

# Northwest Mississippi Community College

## Senatobia Campus

### Emergency Response Plan

**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 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.) 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](mailto:dsmith@northwestms.edu).

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Dan Smith  
Vice President for Student Services

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## **EMERGENCY RESPONSE PLAN - SENATOBIA CAMPUS**

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 effects, and progress of emergency procedures. The President or designee decides whenever the College should be closed.

In the event of a major disaster or emergency, the President will designate individuals responsible for reacting to the situation. The response group will normally be composed of the Vice Presidents and other administrators as needed depending upon the type of emergency or disaster. Staff members assigned to the group will be given specific roles.

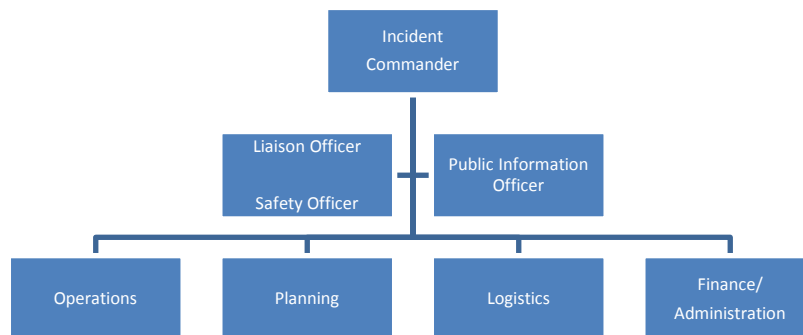
In general, emergency responses deal with primary issues such as security, traffic control, crowd control, provision of food and shelter, dissemination of public information, and facility management.

## **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 **Media Alert** or **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.

## **EMERGENCY OPERATIONS CENTER**

The Campus Police Office will serve as the Campus Emergency Operations Center. In the event



of an emergency or disaster situation, emergency response shall be coordinated from that Center. 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.

## **ESSENTIAL STAFF**

Members of the following campus staffs should consider themselves on duty and report to their work station 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 on reporting 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. Physical Plant.
2. Food Service.
3. Campus Police.
4. Residence Supervisors.

## **BUILDING SUPERVISORS**

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. A list of Building Supervisors is in the appendix.

## **RESOURCE STAFF**

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. Campus Police will maintain a list of resource staff with work and home phone numbers.

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.

## **PRIORITIZED EMERGENCY TASKS**

In any emergency situation, 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. Notify alert list.
4. Open Emergency Operations Center. Restore power and telephone service to EOC if necessary.
5. Establish communications.
6. Provide medical aid.
7. Apply fire suppression.
8. Initiate search and rescue.
9. Control any hazardous substances.

### **SECOND PRIORITY**

1. Survey facilities and utilities and recertify for use as appropriate.
2. Notify Tate County 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.

### **THIRD PRIORITY**

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:**

Listed below are assembly areas in case evacuation is needed:

1. McCormick Administration, Tate Hall, Lafayette Humanities, WIN Center, Yalobusha, Nursing- Front Lawn of campus
2. McGhee, Tunica, Fine Arts Complex, Pugh Library, Haraway Center B Commuter Parking Lot
3. Berry, Spears Early Childhood – Lawn north of Spears Early Childhood
4. Taylor, Coats Vo-Tech Complex, McLendon Center - Ranger Square

5. Bobo- Steps leading to the bookstore of the McLendon Student Center
6. Benton- Lawn behind building C
7. Fatheree Agriculture Building - ROC
8. Coliseum - Football Practice Field
9. Quitman Halls, Marshall – Lawn area behind Quitman
10. Gainey- East Stair tower of the McLendon Student Center
11. Panola, Housekeeping– Lawn adjacent to ROC
12. DeSoto, Calhoun, Physical Science, Work Force Development - North Commuter Lot
13. Tallahatchie, Agriculture Technology, Mechanical Technology- Open Field north of the Softball Field

## **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.
2. **TELEPHONE THE FIRE DEPARTMENT AT 9-911 AND REPORT "FIRE AT NORTHWEST COMMUNITY COLLEGE IN \_\_\_\_\_ HALL/BUILDING."**
3. **Call Campus Police at extension 3314 and also report the fire in the same manner.**
4. The Building Supervisor should direct all individuals to the pre-designated assembly area or keep all individuals a safe distance from the building.
5. Campus Police should escort the Fire Department to the building if requested and keep all

roads and pathways open. The Campus Police dispatcher should notify appropriate officials.

6. 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.

8. If needed, a shelter will be opened for affected individuals.

9. An "all clear" can only be issued by the Fire Department.

## **Medical Emergency/Ambulance**

When a medical emergency occurs in a building, the following actions should be taken:

1. **Call 9-911 AND REPORT THE MEDICAL EMERGENCY.**
  - a. **"I NEED AN AMBULANCE AT NORTHWEST COMMUNITY COLLEGE IN \_\_\_\_\_ HALL/BUILDING, ROOM \_\_\_\_\_, ON THE \_\_\_\_ FLOOR. THE 911 ADDRESS IS \_\_\_\_\_."**
  - b. **I HAVE A \_\_\_\_\_ YEAR OLD OR APPROXIMATE AGE MALE OR FEMALE THAT HAS \_\_\_\_\_ (GIVE AS MUCH INFORMATIONS AS POSSIBLE ABOUT WHY YOU ARE CALLING FOR AN AMBULANCE).**
  - c. **ANSWER ANY QUESTIONS THE 911 OPERATOR MAY HAVE.**
2. Have someone call Campus Police or ask the 911 operator to make the notification. It is important that Campus Police be contacted.

## **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) 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 McLendon Center has been damaged, an outside command post should be established in the parking lot in front of the Center. Medical care requests and building inspections 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 buildings which may contain trapped victims;
- d. Safety inspections of buildings in following order:
  - 1. Shelter sites
    - McLendon Student Center,
    - Howard Coliseum
    - Haraway Center
  - 2. Residence halls;
  - 3. Classroom buildings;
  - 4. Administration and maintenance 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, will 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 practicable.

5. County emergency management agencies should be updated on a regular basis regarding the state of operations on the campus.

# TORNADOES/SEVERE WEATHER

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 Tate 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 Tate County is listed in a moderate risk area, the following precautionary steps should be taken:

1. A Ranger Alert will be sent to all building supervisors and Senior Administrators.
2. A building supervisor or designated alternate should be present in the building at all times when operations are on-going in the building --- including the lunch hour, if needed. Supervisors of buildings that have special populations should advise responsible faculty or staff to monitor weather conditions.
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 more large 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 Tate County is listed in a high risk area, the following precautionary steps should be taken:

1. A Ranger Alert will be issued to all building supervisors and Senior Administrators.
2. A building 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. 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 little notice.
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. Should outdoor activities go forth, supervisors should remain in constant touch with Campus Police and an evacuation plan should be made and reviewed in the event severe weather appears likely.
4. Designated administrators should remain in touch with County Emergency Management and decisions made and reviewed regularly about possibly discontinuing operations or cancelling classes.

**Regardless of risk classifications, as severe weather develops the National Weather Service will issue watches and warnings.** All educational buildings and residence halls are equipped

with weather radios. These radios should be monitored for information regarding developing severe weather conditions.

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. A building supervisor or alternate should be present in the building at all times*

**TORNADO WATCH** - A tornado watch means that conditions are favorable for the formation of tornadoes. *Weather radios should be continuously monitored. 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 strike Tate County. *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 Tate County. The campus 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 that campus or utilities are disrupted, the following steps should be taken:

- a. Medical aid should be tendered to any injured.
- b. The Emergency Operations Center should be activated.
- c. The alert list should be notified.
- d. Damaged buildings should be closed. If a residence hall is closed, the Haraway Center or the Howard Coliseum should be opened as a shelter. If an academic or administrative building is closed; essential records should be removed if possible. Activities in such building should be rescheduled as soon as possible.
- e. 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 and use the bomb threat checklist.
2. Immediately after the call, the person receiving it should jot down notes on the above data. Campus Police should then be called and a report made to them.
3. Campus Police will notify the Fire and/or Sheriff's Departments/and EMA.
4. The Campus Police Director 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 Director 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 Director 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 (normally McClendon Center or Coliseum).

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 Campus Police Director 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.

# BOMB THREAT CALL 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 at extension 3314 and inform them of the explosion. If Campus Police can not be reached, call 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 campus. 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 should be notified immediately. They should notify appropriate community agencies (ambulance, fire, etc.) and render any emergency assistance possible. Campus Police have access to a national directory of hazardous materials - symbol meanings, emergency response numbers, toxicity, etc.
2. If a major accident occurs off campus, upon receipt of official information Campus Police should notify the alert list. The senior administrator and Police Director should:
  - 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 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 a worldwide influenza epidemic is 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 Physical Plant Staff shall check emergency equipment. Should snow or ice occur the snow removal plan should be activated if needed.*

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

**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 following steps should occur:*

1. The President or his designee should monitor conditions and determine whether or not classes should be canceled. Any decision to close will be made by the President or his designee and announced by the Communications Director through media outlets, the campus website, and the Ranger Alert system. If lead time is sufficient, residence halls should be closed to all but students with special permission to remain.
2. Physical Plant should activate any snow/ice removal preparations. Essential staff (Physical Plant, Campus Police, Residence Hall staff) will report to work for shifts as instructed by their supervisors.
3. Campus Police 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 as best as possible to halls by Campus Police.
5. Should utilities be disrupted for any measurable period, the residence halls should be closed and the Haraway Center 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. 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, our campus tornado siren will be sounded. 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 you are able to access the Internet, up to date information will be posted on [www.taterecord.com](http://www.taterecord.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 observers should be assigned and college staff 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 senior administrator present or Campus Police Director 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, sporting events, classes, etc.;
  - b. a campus curfew;
  - c. expanded Police patrols.
  - d. conveying of accurate information to the campus 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. Campus Police should be immediately contacted at extension 3314 and report the incident. Campus Police should respond immediately.
  - a. **Who-** identify yourself to Campus Police and give descriptions or identify the suspect(s)
  - b. **What-** report what is happening
  - c. **Where-** give an exact location of the incident
  - d. **When-** is the incident over or is it still occurring

**If possible do not hang up the phone, continue to give information until Campus Police instructs you to hang up.**

2. If the caller feels threatened and needs to report the incident in code, the CODE BLUE system should be used. Campus Police should be called at 3314 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 will respond on an emergency basis.
3. If back-up is needed, the Campus Police dispatcher will radio Senatobia City Police and the Sheriff's Department.
4. If a weapon is seen or suggested, Senatobia City Police should be contacted immediately and informed that a gun may be present.
5. Pre-arranged responses by campus and city officers will be implemented upon receipt of information regarding firearms.
6. The Campus Police dispatcher will inform the alert list as soon as practicable.
7. Should a campus wide take cover be needed, a Ranger Alert will be sent to all faculty and staff warning them to remain in classrooms and work areas. Doors should be locked if possible.
8. Upon a determination that the individuals involved have been apprehended, staff will inform building supervisors 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 Campus Police at extension 3314. Wait for the Police to arrive. No one should leave the immediate area.
2. Campus Police will contact the Senatobia Fire Department and will respond with Fire personnel. 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 to a congregate care location for debriefing and possible medical follow-up.
4. The Campus Police dispatcher 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.

- Building Supervisors or their alternate will lock the exterior entrances of their building.
- Faculty is to remain in their classroom with the door locked or barricaded, where possible.
- Students in residence halls are to remain in their rooms with the door locked.
- 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 a 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 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.
- Building supervisors will clear their buildings of responsibility.
- Campus Police will clear the common areas of campus and assist in removing people from the campus.
- Campus Police will also lock the gates after the evacuation and prevent reentry on to campus.
- The test will continue until the Vice-President 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.

### **Senatobia Campus Building Supervisors**

Building Supervisors are responsible for the supervision of their assigned facility. Supervisors are responsible for the functions assigned to them in the campus Emergency Plan as well as those routine duties assigned to them by their immediate supervisor.

Educational Buildings

A.P. Fatheree – Shelli Benton  
Lafayette Humanities - Dale Davis  
Tunica – Leah Arrington  
Physical Science – Robin Robison  
Math and Science- Charlotte Alexander  
Fine Arts – John Mixon  
Berry – Jerry Clark/Shelia Dandridge  
Tech I – Robin Douglas  
Tech II – Jackie Brown  
Tech III – Kevin Miller  
Mechanical Tech – Jeff Covington  
Art – Lawayne House  
Nursing – Denise Bynum  
Farm – Matt DeMuth  
McGhee – Chuck Strong  
Pugh Library – Maggie Moran  
Calhoun – Julie Correro  
Spears Early Childhood – Anne Marie Ross  
Ag Tech – Shane Louwerens  
Farm Arena – Bud Young

McCormick Administration – Angie Stuart  
ROC – Devin Mahony  
Tate Hall – Amy Massey  
Transportation – Timothy Terry  
Yalobusha – Paige Norris  
Haraway Center – Sharon Self  
WIN Center – Jennifer Casey  
Workforce Development – Vickie Barksdale

Residence Halls

Benton – Carol Barmer  
Bobo – Jackie Thulin  
Taylor – LeTrecia Flowers /Chanmeika Hill  
Gainey – Ardina Wilson  
Quitman – Atavis Campbell/  
Lurlene Hoskins  
Panola – D’Shaunta Catchings  
Tallahatchie – Paula Lipford  
DeSoto – Quay West  
Marshall – Becky Moore

Administrative/General Use

Howard Coliseum – Allison Eoff/  
Bubba Skelton  
Physical Plant - Mike Robison/Gloria  
Morrow  
Housekeeping – James Neal  
McLendon Student Center – Brian Hale

## 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:

| <b>Title</b>                         | <b>Name</b>     | <b>Campus Ext.</b> |
|--------------------------------------|-----------------|--------------------|
| 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 |
|---------|------------|------|

### **Benton County Vocational Center**

|             |                |      |
|-------------|----------------|------|
| 1. Director | David Campbell | 3361 |
|-------------|----------------|------|