

Hinds Community College
Vicksburg Campus
Crisis Intervention/Emergency Plan

EVACUATION PROCEDURES

All staff will know the location of all exits and fire alarms. There are fire alarm pull stations in all buildings located on the Vicksburg Campus.

Faculty, staff and students and will be moved to the designated areas on the Vicksburg Campus.

A roll count (in the designated evacuation area) will be done.

All instructions given by emergency personnel or administrators will be adhered to.

Another roll count of students will be conducted when the ALL CLEAR signal has been issued.

In all cases, people will exit the buildings by the quickest and most efficient route. Exit routes are posted in all rooms immediately adjacent to room exit doors. In the event that an exit is blocked for any reason, seek the next closest exit and follow the directions of the instructor.

All faculty and staff will attend a training session on all Evacuation Procedures for each type of emergency.

Below are specific emergencies showing the action to be taken:

FIRE

1. Pull the fire alarm.
2. Notify all in the building. Call 911 or whatever number you have for a fire emergency
3. Follow all the evacuation procedures listed above.
4. Evacuate premises following Evacuation Procedure
5. Take roll count of students and supervise them until otherwise instructed
6. Administer first aid as necessary
7. The instructor is responsible for all the above procedures for a fire in the building.

EXPLOSION

1. Pull the fire alarm
2. Evacuate premises as soon as possible
3. Follow all Evacuation Procedures
4. Take roll count and supervise students until otherwise instructed

TORNADO

1. When sirens are sounded or weather monitor says to take cover.
2. Follow procedures to relocate examinees to designated Tornado shelter area. (the area is designated on a building map in each room.)
3. Take roll count and supervise students in designated area until otherwise instructed.

EARTHQUAKE

1. Seek protection under desks or tables.
2. Evacuate premises and report to the designated area.
3. Administer first aid as necessary
4. Take roll count if evacuation occurs.

HOSTAGE OR TERRORIST SITUATION

1. Stay in the room with doors locked until otherwise instructed.
2. Close and lock doors, cover interior windows. Wait for instructions from emergency personnel
3. Upon emergency personnel (Police) decision to evacuate, follow Police instructions for evacuation.
4. Take a roll count once outside the building.
5. Please note: If the first alarm sounds and gun shots are heard-DO NOT LEAVE THE ROOM.

SERIOUS INJURY OR DEATH (DURING CLASS)

1. Have someone notify emergency personnel-call 911 or number designated for emergencies.
2. One person stay with the injured person and administer first aid.
3. Designated person (could be another teacher, student, or another person) will wait outside to direct emergency services to injured person.
4. Evacuate students from the immediate area to an adjacent room.
5. In case of serious injury/illness, contact spouse, parent or guardian. In case of Death, Law enforcement will make family contact.
6. Depending upon the nature of the injury/illness/death, class could resume.
7. The instructor will be responsible for all above procedures

HAZARDOUS MATERIAL INCIDENT

1. Evacuate immediate area following all Evacuation Procedures
2. If immediate evacuation is necessary, pull fire alarm.
3. Call 911 or whatever emergency number needed
4. Administer first aid as necessary
5. Take roll if evacuation occurs.

DOMESTIC/PERSONAL THREAT

1. If notified of the potential of a conflict, inform the office, security officer or administrator about the potential for a conflict.
2. If the conflict occurs without prior knowledge, notify the office, security officer or administrator, if possible.
3. Lock the classroom, and notify the class of the potential conflict.
4. Remain in the classroom until a security officer or administrator arrives.

OTHER EMERGENCIES

Severe Weather, Mechanical Issues, Natural Disaster, etc.

If the instructor is notified of an emergency, the instructor will explain the crisis or emergency to students and tell them which emergency procedure will be followed.

EMERGENCY NUMBERS

911

Hilton Dyar	Dean	601.629.6804 601.954.5116	601.857.8783
Wilbur Harpole	Assistant Dean	601.629.6822 601.218.4472	601.437.3285
Office		601.638.0600	
George Chappell	Maintenance	601.629.6815	601.636.-7370
Baker Security		601.634.8478	
Warren County Sheriff		601.636.1761	

In any emergency situation the persons or agencies listed above may need to be notified.

911 should be called when the situation warrants the notification.