

EMERGENCY PROCEDURES

EMERGENCY PREPAREDNESS AT HINDS COMMUNITY COLLEGE - RANKIN CAMPUS

Emergencies, disasters, accidents, injuries and crimes can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

This Emergency Procedure Flipchart has been developed to assist in minimizing the negative affects from such events. Please read this guide thoroughly before an emergency occurs, become acquainted with the contents, and keep this flipchart available in your office for immediate reference. **DO NOT FILE THIS DOCUMENT!!!** Once you are familiar with the information enclosed, you will be better prepared to protect yourself and your co-workers.

If you have questions concerning a unique situation not covered in this reference or need additional emergency information, please contact the Rankin Campus Security Department at (9) 601-936-1800.

WHAT YOU CAN DO NOW TO PREPARE

- Keep emergency supplies in your office (flashlights, comfortable shoes, bottled water, batteries, portable radios).
- Post this Emergency Procedure Flipchart in a visible location in your office/classroom.
- Become familiar with the quickest exit routes from your building.
- Locate the nearest fire extinguisher and pull station, and register for a fire extinguisher training course.
- Register for CPR, first-aid, crime prevention, or other safety training courses.

HCC EMERGENCY PHONE NUMBERS *(Revised 05/15/07)*

ON- CAMPUS EMERGENCY: 1234

If using a campus phone, you must dial 9 before the number.

CAMPUS POLICE	OFFICE (Night/Day)	(9) 601-936-1800
FIRE AND POLICE	EMERGENCY ONLY	(9) 911
PEARL POLICE DEPARTMENT		(9) 601-939-7000
PEARL FIRE DEPARTMENT		(9) 601-932-3550
SHERIFF'S DEPARTMENT		(9) 601-825-1480
MISSISSIPPI EMERGENCY MANAGEMENT AGENCY		(9) 601-352-9100
MISSISSIPPI HIGHWAY SAFETY PATROL		(9) 601-987-1212*
* MHP cell phone number *47		

HCC RANKIN CAMPUS RESOURCES

SWITCHBOARD	(9) 601-932-5237
VICE PRESIDENT	(9) 601-936-5555
COUNSELING*	(9) 601-936-5540
<i>*Counselors can assist you with services you might need during a personal crisis.</i>	
CAREER/TECHNICAL CENTER	(9) 601-936-5535

NOTE: You may contact your supervisor for the Student Accident Report form and the Workers' Compensation forms.

EVACUATION CODES

FIRE*BOMB* EXPLOSION:

May I have your attention? Pause.
May I have your attention? Pause.
Please listen completely and then take action.
Pick up your personal belongings and exit the building in an orderly manner.
Do not rush. Thank you.

TORNADO WARNING:

May I have your attention? Pause.
May I have your attention? Pause.
We are under a tornado warning, please move to the designated area in your building.
Do not rush. Thank you.

If a building has been warned to “LOCKDOWN,” Campus Security will secure the building.

Instructor will observe these procedures.

- Be prudent about the safety of students/staff.
- Take class rolls if ordered to leave area.
- Lock entrance doors if possible.
- All instructors should lock classroom doors if possible.
- Close blinds and shades.

LOCK DOWN:

May I have your attention? Pause.
May I have your attention? Pause.
We are now in a lock down situation.
Instructors, you are to close and secure your door as best as possible. All persons are to remain in the classroom until the all clear is given.
Thank you.

ALL CLEAR:

May I have your attention? Pause.
May I have your attention? Pause.
The situation has passed and you may return to your classroom. Thank you.

MEDIA COVERAGE ISSUES

If a HCC employee is contacted by the media regarding a situation with the Rankin Campus, the employee should refer the media to the Vice President for Community Relations in the District Public Relations Office at 601-857-3322.

SCHOOL VIOLENCE PROTOCOL

(Local police or law enforcement will take control of violent situations.)

Upon receipt of 1234 call:

Caller or campus security officer will call 911 for assistance and notify supervisor. Campus security officer(s) will then proceed to location of threat.

If an actual school shooting occurs:

First responding campus officer(s) will:

1. Notify en route law enforcement officers of exact location.
2. Campus officer(s) will enter building and isolate threat.

Dispatcher will:

1. Have first arriving ranking officer set up inner and outer perimeter.
2. Have medical personnel on standby in designated safe area.

Ranking Officer will:

1. Send an officer to a designated safe area.

2. Designate a Transport receiving area.
3. Designate a Medical triage area.
4. Designate a Press area.
5. Designate control officers for the 4 areas assigned above.

ALL OTHER OFFICERS will:

1. Report to assignment at one of the perimeters.
Outer- keep out all but emergency vehicles.
Inner- keep scene secure, escort fleeing students to transports, assist Search and Rescue Team (SRT).

Upon arrival of SRT

Entire scene will be shut down (NO ENTRIES OR EXITS). SRT will address the threat (first responding officers will back off and give support).

After threat is neutralized, SRT will withdraw and coordinate search and rescue using Inner Perimeter Officers. All students and faculty will evacuate to designated receiving area.

All above directives may be altered at the will of the Pearl Security Chief, Rankin Co. Sheriff or Under Sheriff, or, if necessary, by the SRT Commander or Incident Commander.

ACCIDENTS/MINOR INJURY

1. Contact Campus Security. Administer assistance.
2. Call parents of minors.
3. File accident report with Campus Security.
4. Send written statement home to parents of minors regarding the incident.

ASSAULT

1. If you witness an assault or an assault has occurred:
 - Call Campus Security or call 911 if emergency.
 - Provide comfort and assistance to victim(s).
 - Triage staff/students.
 - Be observant.
 - Be prepared to give a full and detailed report to Campus Security.

ANGRY OR HOSTILE PARENT, EMPLOYEE OR STUDENT

(NOTIFY CAMPUS SECURITY AS A PRECAUTION)

1. In communicating with an angry parent, employee or student:
 - Be courteous and confident.
 - Remain calm.
 - Do not touch.
 - Keep at a reasonable distance.
 - Listen respectfully and objectively.
 - Allow the opportunity for the person to express feelings/concerns.
 - Leave door open or have another staff member join you.
 - Avoid blame - focus on what can be done.
- Ask questions such as:
 - a. "How can I help you get the services you/your child need?"
 - b. "How can we work together?"
 - c. "What do you need from me?"
2. Staff member should:
 - Document meeting in writing and put in student's or employee's file.
 - Alert the counselor and other teachers who may need to know of your concerns.
 - Report any concerns you may have to the Vice-President/Dean/Director.
 - Provide the student with additional assistance if appropriate.

BOMB THREAT

QUESTIONS TO ASK CALLER:

Where is bomb located? Which building? (Try to determine the caller's knowledge of the building).

What does bomb look like? What kind of bomb is it?

What is your name? Do you recognize the caller's voice?

Circle appropriate answer below.

Gender: Male Female

Age: Adult Teen Child

Approximate Age: _____

Speech: Angry Normal Excited Intoxicated
 Slow Fast Accent

Signature of person taking call

Date

1. Obtain as much information as possible from the caller.

Date: _____ Time of Call: _____ Time of Hang-up: _____

Exact words of caller: _____

2. Notify Vice-President/Dean/Director to evaluate the call.

◆ Dial 911 if needed.

3. Alert Campus Security.

4. As 911 is being dialed, evacuate the building.

◆ Move students and staff a safe distance away; during inclement weather or prolonged searches, move to partner school or alternate location.

◆ Enact early dismissal and/or delayed school opening, as appropriate.

5. Instructors should follow these guidelines in evacuating the building:

◆ Take grade book if possible.

◆ Usher the students out of the building according to the fire escape plan for your building. Leave through the nearest accessible door if the planned route is inaccessible.

◆ Notify administration immediately if a student appears to be missing.

6. If what appears to be a bomb is found, caution students:
DO NOT TOUCH! WAIT FOR POLICE!

7. After the bomb has been defused or you are given an all clear by emergency personnel:

◆ Students should return to class.

◆ Instructors should hold a brief discussion with students.

CHEMICAL SPILL

1. The Vice-President/Dean/Director will follow these guidelines:
 - Initiate a "LOCKDOWN" from Campus Security.
 - Turn off air conditioning.
 - Notify authorities.
2. The Instructor will keep all students in the classroom until given the "all clear."

EARTHQUAKE

1. The Administrator will follow these guidelines:
 - Give instructions to teachers via intercom or megaphone.
 - Call 911.
2. The Instructor will follow these guidelines:
 - Instruct the students to take cover under a desk, bench or table.
 - After tremors subside use designated fire evacuation routes to exit building.
 - Call the roll and notify Administration if a student is missing.
 - Instruct students to stay clear of building and power lines. **DO NOT LIGHT FIRES. NO OPEN FLAMES.**
 - Await instructions from local disaster services. Keep your students in a group and await further instructions.

FALLEN AIRCRAFT

1. Stay a safe distance from the site.
2. The staff will follow these guidelines:
 - Call 911 immediately.
 - Notify Vice-President/Dean/Director.
3. The instructors will follow these guidelines:
 - Keep all students away from the fallen aircraft.
 - Evacuate the building if necessary. Follow the same procedure as for a fire drill.
 - Call roll from grade book. Notify the office if any students are missing.
 - Render any first aid if possible.

FIRE

1. Administrator will:
 - Sound all call announcement. Evacuate immediately.
 - Call the Fire Department, 911 immediately.
 - Notify Campus Security and Administration.
2. Instructor will, if instructed:
 - Evacuate the building using established fire evacuation route.
 - Call roll. Notify Administration if a student is missing.
 - Stay safe distance from the site and return only if all clear is given.

GAS LEAK

1. All school personnel shall immediately report any suspect gas leak to the Administration.
2. Vice-President/Dean/Director will notify Campus Security/Maintenance to decide if gas company should be called.
3. Evacuate building using emergency code.
4. Building is to remain vacant until Administration issues an all clear.
5. NO OPEN FLAMES.

CIVIL DISTURBANCES

Any group disturbances that are perceived as a potential threat to students or staff.

- Inform Administrator/Campus Security.
- Students should be kept in class.
- Campus Security will secure building.

EXPLOSION

1. Instructor will be responsible for:
 - Instructing students to move from the site immediately.
 - Evacuating building according to established fire drill procedure.
 - Checking rolls to account for students.

FIGHTING

1. After becoming aware of a fight, staff member will:
 - Walk - Not run to the altercation.
 - Have someone notify the Building Administrator and Campus Security.
 - Assess the situation to determine if weapons are involved.
 - Identify yourself to the fighters. Attempt to separate the involved students by speaking to them in an assertive tone of voice.
 - STAY AWAY FROM THE MIDDLE OF CONFLICT.
 - Move combatants to neutral locations.
 - Get medical attention if needed.

FLOOD

- If the threat of flood occurs, HCC District President determines if schools will be dismissed when a flood threatens safe operations.
- Follow established procedures for early dismissal.

HAZARDOUS MATERIALS

1. Notify Administrator, Campus Security/Maintenance.
 - Building Administrator will be notified if evacuation is necessary.
2. Instructor will:
 - Evacuate the building using established fire evacuation route.
 - Call roll. Notify Administration if a student is missing.
 - Be prepared to evacuate the campus if necessary.
 - Wait for all clear to return to building.

HOSTAGE SITUATION

1. Administrator/Dean/Director will follow these guidelines:
 - Call 911 to notify the local police and the Campus Security.
 - Notification of "LOCK DOWN" from Campus Security.
2. The instructor will follow these guidelines:
 - Stay calm. Don't try to be a hero.
 - Cooperate. Don't argue or antagonize captor or other hostages.
 - Be observant, remember everything you see or hear.
 - If a rescue takes place, lie on the floor and wait for instructions from rescuers.

SUICIDE THREAT

1. Faculty/Staff Member will:
 - Notify Building Administrator/Campus Security.
 - Notify the counselor that a suicide threat has been reported. (601-936-5540)
2. Counselor will:
 - Interview with student and make assessment of situation.
 - Keep individual under constant adult supervision.
 - Contact the parents/guardians or spouse to make appropriate recommendations.
 - If the parent/guardian is unavailable or uncooperative, the school should contact social services or the police to intervene on behalf of the student.
 - Document actions taken on behalf of the individual (referrals, phone contacts, follow-up activities, support services).

SUICIDE DO'S AND DON'TS

1. Staff member will follow these guidelines:
 - LISTEN.
 - OBSERVE the individual's behavior.
 - DON'T act shocked or allow yourself to be sworn to secrecy.
 - ASSURE the person that you care. Be sincere.
 - DON'T leave the individual alone.
 - GET HELP (If a person threatens suicide, assume he or she means it.)
 - Contact Counselors even if student assures you crisis is over.
 - Counseling is available to students and faculty at St. Dominic Counseling Center (601-200-3100).
 - Faculty can refer students to this service.
 - Examples of emotional distress - grief, depression, anxiety, divorce, abuse, illness, eating disorder, etc...

LOST CHILD

1. Notify Campus Security and search the building.
2. What clothing was child wearing when last seen?
3. Document when, where and by whom child was last seen.
4. Notify Vice-President/Dean/Director.
5. Notify authorities - 911.
6. Check school records regarding custody and person to contact in case of emergency. Contact parents.
7. Confirm facts with parents and police. Extend support to family.
8. Pull child's photo from child's file.

INTRUDER WITH A DEADLY WEAPON

1. The Building Administrator/Designee will follow these guidelines.
 - Notification of “Lockdown” from Campus Security.
 - Wait for Campus Security to give all clear.
2. The instructor will follow these guidelines:
 - Assess danger and seek immediate shelter.
 - Call office/911. If no phone is available, ask students if anyone has a cell phone.
 - Take roll.
 - Remain in locked room until all clear is given.

MEDICAL EMERGENCY

Heart Attack • Broken Bones • Seizure • Asthma Attack • Cuts • Serious Injury • Burns

1. Administration will follow these guidelines:
 - Call Administrator and/or Campus Security.
 - Call 911 if emergency is life threatening.
 - Call staff members trained in emergency first aid.
 - Follow standard first aid procedures.
 - Notify parents, guardian or spouse.
 - File Accident/Workman’s Comp report with Campus Security/Supervisor.

SEXUAL HARASSMENT

1. Staff member will:
 - Report all complaints of sexual harassment by students/faculty to immediate supervisor.
 - Supervisor will contact Campus Security.
2. Supervisor will be responsible for:
 - Interviewing person making the complaint.
 - Determining appropriate action.
 - a. Let victim know that professional help is available. Victim may call the National Sexual Assault Hotline, operated by RAINN, for free, confidential counseling, 24 hours a day: 1-800-656-HOPE.
 - b. File police report if appropriate.

TORNADO

1. Announcements will be made.
2. The Instructor will follow these guidelines:
 - Instruct students to designated areas and sit on floor with heads down.
 - Take grade book and call roll to verify all students are present.
 - Students should stay in designated areas until the all clear is given.

UTILITY FAILURE

1. Instructor / staff member will report utility failure to Building Administrator on duty and/or Vice-President and await further instructions.
2. Building Administrator/Vice President will contact Maintenance/Campus Security.
3. Administrator will determine appropriate course of action.
4. If evacuation of building is necessary, use established fire drill procedure.

WINTER STORM

- If threat of winter storm occurs, HCC District President will determine if schools will be dismissed when ice or snow threatens safe operations.
- Follow established procedures for early dismissal.

This guide has been prepared to assist faculty and staff with the task of fulfilling their responsibility for communicating the seriousness of potential threats and hazards and the College's procedures for responding to them.

CRISIS PREVENTION COMMITTEE

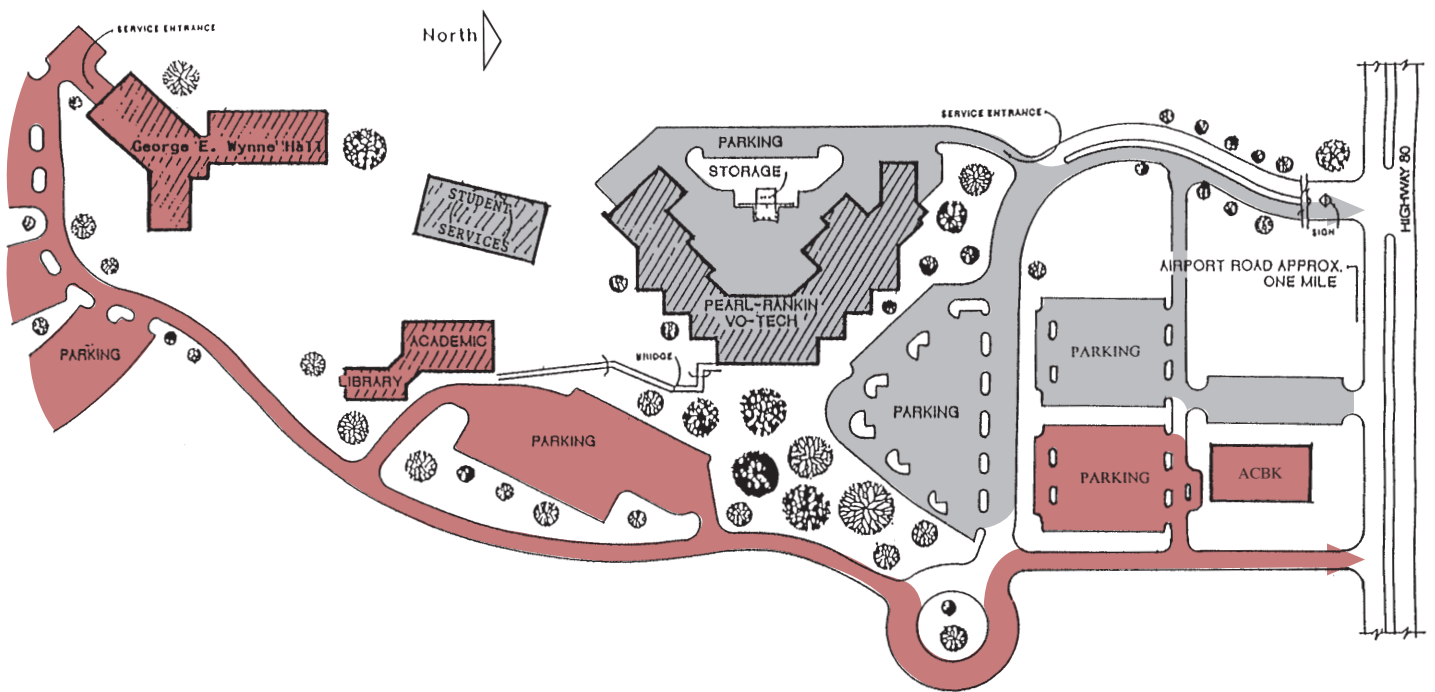
MICHAEL J. HEINDL, DEAN OF STUDENTS, (CHAIRMAN)
DR. SUE POWELL, VICE PRESIDENT
GARY FOX, ACADEMIC DEAN
CHERYL LOTT, DIRECTOR OF CAREER CENTER
LESTER BACON, MAINTENANCE SUPERINTENDENT
ALEXANDER LEE, INSTRUCTOR
JEAN WILLIAMSON, SECRETARY

RESOURCE PERSONS

CHIEF OF PEARL POLICE DEPARTMENT
CHIEF OF PEARL FIRE DEPARTMENT
RANKIN COUNTY SHERIFF'S DEPARTMENT

HINDS COMMUNITY COLLEGE RANKIN CAMPUS MAP

3805 Highway 80 East • Pearl, Mississippi • 601-932-5237



Note: In the event of a campus-wide evacuation, please follow these routes.

*Persons in the red area (building and parking) should follow the red escape route.

*Persons in the gray area (building and parking) should follow the gray escape route.