for emergency responders.

Liaison Officer

Liaison Officer—Assigned by Incident Commander

- Be the point of contact for supporting agencies (through agency representatives).
- Be designated when it is apparent that the Incident Commander will be distracted by a high volume of requests for direction, information, etc.
- Coordinate the management of supporting agencies. This will eliminate duplication of effort, maximize effectiveness, and assign appropriate roles.

Public Information Officer

Public Information Officer—Director of Communications, Assistant Director of Communications, Communications Assistant, Sports Information Coordinator, Student Publications Coordinator

- Release information authorized by the Incident Commander and approved by the Executive Management Board.
- Disseminate **Ranger Alert**-announcements as instructed by the Incident Commander and the Executive Council.
- Establish a Media staging area near the Command Post.
- Establish a Joint Information Center, if needed, and act as the college liaison with other responding agency Public Information Officers.
- Schedule regular press briefings in protracted incidents.

Operations Officer/Chief

Operations Section Chief—Assigned by Incident Commander based on situation

- Direct and coordinate all tactical operations.
- Assist Incident Commander in developing strategic goals and tactical objectives.
- Develop Operational Plans.
- Request or release resources through the Incident Commander.
- Consult with the Incident Commander concerning the Incident Action Plan.
- Inform and update the Incident Commander of situational changes and resource status.

Planning/Intelligence Officer/Chief

Planning Section Chief—Assigned by Incident Commander

- Assess present circumstances and project most likely course of events and outcome.
- Collect and evaluate information pertaining to the incident and resources.
- Disseminate information to the Incident Commander, Operations Officer, etc.
- Assist with the development of the Incident Action Plan.
- Modify the action plan in response to changing conditions.
- Anticipate changing resource needs.
- Prepare contingent strategic and tactical options, based on the incident's potential.
- Assist/enable the Incident Commander to manage proactively.
- Document the incident.

- Develop a demobilization plan.
- Obtain relevant maps, floor plans, and other documents.
- Provide for display of status information and situation boards at the Command Post.

Logistics Officer/Chief

Logistics Section Chief—Director of Physical Plant, Director of Campus Life and Housing, Director of Food Service

- Manage the service and material resources required by the incident.
- Develop an Incident Communication Plan, as necessary, to ensure adequate communication with supporting units.
- Provide replacement equipment as needed, including radios.
- Provide relief personnel and other staffing as needed.
- Locate and arrange for the use of facilities.
- Provide necessary supplies and refueling.
- Provide required maintenance of equipment.
- Provide photocopying of maps, flyers, etc.

Finance Officer/Chief

Finance/Administration Section Chief—Vice President for Fiscal Affairs, other Business Office Staff

- Document all incident costs for future payment and/or reimbursement.
- Track time of personnel involved in the incident.
- Document delivery and in-service times of rented equipment.
- Recommend appropriate cost saving measures to the Incident Commander.

Staging Officer

Staging Officer—Assigned by Incident Commander

- Manage all staging area activities designated.
- Establish staging areas.
- Establish a check-in procedure.
- Advise the Incident Commander of available personnel and their status.
- Assign and brief personnel in response to manpower requests.

Further detailed information regarding the operation of an incident response system is contained in the Incident Response System protocol.

FIRE

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

1. Activate the fire evacuation plan by going to the office and activating the fire alarm system.
2. **TELEPHONE THE FIRE DEPARTMENT AT 9-911 AND REPORT "FIRE AT NORTHWEST COMMUNITY COLLEGE OLIVE BRANCH FACILITY – 8750 DEERFIELD DRIVE."**
3. **Call the DeSoto Center at 280-6120 and also report the fire in the same manner.**
4. Faculty members should direct all individuals to a safe distance from the building.
5. Upon arrival of the Fire Department, they will assume command of the area. Police, Physical Plant Staff and others should assist Fire Department as needed.
6. 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 as 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) the building should be evacuated. The building should not be reentered until inspected by trained personnel and certified as safe.
2. If the building has been damaged, an outside command post should be established in the parking lot. Medical care requests should be organized from that Post. The Alert List should be notified. 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. Excavation of collapsed areas which may contain trapped victims;
 - d. Safety inspections of the building;
 - e. Restoration of utilities.
3. Aftershocks, some as strong as the original quake, will occur for months afterward.
4. If serious damage has occurred, the building should be closed and evacuated as soon as practicable.
5. County emergency management agencies should be updated on a regular basis regarding the state of operations at the Center.

TORNADOES

Northwest 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 issues determines 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:

Marginal Risk of Severe Weather - indicates storms of only limited organization, longevity, coverage and/or intensity, typically isolated severe or near-severe storms with limited wind damage or large hail or perhaps one or two tornadoes.

Slight Risk of Severe Weather – means that well organized severe thunderstorms are expected in the area but in small numbers with low coverage (3-5 tornadoes, less than 29 reports of high wind or hail) in the risk area. No action need be taken or alerts issues unless a formal watch or warning is issued for DeSoto County. No advisories will be sent to building supervisors.

Moderate Risk of Severe Weather – means that a greater concentration of severe thunderstorms is expected, with generally greater magnitude of severe weather (6-19 tornadoes, numerous wind events, 30 or more reports of hail). In the event DeSoto County is listed in a moderate risk area, the following precautionary steps should be taken:

1. A Ranger Alert will be emailed to the Dean, Associate Dean, and Assistant Dean.
2. A supervisor or designated alternate must be present in the building at all times when operations are on-going in the building --- including the lunch hour.
3. Supervisors of any outdoor activities or official trips should consult Student Services for updates of any threatening weather developments before commencing such activities.

High Risk of Severe Weather – means that almost always a major severe weather outbreak will occur, with great 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 20 or more tornadoes can be expected, with at least two rated F3 or greater, 50 or larger scale wind events, including destructive straight line winds. High risk classifications are rare, with mid-south areas receiving such a classification less than once a year. In the event DeSoto County is listed in a high risk area, the following precautionary steps should be taken:

1. A Ranger Alert will be sent by Student Services.
2. A supervisor or designated alternate must be present in the building at all times when operations are on-going in the building --- including the lunch hour.
3. Supervisors of any outdoor activities or official trips should consult Student Services for updates of any threatening weather developments. Non-essential outdoor activities or trips should be discouraged.

4. Designated administrators should remain in touch with County Emergency Management and decisions made and reviewed regularly about possibly discontinuing operations or cancelling classes.

The building is equipped with a weather radio. This radio and the media should be monitored for information regarding developing severe weather conditions. As severe weather develops, the National Weather Service will issue watches and warnings. Listed below are several types of weather alerts and actions that should be taken when an alert is issued:

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. *Upon issuance of a watch, weather radios or other media should be monitored for further developments.*

SEVERE THUNDERSTORM WARNING - means that a severe thunderstorm will strike DeSoto County. *Outdoor activities such as sporting events should be immediately discontinued. Persons should take cover indoors and stay away from windows.*

TORNADO WATCH - A tornado watch means that conditions are favorable for the formation of tornadoes. *Weather radios should be continuously monitored. Essential emergency supplies such as flashlights, warning horns, etc. should be checked.*

TORNADO WARNING - A tornado warning means that a tornado is in or moving towards DeSoto County. Tornado sirens 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 should move to the center of the building. If outside, get into the 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 the building or utilities are disrupted, the following steps should be taken:

- a. Medical aid should be tendered to any injured.
- b. The alert list should be notified.
- d. The building should be closed if it is damaged. Essential records should be removed if possible.

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 and use the bomb threat checklist.
2. Immediately after the call, the person receiving it should jot down notes on the above data. The main office at the DeSoto Center should then be called and a report made to them.
3. The Dean, Associate Dean, Assistant Dean or senior administrator will notify the Fire and/or Sheriff's Departments/and EMA.
4. After analyzing the specificity of the threat and the circumstances, the senior administrator may order an evacuation. The senior administrator should confer privately with the City Fire and/or Police Chief and provide them with information regarding the threat. A plan of action should then be determined.
6. If an evacuation is ordered, everyone must evacuate except staff assisting fire and police personnel, and no one may re-enter until authorities release the area to normal use. Students and faculty should evacuate to an assembly point a sufficient distance from the building.
7. Staff knows what does or does not belong in or near the building and 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 Dean, Associate Dean, or Assistant Dean will order an evacuation from the site; notify the alert list, any community emergency management agencies not yet on the scene, and the FBI. .
10. No one may re-enter the area until it has been declared safe to enter.
11. A bomb threat report should be filed with the FBI following the incident.

BOMB THREAT CALL CHECKLIST

Exact wording of caller

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 or near the Center, students and staff should take protective positions under desks or tables, with backs to windows. If an explosion occurs within the building, or threatens the building, students and staff should observe the following procedures:

1. Evacuate the building.
2. The building supervisor should call 9-911 and notify Police and Fire Departments.
3. Staff should assess response needed: evacuation, medical care, 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, railways and an airport are located close to the building. Major accidents could cause chemical spills, toxic clouds, fires, etc. that will require special operations. In the event of such as accident, the following procedures should be followed:

1. If the accident is in the industrial park, appropriate community agencies should be notified (ambulance, fire, etc.).
2. If a major accident occurs off campus, upon receipt of official information the building supervisor and senior administrator should confer regarding the situation. The Dean, Associate Dean, or Assistant Dean should evaluate the level of risk to the building campus based on official information and determine emergency steps that should be taken. These could include: evacuation of the building; or an order to students and staff to take cover. The alert list should be notified by the Center operator.
3. In the event of a toxic cloud, individuals should be instructed to remain in the building. Depending upon advice from City officials, the air handler might need to be turned 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 Vice President for Student Services 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 Vice President shall relay that advice to the President for a decision regarding cancellation of classes or postponement of particular activities.

Should the World Health Organization declare that federal and state governments believe that the possibility of a worldwide influenza epidemic 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.

WINTER STORM WATCH - Issued when there is a threat of severe winter weather in our area.

WINTER STORM WARNING - Means that severe winter weather is expected. Severe winter weather is defined as four inches of snow in a 12 hour period, or six inches or more in a 24 hour period, or sleet or freezing rain are forecast to occur separately or in combination.

In the event of an actual winter storm, The President or his designee should monitor conditions and determine whether or not classes should be canceled. Any decision to close will be announced by Communications Director through media outlets.

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. To protect our campus Northwest has become 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 our 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, tornado sirens will be sounded. If outside, go into the building immediately. 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 you are able to access the Internet, up to date information will be posted on www.thedemocrat.com. If the power is out, college staff will get updates from County officials via radio, and relay information as best as possible.
3. 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 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 should observe and the Dean, Associate Dean, Assistant Dean, or senior administrator should be alerted.
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 will notify the alert list. A determination should be made by the Dean, Associate Dean, Assistant Dean, or senior administrator present 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 Director) 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 is ended, follow-up measures should be considered:
 - a. temporary curtailment of activities - student activities, classes, etc.;
 - b. expanded Police patrols.
 - c. conveying of accurate information to faculty and students regarding the incident.
5. Deciding when normal operations should resume should be made by the President with advice by 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 about to happen:

1. The Olive Branch Police should be immediately contacted at 9-911. The DeSoto Center Dean, Associate Dean or Assistant Dean should be contacted as soon as practicable.
2. If a weapon is seen or suggested, Olive Branch Police should be contacted immediately and informed that a gun may be present.
3. The DeSoto Center operator should inform the alert list as soon as practicable.
4. Upon a determination that the individuals involved have been apprehended, staff will inform faculty and students that normal operations may resume.

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 the Dean, Associate Dean or Assistant Dean at 280-6122. The Olive Branch Fire Department should also be contacted at 911. No one should leave the immediate area. Fire personnel have equipment needed to respond and handle the item.
2. Campus personnel will assist Fire Department in conducting a MEMA Hazard Risk Assessment and in implementing relevant protocols for handling suspect mail or packages.
3. A controlled evacuation of the building may occur. It is vitally important that individuals in the work area not leave until released by Police or Fire personnel.
4. Individuals in the involved area may be directed to a congregate care location for debriefing and possible decontamination or medical follow-up.
5. The Campus Operator will contact the alert list.

CAMPUS LOCKDOWN PROCEDURES

At times a life-threatening, hostile or hazardous situation may arise on or near the property of Northwest Mississippi Community College requiring the implementation of what is known as a LOCKDOWN. Such a procedure exists to protect human life and property and make resolution of a threatening situation easier for law enforcement agencies.

DEFINITION

A "Lockdown" is a temporary "sheltering-in-place" technique utilized to limit human exposure to an apparent life-threatening, hostile or hazardous situation or threat. When a lockdown is declared by Campus Police or administrative officials, occupants of any building within the impacted area are to remain in their respective spaces locking all doors and windows, not allowing entry or exit to a secured area until the "all clear" confirmation has been given. Individuals may be required to move to a safe location if they are immediately adjacent to the life-threatening or hazardous situation (e.g. shooter, bomb threat, etc.). In all cases, individuals must follow directions of Campus Police and appropriate law enforcement officials.

Examples of life-threatening or hazardous situations include, but are not limited to:

- Someone has a gun or weapon on campus or there is an active shooter or shots are heard on campus
 - Execution of a high risk search or arrest warrant of a potentially dangerous suspect
 - Serious crime that is actively occurring on campus (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)
 - Serious crime committed in close proximity to the campus or a campus building (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)
- Inclement weather (e.g.: ice storm, tornado in close proximity to campus, etc.)
- Hazardous chemical spill

NOTIFICATION

Notification of a campus lockdown will be communicated via the Ranger Alert System. During a lockdown, police and other emergency personnel would be responding to the emergency. Due to the varying scenarios and situations that might occur on campus or near a Campus facility and the dynamic nature each scenario presents, it is imperative for individuals to stay alert and be aware of the proper precautions and procedures to take when a lockdown is necessary. When instructions are given for a "lockdown" by Campus Police or designated administration official, the following procedures are to be implemented immediately:

LOCKDOWN PROCEDURES

All campus buildings are to be locked to prevent entrance from unauthorized persons.

- The Dean, Associate Dean, Assistant Dean, or senior administrator will lock the exterior entrances of the building.
- Faculty is to remain in their classroom with the door locked or barricaded, where possible.
- Staff is to remain in their offices, or a secure area, preferably without windows, with the door locked.

1. ACTIVE SHOOTER OR HOSTAGE SITUATION:

•If preceding an order to "lockdown" gunshots are heard in or around the building or once the notice to "lockdown" has been issued, take the following actions:

•Try to remain calm — but follow instructions of Campus Police or the designated administrative official.

•Remain indoors and go to the nearest room trying to stay away from windows.

•Do not seek shelter in open areas such as hallways or corridors. Go to the nearest classroom, office, conference or storage room that can be locked.

•Once a "lockdown" has been initiated individuals are not allowed to leave the buildings— unless an all clear has been sounded or directed to by Campus Police or the designated administrative official.

- Lock all doors and windows.
- If an individual is not in a room that can be locked, try to find a space that has a locking door.
- Turn off all lights.
- Individuals should attempt to stay away from windows. This may require hiding under a desk or behind furniture.
- Remain silent so as not to attract attention.
- Turn off all radios or other devices that emit sound.
- Silence cell phones.
- Only use a cell phone to contact Campus Police or law enforcement. Talking or any type of noise could draw the attention of a shooter so be careful.
- If gunshots are heard lay on the floor, preferably behind a heavy object, such as a desk, table or filing cabinet.
- If appropriate turn off gas and electric appliances to reduce noise or the threat of a fire.
- If outdoors seek shelter behind a building, wall or large tree. It is important to “hide” from a shooter.
- If there is a group of individuals clustered together (such as a classroom or meeting), the instructor or leader should compile names and keep attendance to make sure everyone remains present and accounted for should an evacuation be necessary.
- Do not unlock doors or attempt to leave until instructed to do so by Campus Police or the designated administrative official. The "all-clear" will be announced via an appropriate system, such as the public address system, phones, etc.
- Always stay alert to rapidly changing and dynamic situations. Staying calm is crucial. Hysteria can lead to making poor decisions or taking needless risk.

2. SERIOUS CRIME OCCURRING OR COMMITTED IN CLOSE PROXIMITY TO CAMPUS:

- Specific instructions/actions to be taken will be based upon the specific crime or incident that is or has recently occurred, and will be disseminated by the appropriate means to the campus community.
- The actions listed under Active Shooter Incident above may apply, but will ultimately be determined by Campus Police. It is critical for everyone subject to a lockdown to follow instructions of Campus Police or the designated administrative official.

3. INCLEMENT WEATHER-RELATED INCIDENT:

- Specific instructions/actions to be taken will be based upon the specific weather-related incident that is actively occurring, and will be disseminated by the appropriate means to the campus community.
- Individuals need to stay alert to changing weather conditions and follow the instruction of Campus Police or the designated administrative official.

4. HAZARDOUS MATERIALS SPILL INCIDENT:

- Specific instructions/actions/containment procedures to be taken will be based upon the specific hazardous materials-related incident that is actively occurring, and will be disseminated by the appropriate means to the campus community.
- In the event of a chemical spill toxic fumes may result. Individuals need to stay alert to wind direction and weather conditions and follow instructions of Campus Police or the designated administrative official.

It is anticipated that everyone involved in a lockdown situation on campus or at a facility managed by Northwest Mississippi Community College will comply with all directions and orders issued by Campus Police or a designated administrative official. The circumstances leading to a “lockdown” are normally quite serious and can lead to loss of life or injury if not followed. It is important for Campus Police and designated administrative officials to remain in control of such volatile situations in order to protect public safety and property.

CAMPUS EVACUATION

Declaration of Evacuation/Closure

In the event of a natural or man-made disaster, emergency or a special circumstance that poses a danger to the faculty, staff, or students of Northwest Mississippi Community College the President or his designee will make the decision as to whether or not to order the evacuation or closure of the College or a campus of the College.

The President will consult with campus administrators, Campus Police, and community assets as necessary to determine the extent and terms of the closure, and the segments of the campus community who will receive the notification. The President will, without delay, and taking into account the safety of the community, determine the content of the notification and inform the Vice-President of Student Services or the Director of Communications, who will initiate the notification system. The President may delay the issue of a notification if, in his professional judgment, the notification could reasonably be expected to compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The President may direct that all available campus resources assist in an evacuation or closure. The President may further request the assistance of community resources. These resources may include but are not limited to law enforcement agencies; college administrators, faculty or staff; county emergency management staff; or media outlets and weather services.

Notification of Evacuation/Closure

Evacuation/Closure of the College may be communicated to the faculty, staff, students and others in the following ways:

- The Ranger Alert System to faculty and staff.
- Announcements made on radio and television stations.
- Information by calling 562-3314 or 562-3200
- Loudspeakers on Campus Police vehicles
- NWCC web page

Evacuation

In the event of an emergency and it is determined the campus is to be evacuated/closed all non-emergency personnel are asked to evacuate as quickly as possible by way of the nearest exit.

Evacuation Drills

The evacuation test procedures (these procedures may be simulated)

- The Vice-President of Student Services, or his designee, will initiate the test by use of the notification system.
- The Dean, Associate Dean, Assistant Dean or his designee will clear their buildings of responsibility.
- Campus Police will clear the common areas of campus and assist in removing people from the campus.
- gives an all-clear message.

Each test will be documented with a description of the exercise, the date, time and whether it was announced or unannounced.

MISSING PERSONS

All concerns regarding a possible missing person (student, faculty, or staff) should be immediately directed to the Campus Police Office. Upon receipt of a missing person report, the Campus Police will initiate a priority investigation. An investigating officer will meet with the individual(s) making such a report and will gather the following information:

1. Essential information about the missing person – description, clothes last worn, possible location including last known destination, individuals the missing person might be with, known associates, and vehicle description. A recent photograph will also be secured.
2. The investigating officer will also gather information about the physical and mental well being of the missing person. A current class schedule, class attendance information, job information and work schedule or residence hall information sheet (if applicable) will be obtained.
3. Based upon information gathered in steps one and two, appropriate campus staff will be contacted and either questioned or notified regarding the missing persons' status.
4. If after the completion of steps one through three it appears that he person is actually missing, parents or an emergency contact person will be notified by the Vice President for Student Services or the Director of Campus Police. Each student may identify a contact person to be notified if the student is determined missing by the Campus Police. The parents or guardian and contact person will be notified if the missing student is under 18 and is not emancipated. Contact will be registered and maintained confidentially.
5. After consultation with the family of the missing person, the Campus Police will issue a regional welfare alert for the missing person through the National Crime Information Center. Further investigatory measures will be taken or additional notifications made based upon the circumstances of the individual case.
6. The Vice President and/or Director of Campus Police will keep family apprised of the status of the investigation.

EMERGENCY ALERT LIST

IN THE EVENT OF IMMINENT DANGER TO LIFE OR PROPERTY, CALL 911 FIRST FOR FIRE OR AMBULANCE, THEN CONTACT CAMPUS POLICE AT 3314. AFTER SITUATION ASSESSMENT THE POLICE SUPERVISOR ON DUTY WILL INSTRUCT THE POLICE DISPATCHER TO CONTACT NEEDED INDIVIDUALS ON THE ALERT LIST. .

The following key personnel are to be contacted in the event of a major emergency or disaster:

Title	Name	Campus Ext.
1. President	Gary Lee Spears	3227
2. Vice President - Education.	Richie Lawson	3383
3. Vice President - Fiscal Affairs	Gary Mosley	3216
4. Vice President – Registrar	Larry Simpson	3377
5. Vice President - Student Services	Dan Smith	3319
6. Director of Campus Police	Zabe Davis	3314
7. Director of Physical Plant	Mike Robison	3438

In the event of an emergency at a Center, the Director of the Center should be contacted first.

Main Campus

1. Associate Vice President	Matthew Domas	3205
2. Dean of Career Technical Ed.	David Campbell	3361

DeSoto Center

1. Dean	Jeremy Isom	6120
2. Associate Dean	Keith Reed	6125
3. Assistant Dean	Josh Filtz	6167
4. Evening School Director	Tonyalle Rush	6126

Lafayette/Yalobusha Center

1. Dean	Jack Butts	2023
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Benton County Vocational Center

1. Director	David Campbell	3361
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