

HOLMES COMMUNITY COLLEGE  
DEPARTMENT OF PUBLIC SAFETY

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POLICE › EMERGENCY MANAGEMENT › SECURITY



FEDERAL CAMPUS CRIME  
AND FIRE SAFETY REPORT

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2010

## FORWARD

This report is designed to comply with the Higher Education Opportunity Act – Campus Safety Provisions and Fire Safety Provisions as amended through 2009. Information contained in this report is pulled directly from the logs and offense reports of each of the college's two campuses, one center and satellite facilities.

Holmes Community College is part of the Mississippi Public Community and Junior College System and serves a nine county area in the North Central part of the state. The college operates a full time police department and supplements those state certified officers with both internal security and contractual security. Forty-seven employees currently work in Public Safety at Holmes Community College in one of those three capacities. Under state law the college police are authorized to enforce the general laws of the State of Mississippi with the powers of a constable.

The College makes every effort to protect the safety of students, employees and guests on and around the campuses. Currently a variety of methods exist to warn the campus community of an existing or imminent emergency. This includes an overhead siren system at the Goodman, Grenada and Ridgeland facilities; emergency response protocols in every classroom and common area in a simple poster format, classroom presentations, Email blasts, and an action based emergency response plan. The College is fully compliant with the National Incident Management System training required by FEMA and the Department of Homeland Security. In addition to the College Public Safety employees, select maintenance employees and the college's council of senior managers has been Incident Command System trained. Under the College's Dean of Students the District Director of Public Safety works with each campus/center Police Chief to create a district wide environment of safe conduct and emergency preparedness/response.

Students and Employees alike are encouraged to visit their campus police offices and ask questions before a disaster strikes.

It takes everyone for a safe college community.

Dean Andrew B. Wood

District Student Services Coordinator

Chief Jeffrey D. Johns

District Director of Public Safety

# TABLE OF CONTENTS

<b>Forward .....</b>	<b>ii</b>
<b>2010 Crime Statistics .....</b>	<b>4</b>
<b>Previous Years Crime Statistics .....</b>	<b>4</b>
<b>(includes hate crime reporting)</b>	
<b>Missing Student Protocol .....</b>	<b>5</b>
<b>Emergency Action Plans .....</b>	<b>6</b>
<b>Emergency Notification and Response .....</b>	<b>17</b>
<b>Fire Safety Right to Know .....</b>	<b>53</b>
<b>Emergency Protocols Poster PDF .....</b>	<b>52</b>

## 2010 CAMPUS CRIME STATISTICS

CLASSIFICATION OF OFFENSE REPORTED	7/1/09 TO 6/30/10	7/01/08 TO 6/30/09	7/01/07 TO 6/30/08
HOMICIDE	0	0	0
FORCIBLE RAPE (INCLUDES ATTEMPTS)	0	0	0
ASSAULT	4	6	5
ROBBERY	0	0	0
BURGLARY	14	7	8
LARCENY-THEFT	39	31	24
MOTOR VEHICLE THEFT	0	0	1
ARSON	0		
STALKING	0		
VANDALISM	10		
<b>TOTALS</b>	<b>67</b>	<b>44</b>	<b>38</b>

**\*Items designated inside parenthesis were determined to be hate crimes.**

ARRESTS	7/1/09 TO 6/30/10	7/1/08 TO 6/30/09	7/1/07 TO 6/30/08
LIQUOR LAW VIOLATIONS	0	0	1
DRUG VIOLATIONS		1	2
WEAPONS POSSESSIONS	0	0	2
<b>TOTALS</b>		<b>1</b>	<b>5</b>

FIRES	7/1/09 TO 6/30/10	7/1/08 TO 6/30/09	7/1/07 TO 6/30/08
INJURIES	0	0	0
DEATHS	0	0	0
PROPERTY DAMAGE	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>

**\*Name of facility in parenthesis.**

**Compiled: 6/10**

## MISSING STUDENT PROTOCOL

Holmes Community College is committed to the immediate response and investigation to any student that becomes missing. Any person whom believes a student to be missing from the Holmes Campus as a result of foul play or incident or missing for more than 24 hours should immediately report the student missing to the College Police Office located at their facility. The College Police is the designated FEDERAL MISSING PERSON COMPLAINT RECEIVING AGENCY. The College Police will conduct an investigation into the matter and upon substantiation that a student is missing notifies as appropriate the following College Officials: the Campus Chief of Police, Director of Public Safety, Chief Student Services Officer, District Student Services Officer and the Office of the College President. The College Police will also notify the Municipal and County Law Enforcement Agencies in the area around the location of the college from which the student is missing as quickly as possible to begin Mutual Law Enforcement Operations to locate the student.

The College Police will assign the Missing Student Report to the designated investigator at the appropriate Campus or Center Police Operations Center.

Failure to report a Missing Student to the designated reporting authority is a violation of federal law.

## EMERGENCY ACTION PLANS

College emergency action plans may be found via poster form in every classroom and most public areas of the college. The Health and Safety Guide and the Emergency Protocols Poster are also both located on the Holmes Website under Public Safety.

- **Active Shooter or Armed Intrusion**
- **Bomb Threat**
- **Full Campus Evacuation**
- **Earthquake**
- **Fire**
- **Minor Accidents, Sickness, and Injury**
- **Physical Plant (Facility Problems)**
- **Severe Weather or Tornados**

**The general health and safety of all students, employees, and guests is important. Serious violations of Holmes Community College Emergency Operations Plan and Health and Safety Policy and Procedures will result in the violator's immediate removal and/or disciplinary action from the campus or college as a whole. Health and safety violations are the most serious offenses against the college community.**

**If an emergency of any type occurs, contact the College Police Department on your campus immediately.**

**Campus/Center Police Departments:**

**Goodman (601)940-0089/ (662)472-9043 (24 hours a day)**

**Grenada (662)227-2334**

- **after hours for local police (662)809-6845 (City of Grenada)**

**Ridgeland (601)605-3333**

- **after hours for local police (601) 856-2121 (City of Ridgeland)**

**Administrative calls (Monday – Friday) 8:00 am – 3:30pm**

**Goodman – (662) 472-2312**

**Grenada – (662) 226-0830**

**Ridgeland – (601) 605-3300**

**FALSE INFORMATION: Making a false statement to Law Enforcement officers, making a threat or calling in a hoax fire or bomb threat is a crime and will result in your arrest, school disciplinary action and possible jail time. Please cooperate in making Holmes Community College a safe environment for all.**

## **Active Shooter or Armed Intrusion (Action Plan 3- Lockdown)**

**Overhead Siren will sound a Start and Stop style air horn.**

If you see a person on campus with a gun, seek shelter and report it immediately to College Police or 911. If you witness or hear a shooting, seek shelter **FIRST** and report it immediately to College Police or 911.

In the event of a shooting on the campus or a campus-wide emergency announcement of “lockdown (Action Plan 3)” Students, employees and guests should take the following actions:

**Classrooms:** Remain in place and **LOCK** the classroom. Move away from windows and doors. Get behind sturdy furniture or desks. Close Blinds and cover door windows if possible. Await instructions from the College Police. **DO NOT UNSECURE YOUR ROOM AT ANY TIME.**

**Hallways and Sidewalks:** Seek shelter in a classroom or other “safe” lockable location. Await instructions.

**Open Areas:** Flee the area using vehicles or sturdy objects as protection. If unable to flee lie flat and stay close to the ground. If you encounter Law enforcement keep your hands high and visible.

**If you are in the path of the shooter:** Seek shelter in a lockable area or behind sturdy cover as quickly as possible for yourself and others. Try and remain in groups so that evacuation is easier. **DO NOT APPROACH THE SHOOTER OR RESPONDING LAW ENFORCEMENT.**

In all cases, remain in place while it is safe to do so until you are evacuated by Law Enforcement, either physically or by instruction.

Law Enforcement will engage the shooter directly; enforce the lockdown and securing the campus. Follow all instructions of any law enforcement officer and keep your hands visible. **DO NOT CONFRONT A SHOOTER OR ATTEMPT TO STOP THEM** even if it is someone you know.



# **BOMB THREAT**

**(Action Plan I evacuate building or AP2 entire campus)**

**Do not treat a bomb threat as a joke!**

**1. REPORT**

**If you receive a telephone call reporting a bomb threat, get as much information as possible and report the threat immediately to the College Police Department on campus. The College Police will coordinate the response of other Police, Fire, and EMS agencies and the search of any buildings or grounds.**

**2. EVACUATE**

**When told to evacuate (action plan I), everyone must leave the building immediately without exception. USE the fire evacuation plan for exiting quickly. Stay with your class or other organized group as you exit the building.**

**3. COUNT**

**Once outside, stay with your class/group to insure that each member is present and accounted for.**

**4. STAY AWAY**

**Stay at least 500 feet away from the building in a safe area. Do not return to the building for any reason until instructed to do so by a college official.**

## **Full Campus Evacuation (Action Plan 2)**

In the event of an emergency that requires the evacuation the entire campus. You will be advised over the campus emergency notification horns. In your car should tune to an Emergency Broadcast Radio Station for information and instruction where immediate access to College or Police officials is not practical or safe. **FOLLOW** all instructions from Emergency Personnel, Law Enforcement Officers or College Officials. Evacuation routes will depend on location of the emergency and transportation may be provided out of the area.

**Campus Evacuation Points: (unless effected by the emergency)**

### **Goodman CAMPUS:**

- 1) Main Entrance Coliseum
- 2) Motel Dorm Parking Lot
- 3) Student Center/Police Department Entrance “the can”

### **Grenada CENTER:**

- 1) Main Entrance Academic building
- 2) Main Entrance Tech Building
- 3) Upper level parking lot Library

### **Ridgeland CAMPUS:**

- 1) Ridgeland Hall South Entrance
- 2) McGowan Workforce Training Center Main Entrance
- 3) Student Union and Bookstore West Entrance

**Method of Evacuation: 1) Private vehicles 2) College vehicles 3) Public Transportation**

## **EARTHQUAKE (Action Plan 2- evacuate campus )**

**An earthquake may start with gentle or VIOLENT shaking and may increase in intensity to the point that it is hard to stand. Earthquakes can be followed by aftershocks as strong as or stronger than the original quake.**

**Remember that most earthquakes last only a few seconds. Do not try to run because you could be thrown down.**

- 1. If you are indoors, stay there. Get under a desk or table or stand in a doorway or corner. Until the shaking stops, stay clear of windows, bookcases, cabinets, mirrors, or anything that could be thrown on you.**
- 2. Once the shaking has stopped, leave the building by following the Emergency Campus Evacuation Plan. (DO NOT USE ELEVATOR)**
- 3. As you leave the building, be watchful of debris, broken gas lines, fallen electrical wires and other damages.**
- 4. If you are outdoors, move quickly into the open away from any buildings, trees, walls, and power lines.**
- 5. Once the shaking has stopped, do not approach or enter any building.**

**Wait for instructions from school officials, Emergency personnel, or announcements from local radio stations.**

## **FIRE (Action Plan I- evacuate building[s])**

**When a fire is discovered in any building on campus, take the following steps immediately.**

- 1. Warn others. Sound the fire alarm immediately. The fire alarm consists of pull alarm boxes.**
- 2. Leave the building by following the Emergency Evacuation Plan. DO NOT USE ELEVATOR. Close all classroom/office doors as you exit the building.**
- 3. Once outside, proceed to a clear area that is at least 500 feet away from the affected building.**
- 4. Stay with your class/group to insure that each member is present and accounted for.**
- 5. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. DO NOT approach working firefighters.**
- 6. DO NOT return to an evacuated building unless told to do so by a college official.**

## **MINOR ACCIDENTS, SICKNESS, AND INJURY**

**Holmes Community College does not employ Emergency Medical Rescue personnel. However, MINOR first-aid treatment is available from the Administrative Offices. In case of sickness or injury of a more severe nature, contact the Administration or Campus Police. In an emergency situation, local Fire Rescue or Ambulance will be contacted. A personal emergency contact will be notified if known. Students are encouraged to avail themselves of local health services whenever necessary. These include nearby doctors' offices and local hospitals. Expenses for all medical treatment are the responsibility of each individual student, employee, or campus guest.**

**College employees should follow the Universal Precautions in Handling Body Fluids as recommended by the Center of Disease Control and required by OSHA, i.e., wear rubber gloves and dispose of supplies properly.**

## **PHYSICAL PLANT (Building Problems)**

### **Electrical/Light Fixture, Plumbing Failure**

**Stay clear of the problem area.**

**Turn off water and switch off lights**

### **Gas Leaks**

**STOP all operations. Do not touch light switch or electrical equipment as this can cause an explosion.**

**EVACUATE the building.**

### **Ventilation Problems**

**If smoke or foul odors are detected coming from the ventilation system, evacuate the building.**

**\*\*\*Call Maintenance or College Police Department**

## **Severe Weather or Tornado (Action Plan 4 – Shelter)**

**Overhead Siren will sound a long steady tone followed by verbal notice.**

**The campus will be alerted of serious weather conditions by the campus emergency notification system, Emergency Management Agency or National Weather Service.**

- 1. Move out of rooms quietly into a hallway. In buildings without hallways, move to the interior of the building away from items that may fall or be thrown about.**
- 2. Close all classroom/office doors, making sure no one is left in the room.**
- 3. Remain in hall or interior room until contacted by a college official.**
- 4. Report anyone missing or injured to a college official or emergency personnel immediately.**

## **ACTION PLANS PROGRAM**

**While the college cannot anticipate any and all emergencies it can reduce to a few plans the things we do to respond to those emergencies as a college. The college has developed four distinct action plans for any hazard we may face. They are as follows:**

### **Action Plan 1 – Evacuate Building**

**Using the building fire evacuation procedures we will evacuate the building to the nearest exit, stay in a group and remain 200 feet or more from the building to allow emergency personnel to work.**

### **Action Plan 2 – Evacuate the Campus or larger area**

**Using the full campus evacuation procedure in this policy we will follow instructions of emergency personnel and college officials for either a personal evacuation by private car or an assisted evacuation by college or public transportation. Flexibility is critical in a full evacuation as routes may be altered to the type and scope of the emergency.**

### **Action Plan 3 – Lockdown the campus**

**In the event of an armed intruder or shooter on the campus the college will lock down its facilities using the procedure in this policy. It is critical in such a case you follow every instruction to maximize the safety of everyone and denying the gunman victims or hostages. Even if you know the gunman you should not intervene unless asked by the law incident commander or college official.**

### **Action Plan 4 – Shelter from Severe weather**

**When notified of a severe weather event follow weather procedures and official instruction.**

**Seek shelter indoors and away from windows and outside walls. A smaller interior room such as a bathroom is best.**



# EMERGENCY NOTIFICATION AND COLLEGE RESPONSE

# Campus Emergency Operations and Planning Guidelines

## BASIC PLAN

### 100.00 Plan Fundamentals

This Emergency Operations Plan (EOP) consists of the following four components:

- A Basic Plan
- Emergency Support Function Annexes
- Incident Specific Appendices, and
- Supporting documents and attachments as required

### 100.10 Purpose of the Plan

This EOP has been designed as a strategic plan to provide the administrative procedures necessary to cope with most campus emergencies. Any College's overall ability to respond to an emergency will rely upon tactical plans and business continuity plans developed by its individual departments.

The purpose of any plan is to enable emergency responders and staff to perform essential emergency planning and response functions that will save lives; establish responsibilities necessary to performing these functions; and to prevent, minimize and repair damage; and to ensure continuity of operations so that essential services may continue to be provided to the College and its clients.

This plan assigns roles and responsibilities to departments and individuals that are directly responsible for emergency response efforts and critical support services, and provides a management structure for coordinating and deploying essential resources.

### 100.11 Scope of the Plan

Numerous natural or man-made disasters and hazards can affect the College and pose an actual or potential threat to public health and safety on the College campus. A comprehensive emergency plan is needed to insure the protection of students, employees and the public from the effects of critical incidents and emergencies.

This plan may be activated in response to a regional or national crisis that affects the College system. Any emergency that affects our students, faculty, and/or staff community is considered a College emergency.

This plan is designed to enable faculty, staff, and students to successfully cope with campus critical incidents and emergencies. The overall ability of College personnel to respond to any incident will rely primarily upon preplanned procedures, Incident Action Plans, business continuity plans, College building or facility Emergency Action Plans, and existing or newly promulgated SOPs and directives.

This plan, while primarily local in scope, is intended to be able to support a comprehensive, national, all-hazards approach to domestic incident management across a spectrum of activities including mitigation, preparedness, response, and recovery.

This Emergency Operations Plan includes annexes, appendices, Incident Actions Plans, building and facility plans and other approved instruments and inclusions intended to augment, assist, support, or amend The Basic Plan during emergency operations conducted in response to a critical incident, crisis, or disaster.

***(The incidents to be planned for will vary with the geographic location of the campus and the internal and external factors that will have significant potential effect on that campus and its population. For instance, if there is an active volcano located nearby, that type of incident would have to be planned for. Other incident types might be eliminated from the planning process if it is highly unlikely that this type of incident would ever occur, such as predictable and recurring annual flooding in desert areas. Planners must decide which types of incidents have the potential to affect a particular campus.)***

An EOP guides preparedness, response, recovery, and mitigation actions and may be activated during any of the following incidents, which may include, but are not limited to:

- Active Shooters
- Aircraft incidents
- Bombs
- Chemical, Biological, Radiation, Nuclear, Explosive (CBRNE) incidents
- Civil Disorder/Disturbances
- Cyber Attacks
- Earthquakes
- Explosions
- Fires
- Floods
- Hostage Situations
- Hurricanes
- Medical Emergencies: Severe/Mass Casualty incidents
- Snow Emergencies
- Structural Collapses
- Tornados
- Utility Emergencies
- Volcanic Eruptions, and
- Others

Emergency Operations Plans should:

- Include a risk assessment that would ideally address threats, consequence, and vulnerabilities
- Be developed in coordination with State and local community partners (law enforcement, fire personnel, local government, public and mental health agencies, etc.)
- Include establishment or adoption of an Incident Command System (ICS)
- Be communicated to the campus community
- Be in alignment with the Federal National Incident Management System (NIMS)
- Include the use of exercises, drills, and training; and
- Be a “living document,” continuously reviewed, practiced, and HCC Public updated

100.20 Introduction

100.21 Statement of Policy

This Plan is a comprehensive administrative plan for the protection of life and property on this campus. It is compatible with the doctrines and methods expressed in the National Incident Management System (NIMS), the Incident Command System (ICS), the National Response Plan (NRP), Homeland Security Presidential Directive-5 (HSPD-5), and Homeland Security Presidential Directive-8 (HSPD-8), and other similar directives.

**100.22 Plan Applicability**

The policies and procedures contained in this plan will be followed by any administrator, faculty member, or staff member, whose position and/or duties are expressly addressed or are implied by this Plan. Campus emergency operations will be conducted within the framework of the policies and procedures of the federal National Incident Management System (NIMS), the federal National Response Plan (NRP), and all applicable local, state, county, and federal laws, ordinances, and regulations.

**100.23 Plan Implementation**

Whenever an emergency affecting the campus reaches such proportions that it cannot be handled by routine measures, the College President, or his/her designee may declare a State of Emergency and shall cause implementation of this Plan by a designated Incident Commander or in the absence of an IC, the Operations Section Chief.

**100.24 Plan Procedures should be Flexible**

Since any emergency may occur suddenly and without warning, this Plan must be flexible enough to accommodate conditions as they occur. While most incidents are handled on a daily basis by a single jurisdiction at the local level, there are important instances in which successful domestic incident management operations depend on the involvement of multiple jurisdictions, functional agencies, and emergency responder disciplines. These instances require effective and efficient coordination across an often-broad spectrum of organizations and activities.

Once a critical incident begins to evolve, the Incident Commander shall be continuously mindful of the possibility that College resources and capabilities may be overwhelmed. If so, the IC shall so apprise the College President of this fact, or the possibility thereof, so that a request for additional assistance can be forwarded promptly to municipal, county, or state authorities in a timely and effective manner.

The promulgation and maintenance of this Plan is the responsibility of the Planning Section Chief as directed by the College President.

**100.25 Exceptions to Plan Functions and Responsibilities**

Any exceptions to Plan policies and procedures may only be conducted after the approval from the Incident Commander or his or her designee is obtained.

**100.26 Plan Changes and Recommendations**

Requests for procedural changes and other recommendations will be submitted in writing to the Planning Section Chief for review and finalization. All changes recommended by the Planning Section Chief will be submitted to the College President for evaluation and final approval before being integrated into the EOP.

### **100.27 Plan as Primary Source Instrument, exceptions**

This EOP shall be used as the primary source for guiding College administrators, students, and staff whenever an emergency or a disaster occurs on campus.

It is recognized that, in addition to the procedures outlined in this Plan, there are functional and geographic areas of the campus that have specific procedures in place that are to be followed first in any developing emergency. These additional procedures, including SOPs, checklists, Field Operations Guides (FOG), and other similar guidelines, shall remain in effect as long as they do not conflict with the provisions of this Plan.

### **100.28 Plan Conflicts**

This EOP supersedes all previously developed administrative policies and procedures that address campus emergency operations. Conflicts with existing plans, including College SOPs and similar directives shall be reconciled with this Plan or shall be immediately brought first to the attention of the Incident Commander and then to the Planning Section Chief as soon as possible for resolution.

### **100.29 Plan Legal Basis and References**

#### **Public Laws (PL)**

- Federal Civil Defense Act, as amended (50 USC 2251 et seq.), 1950
- Disaster Relief Act, PL 93-288, as amended (42 USC 5121 et seq.), 1974
- Superfund Amendment and Reauthorization Act (also known as the Emergency Planning and Community Right to Know Act), PL 99-499, 1986
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, as amended (42 USC 5131 et seq.), 1988
- Disaster Mitigation Act, PL 106-390, 2000

United States Code (USC), Title 42, Public Health and Welfare

- Chapter 68, Disaster Relief
- Chapter 116, Emergency Planning and Community Right-To-Know (EPCRA)

### **100.30 Training and Certification Standards**

**All personnel who are defined and tasked as emergency responders or emergency management personnel are required to train and/or be certified to minimum levels of competency as required by various federal, state, and local standards, including Homeland Security Presidential Directive-8 (HSPD-8).**

**For most personnel this means, at a minimum, completing training courses such as the NIMS introductory course IS 700, or higher.**

### **100.31 The NIMS and Achieving Preparedness**

The National Incident Management System (NIMS) document, addresses EOP development by stating, in addition to other actions, that *each jurisdiction shall develop an EOP that defines the scope of preparedness and incident management activities that are necessary for that jurisdiction.*

The EOP should describe:

- organizational structures
- roles and responsibilities
- policies and protocols for providing emergency support.<sup>1</sup>

Individual Federal, State, local, and tribal jurisdictions are responsible for implementing the preparedness cycle in advance of an incident and appropriately including private sector and nongovernmental organizations in such implementation. The NIMS provides tools to ensure and enhance preparedness. These tools include preparedness organizations and preparedness programs that provide or establish processes for planning, training, and exercises; personnel qualification and certification; equipment certification; mutual aid; and publication management.

### **100.40 Incident Action Plans**

Tornadoes, floods, blizzards and other natural disasters can affect the College. In addition, disasters such as transportation accidents, explosions, accidental releases of hazardous materials and national security emergencies pose a potential threat to public health and safety on campus. Terrorist events involving Weapons of Mass Destruction (WMD) are also a threat. A comprehensive emergency plan is needed to protect students, employees and the public from the effects of these hazards. An Incident Action Plan (IAP) guides preparedness, response, recovery, and mitigation actions and may be activated during any incident.

*IACLEA 46.1.1*

The Planning Section Chief is responsible for coordinating the planning functions for responses to unusual occurrences for the College. This function includes the development, publishing, and retention of all IAPs. An IAP includes the overall incident objectives and strategies established by the IC or UC. In the case of UC, the IAP must adequately address the mission and policy needs of each jurisdictional agency, as well as the interaction between jurisdictions, functional agencies, and private organizations.

**An IAP typically includes the use of the following ICS forms, at a minimum:**

<b>Forms</b>	<b>Components</b>	<b>Normally Prepared By</b>
ICS-202	Incident Objectives	Incident Commander
ICS-203	Organization List/Chart	Resources Unit
ICS-204	Assignment List	Resources Unit
ICS-205	Communications Plan	Communications Unit
ICS-206	Responder Medical Plan	Medical Unit
N/A	Incident Map	Situation Unit
N/A	General Safety Message	Safety Officer

The IAP addresses tactical objectives and support activities required for one operational period, generally of 12 to 24 hours duration. The IAP contains provisions for continuous incorporation of “lessons learned” as incident management activities progress. An IAP is especially important when:

- Resources from multiple agencies and/or jurisdictions are involved
- Multiple jurisdictions are involved
- The incident will effectively span several operational periods
- Changes in shifts of personnel and/or equipment are required; or
- There is a need to document actions and/or decisions

Any original Incident Action Plan shall be retained for a minimum period of twenty years by the College within the Planning Section files of the Dean of Students. Copies of any IAP shall be distributed to all primary and supporting departments or units of the College for appropriate tactical, planning, training, and historical uses, or for any other legitimate purpose.

<sup>1</sup> US DHS, FEMA, *National Incident Management System*, Ch. III, subs 2. Preparedness, @ pp. 41-47, March 1, 2004,

can be accessed on the Internet at: [http://www.fema.gov/pdf/emergency/nims/nims\\_doc\\_full.pdf](http://www.fema.gov/pdf/emergency/nims/nims_doc_full.pdf).

#### **100.41 After Action Reports**

Immediately after the conclusion of emergency operations concerned with a critical incident, crisis, or disaster, the Incident Commander shall cause the preparation and publication of an After Action Report (AAR). The AAR shall be written by the Operations Section Chief with the assistance of the Director of Risk Management and any other section of the Incident Command Group, as required. AAR documents shall be submitted within 30 days of termination of incident operations.

The AAR shall detail all facts and circumstances known about incident causation, the quality and nature of the response effort, and the incident resolution. In addition, the AAR shall determine both deficiencies and highlights that occurred during the resolution of the incident and shall make recommendations about planning, training, and operational needs and improvements for consideration to enhance the efficiency of future responses.

Each original AAR shall be retained on file within the Offices of the HCC PUBLIC SAFETY for a period of 20 years. Copies of the AAR shall be contemporaneously forwarded to all Chiefs of the Incident Command Group, including the IC.

#### **100.50 General Response Guidelines to Campus Conditions <sup>1</sup>**

Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5131, an emergency is defined as: “Absent a Presidentially declared emergency, (is) any incident(s) human-caused or natural that requires responsive action to protect life and property.”

In addition, the following four definitions are provided to assist Incident Managers and/or building managers to plan for or respond to predicted or existing campus conditions:

#### **100.51 Normal Campus Conditions-(No Emergency)**

When normal campus conditions exist, no unusual response or planning activities are necessary.

#### **100.52 Critical Incident (Minor Emergency)**

A critical incident or minor emergency is any event whose initial impact is limited to a specific segment or subgroup of the College. A critical incident causes significant disruption to the subgroups which they affect, but do not disrupt overall institutional operations. During a critical incident an Incident Command Post (ICP) may be established as determined necessary by the College Director of Public Safety or a designee.

#### **100.53 Crisis (Major Emergency)**

A crisis or major emergency is any event which disrupts the orderly operations of the College or its institutional missions. A crisis affects all facets of the institution and often raises questions or concerns over closing or shutting down the institution for

any period of time. Outside emergency resources will probably be required, as well as a major effort from available campus resources. A crisis on campus will require establishment of an ICP and may require an Emergency Operations Center (EOC). Major policy considerations and decisions will usually be considered by the College administration during a crisis.

#### **100.54 Disaster (Severe Emergency)**

A disaster is an event whose nature and impact extends beyond the College and disrupts not only operations and functions of the institution, but also those of surrounding communities. During a disaster, resources that the College might typically rely on may be delayed or unavailable because they are being employed within the broader community. In some instances, mass casualties or severe property damage may have been sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation and outside emergency services and resources will be essential. In all cases of a disaster, an ICP and an EOC will be activated, and appropriate support and operational plans will be executed.

<sup>1</sup> Incidents are also defined by the U.S. Fire Administration. The training course *ICS-400: Advanced ICS Command and General Staff – Complex Incidents*, divides incidents according to complexity and the resources required to respond, in an increasing order of involvement from Type 5 to Type 1 @ pp. 2-17, 2-18, 11/05.

#### **110.00 General Assumptions**

The College EOP can provide a realistic approach to the problems likely to be encountered on campus during a critical incident, crisis, or disaster. Therefore, the following general assumptions can be made:

##### **110.10 An Emergency may occur at any time**

A critical incident, crisis, or disaster may occur at any time of the day or night, on weekends or holidays, and with little or no warning.

##### **110.20 Most Incidents are handled locally**

Almost all incidents are handled locally, but some incidents may require the support and resources of local, county, state, federal governments, and/or private institutions, NGOs, and other entities.

##### **110.30 Incident plans must be flexible**

The succession of events in any incident are not fully predictable, therefore, this EOP and any Incident Action Plan (IAP) devised prior to or at the time of the event, will serve primarily as a guide or checklist, and may require modifications in the field to mitigate injuries, damages and/or to recover from the incident.

##### **110.40 Outside resources or assistance may be delayed**

An emergency or a disaster may additionally affect residents within close proximity to the College, therefore city, county, state, and federal emergency services or resources may not be immediately available. In such cases, a delay in the delivery of effective off-campus emergency services may typically be expected for a period of up to 48 -- 72 hours.

##### **110.50 Media events must be properly addressed**

Any incident that is likely to result in media coverage should be promptly reported to the Vice President for College Relations. During non-business hours report these incidents to HCC PUBLIC SAFETY dispatch. HCC PUBLIC SAFETY personnel shall then make further notifications according to established plans. The accurate assessment of received information and its accurate reporting to all will negate the spread of unfounded rumors, panic, and the effects of misinformation.

##### **110.60 Operational requirements must be sustainable**

During any incident which is perceived to require operations for longer than twenty-four hours, at the discretion of the College President, impacted personnel shall be assigned to 12 hour shifts with cancellation of vacations, holidays, or regular time off from work shift assignments, as appropriate.



### **110.70            Communications are likely to be disrupted or compromised**

During an emergency or disaster, there is a likelihood of the disruption of communications due to damage to related infrastructure or by the burdens placed on communications systems due to high levels of usage. This is especially true of cellular telephones. Prior agreements with cellular companies should be in place to secure usable operating channels during any emergency by arranging for Wireless Priority Service (WPS) or as otherwise noted in the campus Emergency Communications Plan.

### **120.00            Declaration of a Campus State of Emergency (CSOE)**

The decision to declare a Campus State of Emergency rests solely with the College President or a designee. Upon notification of a critical incident or emergency by the Director of Public Safety, if the President decides that a CSOE declaration is necessary, he shall so inform the Director of Public Safety, who shall in turn direct the HCC PUBLIC SAFETY COMMAND STAFF to make necessary notifications.

### **130.00            The Initial Incident Response**

#### **130.10            Involvement of the College Police (Department of Public Safety) is required**

Whenever conditions are present that meet the definition of a crisis or disaster, or whenever a CSOE is declared by the College President, HCC PUBLIC SAFETY will immediately place into effect procedures that are designed to meet the emergency by safeguarding persons and property and maintaining the overall functioning of the institution.

On-duty HCC PUBLIC SAFETY personnel shall immediately consult with the Campus/Center Chief or Director of Public Safety regarding the emergency and shall initially follow the notification procedures outlined in Sections 300.10 to 310.40 of this Plan.

#### **130.20            Persons on campus must be controlled**

During a CSOE, only registered students, faculty, staff, and their affiliates (i.e., persons required by employment) are authorized to enter or remain on campus. Persons who cannot present proper identification (such as a student or employee identification card or other suitable identification showing that they have a legitimate purpose on campus) will be directed to leave the campus. Unauthorized persons remaining on campus may be subject to expulsion, detention, or arrest in accordance with applicable laws.

#### **130.30            Nonessential persons shall be restricted from the Incident Site**

Only faculty, staff, and student volunteers who have been assigned to Incident Management duties or who have been issued a College Emergency Identification Pass (EIP) by HCC PUBLIC SAFETY will be allowed to enter the immediate incident site.

Since any terrorist incident is considered to be a criminal act, that incident site is to be managed as a crime scene that requires the collection and preservation of evidence and other procedural requirements that are critical to the performance of a criminal investigation.

#### **130.40            Perform Communications and Media Relations duties**

Effective communications plays a critical role during any emergency. In almost all emergencies, the College will need to communicate with internal audiences, including students, faculty, and staff. Depending on the severity of the situation, it is likely that the College will need to communicate with external media sources and through them to wider audiences.

#### **130.50            Direct all media inquiries to PIO**

All media inquiries should be directed to the Public Information Officer. It is important that information provided to outside media persons be coordinated through PIO to ensure consistency concerning communications about the status of the College during a critical incident or emergency. If the incident involves entities from other jurisdictions, the external communications function of the PIO shall be coordinated through an established Joint Information Center (JIC).

### **130.60 Mutual Aid Agreements**

The College maintains Mutual Aid Assistance Agreements with appropriate law enforcement agencies, details of which can be obtained from the Office of the President. This College does not operate its own Fire Services. The campus is protected by the local Fire Department.

Primary ambulance services are provided by EMS services licensed by the state EMS Regulatory Board (EMSRB). In addition, the College EMS operates fixed-site and basic life-support ambulance services for special events and is licensed to provide this service on-campus. UEMS will be called upon to provide assistance in the event of a crisis or disaster.

The College maintains mutual aid agreements with the City of Ridgeland and Madison County for emergency management and tactical assistance on two of its three campuses.

All mutual aid agreement contracts are to be retained on-file by the Office of the College President Legal Advisor with copies distributed to all affected police, fire, and EMS agencies as well as to other appropriate court and regulatory agencies, and other entities.

All such agreements may be placed into effect by the IC during an incident after consultation with the Office of College President.

### **130.70 Other Notifications**

**The PIO, in coordination with the Incident Commander, shall determine when and by what methods to appropriately issue timely warnings, emergency alerts, and other informational releases to key government officials, community leaders, emergency management response agencies, volunteer organizations, and any other persons and entities essential to mounting a coordinated response to the incident.**

**It is critical that adjoining jurisdictions be notified whenever an incident has actual or potential impact on residents, buildings, traffic, or otherwise has an impact on civic health or well being.**

**Sufficient factual information should first be gathered and evaluated for accuracy to minimize the effects of spreading false rumors and misinformation, prior to disseminating any release of information.**

### **200.00 Incident Command and Incident Management**

#### **200.10 The Incident Command Function and the NIMS**

#### **200.11 Seven Critical Tasks will be performed by the first responding supervisor**

According to current ICS doctrine, the first responding supervisor in the crisis phase of an initial response must perform the following seven critical tasks as soon as possible:

1. Secure and establish communications and control
2. Identify the "Hot Zone" or "Kill Zone"
3. Establish an Inner Perimeter
4. Establish an Outer Perimeter
5. Establish an on- scene Command Post or ICP
6. Establish a Staging Area for personnel and equipment
7. Identify and request necessary resources

## **200.12 Single Command IC (IC) <sup>1</sup>**

The characteristics of the Incident Command System are outlined within the federal National Incident Management System document. These concepts and principles provide the primary methodology for all operations conducted under this Plan.

When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single command IC should be designated with overall incident management responsibility assumed by the appropriate jurisdictional authority. The designated IC will develop the incident objectives on which subsequent incident action planning will be based. The IC will approve the Incident Action Plan and all requests pertaining to the ordering and release of incident resources.

Since the overwhelming majority of emergency incidents are handled on a daily basis by a single jurisdiction at the local level, the major functional areas of Incident Command for those incidents where outside assistance is not required should still be organized and function according to the principles and practices of the Incident Command System (ICS).

## **200.13 Unified Command IC (UC)**

*UC is an important element in multijurisdictional or multiagency domestic incident management. It provides guidelines that enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively. As a team effort, UC overcomes much of the inefficiency and duplication of effort that can occur when agencies from different functional and geographic jurisdictions, or agencies at different levels of government, operate without a common system or organizational framework.*

All agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident and those able to provide specific resource support participate in the UC structure and contribute to the process of determining overall incident strategies; selecting objectives; ensuring that joint planning for tactical activities is accomplished in accordance with approved incident objectives; ensuring the integration of tactical operations; and approving, committing, and making optimum use of all assigned resources.

The exact composition of the UC structure will depend on the location(s) of the incident (i.e., which geographical administrative jurisdictions are involved) and the type of incident (i.e., which functional agencies of the involved jurisdiction(s) are required). In the case of some multijurisdictional incidents, the designation of a single IC may be used to promote greater efficiency of unity of effort.

<sup>1</sup> DHS, *National Incident Management System, Chapter II, Command and Management*, pp. 13-14.

## 200.14 Area Command

The following ICS organization and operations characteristics relevant to Area Command are taught by DHS personnel in ICS training programs:

- Area Command is activated only if necessary depending on the complexity of the incident and incident management span-of-control considerations. *An area command is established either to oversee the management of multiple incidents being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations*
- Incidents that are not site specific, or which are geographically dispersed, or which evolve over a long period of time, such as a biological event, may require the use of area command. Acts of biological, chemical, radiological, and/or nuclear terrorism represent particular challenges for the traditional ICS structure and will require extraordinary coordination between federal, state, local, tribal, private sector, and nongovernmental organizations. Area command also is used when there are a large number of the same types of incidents in the same area. These represent incidents that may compete for the same resources. When incidents do not have similar resource demands, they are usually handled separately and are coordinated through the Emergency Operations Center (EOC)
- If the incidents under the authority of area command are multi-jurisdictional, then a Unified Area Command should be established. Area command should not be confused with the functions performed by an EOC. An Area Command oversees management of incidents, while the EOC coordinates supports functions and provided resources support. It is important to note that Area Command does not have operational responsibilities.
- For incidents under its authority, the Area Command:
  - Sets overall agency incident-related priorities
  - Allocates critical resources according to established priorities
  - Ensures that incidents are managed properly
  - Ensures effective communications
  - Ensures that incident management objectives are met and do not conflict with each other or with agency policies
  - Identifies critical resource needs and reports them to EOC
  - Ensures that short-term emergency recovery is coordinated to assist in the transition to full recovery operations
  - Provides for personnel accountability and a safe operating environment

## 200.15 Incident Command System Adoption and Training <sup>1</sup>

In Homeland Security Presidential Directive (HSPD-5), Management of Domestic Incidents, the President directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). On March 1, 2004, the Secretary of the Department of Homeland Security issued the NIMS document to provide a comprehensive national approach to incident management, applicable to all jurisdictional levels across functional disciplines. A major revision of the NIMS is anticipated to be released on or after June 1, 2007. The NIMS provides a consistent nationwide approach for federal, state, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. *The NIMS establishes standard incident management processes, protocols, and procedures so that all responders can work together more effectively.* NIMS components include:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies and
- Ongoing Management and Maintenance

The NIMS Integration Center was established to oversee all aspects of NIMS, including the development of NIMS-related standards, guidelines, and support guidance for incident management and responder organizations as they implement the system. The Center will validate compliance with the NIMS and National Response Plan responsibilities, standards and requirements. It can be contacted with the following link: [http://www.nimsonline.com/integration\\_center\\_directive.htm](http://www.nimsonline.com/integration_center_directive.htm)

<sup>1</sup> NIMS National Standard Curriculum Training Development Guidance, October 2005

The NIMS Integration Center coordinates the development of a National Standard Curriculum for NIMS, which will be built around available training opportunities and course offerings that support NIMS implementation. The curriculum will clarify training that is necessary for NIMS-compliance and streamline the training approval process for courses recognized by the curriculum.

Initially, the training curriculum is to be made up of NIMS awareness training and training to support the Incident Command System (ICS). Eventually it will expand to include all NIMS training requirements including training established to meet national credentialing standards.

Minimum requirements to be accomplished initially include the following:

- Completing the NIMS Awareness Course: “National Incident Management System (NIMS), An Introduction” (IS 700)
- Formally recognizing the NIMS and adopting NIMS principles and policies
- Establish a NIMS baseline by determining which NIMS requirements are already met
- Establish a timeframe and develop a strategy for full NIMS implementation; and
- Institutionalize the use of the Incident Command System.

The NIMS Integration Center recognizes that many operational aspects of NIMS, including ICS training, are available through state, local, tribal agencies, and private training vendors. It is not necessary that the training requirements be met through a federal source.

Emergency management and response personnel who have already been trained in ICS do not need retraining if their previous training is consistent with DHS standards. This includes ICS courses managed, administered, or delivered by the Emergency Management Institute, the National Fire Academy, FIRESCOPE, the National Wildfire Coordinating Group, the U.S. Department of Agriculture, the Environment Protection Agency, and the U.S. Coast Guard.

One of the most common concerns of federal, state, tribal, and local governments has to do with the process and timeframe for adopting NIMS. NIMS compliance requirements will be phased in over time. FY 2005 was to be a NIMS ramp-up year. Full NIMS compliance was required at the end of FY 2006. Further compliance guidelines were issued in 2007.

To the maximum extent possible, federal agencies, states, territories, tribes, and local entities are encouraged to achieve full NIMS implementation and institutionalization across the entire response spectrum. Presently the Center is encouraging everyone to familiarize themselves with NIMS concepts and principles and to begin implementation as soon as possible.

*Those federal, state, tribal, and local governments as well as the private sector that are not already using the Incident Command System (ICS) as taught by the Department of Homeland Security (DHS), should begin steps to institutionalize the use of ICS across their response systems.*

The ICS is one of three standardized organizational structures established by the NIMS. The ICS defines the operating characteristics, interactive management components, and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident. The other two standardized organizational structures outlined in the NIMS include the Multi-agency Coordination System and the Public Information System.

The NIMS is based on an appropriate balance of flexibility and standardization in order to provide a framework for interoperability and compatibility during incident operations.

The NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation.

The NIMS also provides a set of standardized organizational structures – such as the ICS, multi-agency coordination systems and public information systems – as well as requirements for processes, procedures, and systems to improve interoperability among jurisdictions and disciplines in various areas.

**210.00 ICS Organizational Elements and Leadership Positions**

**Goodman – Ridgeland –Grenada -**

**210.10 Crisis Organization Chart**

**Key PARTIES:**

**President,**

**Executive Vice-President ,**

**Dean of Students/ Chief Student Services Officers,**

**District Director of Public Safety,**

**Chief of Campus or Center Police of any effected campus,**

**Director of Facilities or Maintenance of any effected campus,**

**Additional Administrative personnel as needed and indicated by the Emergency, and**

**Operational Police, Security and Maintenance Personnel as needed based on incident**

*(The following sections provide descriptions of the functions of the Incident Commander and members of the Command Staff. Although suggestions as to which official will fill these positions are provided in this text, it is necessary that each planner decides who is most appropriate from all of the possibilities offered at a particular institution. This may require an examination of training, experience, leadership capabilities, personal aptitudes, and other considerations. The primary concern should be which person is best suited for the designated job.)*

**210.20 Incident Management Team**

**The Incident Management Team (IMT) is defined by NIMS as the IC and the appropriate Command and General Staff personnel that are assigned to manage an incident.**

**210.30 Incident Commander**

The Incident Commander has overall control of any incident. All decisions that refer to campus evacuation, closure or restrictions, postponements and resumptions, and special circumstance personnel policies fall within the purview of the Incident Commander.

The Incident Commander may be a manager with overall experience in the management of the College and its facilities. ***In most cases, however, the IC will be a senior campus fire or police/public safety official who has also had Incident Command System training and critical incident related experience.***

## 210.40 The Command Staff

Command Staff consists of the Incident Commander and the special staff positions of PIO, Safety Officer, Liaison Officer, and other positions that report to the Incident Commander. The functions of the Command Staff shall include, but not be limited to the following:

- Command Staff shall advise the Incident Commander of all campus-wide policy matters as they relate to the campus crisis or disaster
- Command Staff shall assist in the implementation of policy strategies developed to mitigate the effects of the crisis or disaster
- Command Staff shall establish a priority list of issues that reference specific crisis and/or disaster situations, and shall approve all communications initiatives and emergency directions
- Command Staff shall maintain liaison with pertinent municipal, county, State, Federal Agencies, and other College leaders.

*(In the following assignments and functions it may be helpful to specify the position within the College that is assigned to a specific Incident Management function. Some Plans will see a clearer directive with only the name of the person filling a specific responsibility, but with the turnover of persons within various positions, it is likely to be more practical to assign the name of the assignment to the function.)*

## 210.41 The Public Information Officer

Preparedness and training for emergency media communications procedures shall be conducted under the direction of the Director of Communications **acting as the Public Information Officer.**

The PIO will coordinate all communications functions during a CSOE. Using information provided by others, the PIO will provide timely information on the status of the College and information regarding any emergency measures being undertaken. If required, the College PIO will function through the Joint Information System (JIS) to permit coordinated PIO services whenever subordinate to joint or area command functions.

Communication methods may include, but shall not be limited to the following:

- E-mail messages to all students, faculty and staff or subsets of those groups
- Voicemail messages, including the establishment of an “emergency message” voicemail box to provide a status update message for phone inquiries
- Web-based messages
- Establishment of a phone center with a special hotline number that would be staffed during emergencies
- Emergency signage
- News releases to the media
- News conferences for the media

The College has two basic guidelines to observe in any emergency incident:

- Only authorized spokespersons by College President or a designee will meet with or otherwise communicate with the media.
- Only factual information is released; no speculation is to be offered.

Additional Guidelines

- All executive and supervisory personnel are notified to report emergencies to the police. They also should be reminded not to discuss the situation and instruct their subordinates not to discuss the situation with anyone, especially the media, on behalf of the College
- The President, other senior administrators, and the D/PS are to be immediately informed of an existing emergency. Complete details are to be made available to these officials
- The President and any other appropriate personnel involved shall confer and decide on appropriate actions
- All calls from the news media are to be referred directly to the Communications Director.

#### **210.42            The Safety Officer (SO)**

The Senior EMT or Nursing Department faculty, **acting as the Safety Officer**, monitors incident operations and advises the IC on all matters related to operational safety, including the health and safety of emergency response personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC and supervisors at all levels of incident management. The SO is, in turn, responsible to the IC for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiple agency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations. The SO has emergency authority to stop and/or prevent unsafe acts during incident operations. In a UC structure, a single SO should be designated, in spite of the fact that multiple jurisdictions or functional agencies may be involved.

#### **210.43            The Liaison Officer (LNO)**

The Communications Director, **acting as the Liaison Officer** is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. In either a single IC or UC structure, representatives from assisting or cooperating agencies and organizations coordinate through the LNO. Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and organizations on all matters, following appropriate consultations with their agency leadership. Assistants and personnel from other agencies or organizations (public or private) involved in incident management activities may be assigned to the LNO to facilitate coordination.

#### **210.44            Additional Command Staff Positions**

Additional Command Staff positions may be necessary depending on the nature and location of the incident, and/or specific requirements as established by the IC. For example, legal counsel may be assigned directly to the Command Staff to advise the IC on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access.

Similarly, a Medical Advisor may be designated and assigned directly to the Command Staff to provide advice and recommendations to the IC in the context of incidents involving medical and mental health services, mass casualty, acute care, vector control, epidemiology, and/or mass prophylaxis considerations, particularly in the response to a bio-terrorism event.

#### **210.50            Conduct of Operations**

Day to day operations shall be initially directed by the senior police or fire official at the scene, or by the **Director of Public Safety, or his or her designee, acting as the Incident Commander (IC)**. In the absence of the DFM or a designated alternate, one of the administrators that fill the positions listed below shall assume the role of the IC, in descending order of preference:

- Operations Section Chief
- Planning Section Chief
- Liaison Section Chief
- Logistics Section Chief
- Other designee of the College President

#### **210.60            The General Staff**

The General Staff is responsible for the functional aspects of the incident command structure and typically consists of the Operations, Planning, Logistics, and Finance/Administration Section Chiefs.



## **210.61 The Operations Section Chief**

Initially, the direct operational control of any campus critical incident, crisis, or disaster is the responsibility of the **Director of Public Safety or a designee, acting as the Operations Section Chief**. The Operations Section is responsible for managing tactical operations at the site, directed toward the coordination of all on-campus emergency functions and campus provided emergency response teams until such time as another IC is specifically named.

The Operations Section Chief directs tactical operations at the incident site to reduce the immediate hazard, save lives and property, establish situational control, and restore normal campus conditions.

**The Operations Section is responsible for implementation of the College EOP, to include:**

- Determine the type and magnitude of the emergency and initiate the appropriate Incident Action Plan.
- Establish an ICP and/ or EOC as appropriate
- Initiate an immediate liaison with the College President
- Notify and use HCC PUBLIC SAFETY personnel, outside law enforcement agency personnel, student aides and/or other available resources to maintain safety and order
- Notify members of the Command Staff and advise them of the nature of the incident
- Liaison with outside organizations such as police, fire, EMS, and other emergency response personnel
- Ensure that notifications are made to appropriate staff members located off-campus
- Perform related duties as needed during the campus emergency, and
- In conjunction with Director of Risk Management, prepare and submit an After Action Report (AAR) directed to the College President appraising him or her of the final outcome of the emergency.

In some jurisdictions, the senior fire official at a fire scene or incident site where EMS services must be employed is in charge of the actual incident site pursuant to State law. The Operations Section Chief would still have overall operational control of the incident as it relates to site security and other duties, but not necessarily as it relates to fire-fighting operations and/or rescue duties. Suitable working arrangements should be preplanned for these types of instances.

## **210.62 The Planning Section Chief**

Training and planning activities to ensure the preparedness of the campus community in dealing with emergency situations shall be conducted as necessary under the direction of the **Dean of Students, acting as the Planning Section Chief**.

The Planning Section shall collect, evaluate, and disseminate tactical information pertaining to any preplanned or actual incident. This section shall maintain information and intelligence on any current and forecasted situation, as well as prepare for and document the status of all resources assigned to the incident. The Planning Section prepares and documents IAPs and incident maps and gathers and disseminates information and intelligence critical to the incident.

The Planning Section has four primary units: the Resources, Situation, Demobilization, and Documentation Units, and may include technical specialists to assist in evaluating the situation and forecasting requirements for additional personnel and equipment. The Documentation Unit devises and distributes all ICS Forms and other forms as necessary.

The Planning Section Chief in cooperation with the Director of Public Safety, the Director of Facilities Management, and any suitable other person or entity on campus, shall devise, maintain, and distribute as needed an Emergency Communications Plan (ECP) prior to the occurrence of any critical incident. This plan shall be updated at least once each year. It shall describe the status and capabilities of the communications function on campus, and the capabilities related to conducting effective communications with other public and private emergency response organizations and other key emergency management personnel. The ECP shall provide lists of contact names and numbers, describe the status of communications interoperability, and incorporate all related operational and planning agreements between participants in any emergency, subsequent to completed and current MOUs, MOAs, and other written agreements.

Incident planning shall incorporate, but shall not be limited to the following:

- Incident Action Plans
- Checklists
- Field Operations Guides (FOG)
- Flip charts
- Other job aids

### **210.63            The Logistics Section Chief**

Emergency communications equipment and other materials necessary for the operation of an Emergency Operations Center (EOC) and/or an Incident Command Post (ICP) shall be maintained in a state of readiness by the **Executive Vice President or subordinates, acting as the Logistics Section Chief.**

The Logistics Section function includes the supply, food, ground support, communications, facilities, and medical units, and meets all of the support needs for the incident, including ordering resources through appropriate procurement authorities from off-site locations. It also provides facilities, transportation, supplies, equipment maintenance and fueling, food services, communications, and medical services for incident personnel.

The Logistics Section Chief, who may also have a deputy. Having a deputy is encouraged when all designated units are established at an incident site. When the incident is very large or requires a number of facilities with many items of equipment, the Logistics Section may be divided into two branches.

### **210.64            The Finance/Administration Section Chief**

When there is a specific need for financial, reimbursement (individual and agency or department), and/or administrative services to support incident management activities, a Finance/Administration Section should be established. The Finance/Administration Section includes the Compensation, Claims, Cost, Procurement, and Time Units and is head by the **College Business Office Manager acting as the Finance/Administration Section Chief.**

Under the ICS, not all agencies will require every facet of assistance. In large, complex scenarios involving significant funding originating from multiple sources, the Finance/Administrative Section is an essential part of ICS.

In addition to monitoring multiple sources of funds, this Section Chief must track and report to the IC the financial “burn rate” as the incident progresses. This allows the IC to forecast the need for additional funds before operations are negatively impacted. This is particularly important if significant operational assets are provided under contract by private sector suppliers.

The Finance/Administration Section Chief may also need to monitor cost expenditures to ensure that statutory rules which apply are met. Close coordination with the Planning Section and Logistics Section is essential so that operational records can be reconciled with financial documents. Note that, in some cases, only one specific function may be required (e.g., cost analysis), which a technical specialist assigned to the Planning Section could provide.

The Finance/Administration Section Chief will determine, given current and anticipated future requirements, the need for establishing specific subordinate units. In some of the functional areas (e.g., procurement), an actual unit need not be established if it would consist of only one person. In such a case, a procurement technical specialist would be assigned in the Planning Section. Because of the specialized nature of finance functions, the Section Chief should come from the agency that has the greatest requirement for this support. This Section Chief may also have an assigned deputy.

### **220.00            Other Administrative Duties and Responsibilities**

#### **220.10            The Incident Commander**

The duties of the Incident Commander (IC) include the following:

- Responsible for the overall emergency response effort of the College
- Works with the Incident Command Staff to assess the emergency and to prepare the specific response of the College
- Declares and ends the Campus State of Emergency as appropriate
- Notifies and conducts liaison activities with College Administration, and the City, County, State and any Federal Emergency Management agencies

## **220.20 The Dean of Students/Campus Vice President**

The Dean of Students/CVP:

- Is responsible for developing communications to be disseminated to internal and external audiences
- Establishes the media center and provides information to the media
- Establishes an emergency telephone center to respond to inquiries from parents, family, and other relatives of students, and to staff and faculty

## **220.30 The Senior Public Safety Officer On Duty**

The Senior Public Safety Officer on duty:

- Maintains HCC Public Safety facilities in a state of constant readiness during an incident
- Initiates the Emergency Notification System – (ENS) as directed
- Takes immediate and appropriate action to protect life and property and to safeguard College records as required
- Obtains law enforcement assistance from city, county, state or federal governments as required
- Provides traffic control, access control, perimeter and internal security patrols and coordinates fire and EMS services as needed

## **220.40 Executive Vice President or designee**

Executive Vice President or subordinates:

- Provides equipment and personnel to perform shutdown procedures, establish hazardous area controls, erect barricades, and perform damage assessment, debris clearance, emergency repairs and equipment protection
- Provides vehicles, equipment and operators for the movement of personnel and supplies, and assigns vehicles as needed
- Obtains the assistance of utility companies as required during emergency operations
- Furnishes emergency power and lighting systems
- Surveys habitable spaces and relocates essential services and functions
- Provides and equips primary and alternate sites for the EOC
- Assists in the dissemination of all information and directives intended for the on-campus student population
- Provides temporary or alternate housing and food service facilities for the on-campus student population affected by the disaster or emergency
- Provides temporary housing and food services for off campus students who have been directed to remain on campus or who are unable to leave the campus
- Provides temporary housing and food services for emergency response personnel and College staff directed to remain on campus for extended periods of time
- Provides temporary beds, food, water or other resources as required

## **220.50 Information Technology**

Information Technology Director under direction of EVP:

- Provides the personnel and expertise necessary to maintain telephone service or establishes emergency landline services or other communications facilities
- Provides for the security of computer and information systems
- Provides for temporary computer and information services to facilitate the business procedures necessary and related to emergency purchases, personnel services and accounting functions

## **220.60 Business Manager**

Business Manager under direction of EVP.

- Coordinates with other Operations Section members
- Provides an accounting summary of the financial impact of the emergency response, clean-up and recovery efforts
- Ensures that rescue and clean-up operations are conducted in as safe a manner as possible to prevent injury to rescue and clean-up personnel, or to prevent unnecessary or further injury to victims
- Coordinates rescue and clean-up operations so as to conform to applicable safety, health and environmental regulations
- Coordinates with the Director of Safety to ensure the safe and successful clean-up and disposal of all hazardous materials
- Coordinates and has oversight of the activities of outside regulatory, investigative or insurance related agencies
- Initiates the request for the spending authority necessary to conduct emergency operations
- Obtains funding provided for clean-up and recovery expenses
- Monitors campus emergency warning and evacuation systems
- Maintains liaison with County or State Disaster and/or Emergency Services for telecommunications support if necessary.

## **220.61 Written Operational Procedures shall be devised and maintained**

The head of each campus department or organization with emergency response duties and functions shall prepare and maintain current written Standard Administrative Procedures (SAPs), Standard Operating Guidelines (SOGs), resource lists, checklists, and other documentation as may be required to support the operations of those organizations during critical incident or emergency operations.

The oversight for this requirement shall be devised and implemented by the Incident Commander or a designee as soon as practical.

## **220.70 Duties of Building/Facility Managers**

Each campus shall appoint a Building/Facility Safety Officer or a Safety Committee for each campus building/location under their supervision or control, has the following responsibilities prior to and during any emergency:

### **220.71 Develop an Emergency Action Plan**

An Emergency Action Plan for each building or facility shall be developed that will include, but not necessarily be limited to, the following components, equipment, and/or functions: (29 CFR 1910.38)

- Procedures for reporting a fire or other emergency
- Procedures for emergency evacuation, including the type of evacuation and exit route assignments
- Procedures for employees who remain to operate critical plant operations before they evacuate
- Procedures to account for all employees after evacuation
- Procedures to be followed by employees performing rescue or medical duties
- The name or job title of an employee who may be contacted by other employees who need more information about the plan or an explanation of their duties under the plan

In addition, the following subject areas should be considered for inclusion in each Plan:

- Evacuation Warden duties
- Evacuation of disabled or special-needs persons
- Management of designated assembly areas
- Diagrams of specified building/facility exit locations and evacuation routes
- Hazardous conditions reporting and appropriate corrective procedures

- Emergency First Aid information
- Specified locations of available emergency equipment, including PPE
- Location and maintenance of adequately stocked First Aid kits
- The location and operation of fire extinguishers and other fire suppression equipment
- Lists of available emergency equipment
- Lists of personnel who would normally present within each building/facility

A revised and updated Emergency Action Plan for each building/facility shall be submitted to the Director of Public Safety for approval on the 1st day of November of each year, or more often if needed. The designated Building or Facility Safety Officer/Safety Committee may assist with plan formulation or revision, as required.

The Emergency Action Plan for each building and facility should be as concise as possible. Each Department/Division within a specific building shall have at least one copy of the Emergency Action Plan for their building/facility prominently displayed within each major or significant workspace area.

### **220.72 Review Emergency Action Plans**

Each Building/Facility Manager must review the Emergency Action Plan with each employee or student covered by the plan:

- When the plan is developed or the employee/student is initially assigned to the building or facility
- When the employee or student's responsibilities under the plan changes
- When the plan is changed

Building evacuation information shall be distributed to all employees.

Sufficient time shall be taken to train each employee in emergency techniques such as fire extinguisher use, First Aid, and/or CPR and emergency evacuation procedures.

### **220.73 Other Building/Facility Manager Duties**

- Report every emergency to the College Police.
- Serve as the primary contact person to receive emergency information from HCC PUBLIC SAFETY
- Inform all building employees of any emergency conditions
- Evaluate the impact of any emergency on persons or property and take appropriate action including ceasing operations and initiating evacuation of the building or facility
- Maintain emergency telephone communications with College officials from the building or facility or from an alternate site if necessary.

### **220.74 Develop a Building/Facility Telephone Tree**

The building manager shall develop a phone tree of both work/home/mobile phone numbers for all persons that normally work or reside in the building or facility.

### **220.80 General Faculty/Staff Supervisor Responsibilities**

Each faculty or staff member who supervises College students or other College employees has the responsibility to:

- Educate students or employees to relevant emergency procedures including evacuation procedures for their building or facility
- Inform students and/or staff of any perceived emergency and initiate emergency procedures as prescribed within the Building/Facility Emergency Plan, the College Employee Safety Handbook, and the EOP
- Evaluate, survey, and estimate their assigned building/facility or activity spaces to determine the potential impact of any emergency on their facility
- Report all safety hazards as soon as possible to the building manager or safety officer

- Submit a work order to reduce hazards and to minimize accidents promptly to the Building Manager or Facilities Management.

**IMPORTANT:** Inform students, staff, and faculty to conform to building evacuation guidelines during an emergency and to report to an appropriate assembly area outside the building for a head count.

#### **220.90 Deans, Department Heads, Other Campus Employee Duties**

Each College Dean and Department Head will develop and implement a business continuity plan for each of their respective areas of responsibility.

It is the responsibility of every campus employee to become familiar with the Emergency Action Plan for his/her work area(s) and to read the College Employee Safety Handbook.

**Business Continuity Plans will be updated at least once every three years, or more often as the need arises, due to the reassignment of Deans and Department Heads, or other critical circumstance that affect the suitability of such plans. A copy of each revised plan will be submitted to the Planning Section Chief within thirty days of such revision for approval and retention.**

300.00            The Emergency Notification System (ENS)

**310.10            Communications methods used to implement the ENS**

During any critical incident or emergency, the College will use several methods of communication to disseminate information. The methods to be used, in the following descending order of preference, will include these listed devices:

- *The College telephone system*  
The telephone landline system is to be used as a primary means of communication, unless it is compromised.
- *Two-way Radios and Pagers*  
Key members of the Incident Command Staff will be equipped with two-way radios and alphanumeric pagers.
- *Cellular Telephones*  
Incident Command Staff members will use cellular phones, including those that incorporate satellite technology or prior arrangement of cellular channels set aside for use during emergencies when land lines or regular cellular telephones are likely to become inoperative or unusable (WPS).
- *E-mail*  
System-wide e-mails will be disseminated. This will be a primary means of communication.
- *Web messages*  
Emergency messages will be disseminated through the emergency notification information box on the home page of College's website.
- *Signage*  
Signs detailing the status of the College will be posted on College buildings.
- *Overhead Siren warning system*  
Both the Goodman and Ridgeland campuses and the Grenada Center are equipped with an Overhead Siren Warning System.

**310.00            The Initial Responses to a Reported Emergency**

Each emergency occurring on-campus shall be reported immediately to the College Police. Upon receiving notification of a reported emergency, HCC Public Safety shall initiate the following chronology of events:

**310.10            Dispatch an Officer to the Scene**

One or more police officers shall be dispatched to the scene to confirm the existence of a critical incident, crisis, or disaster

**310.20            Dispatch Appropriate EMS/Fire Services**

HCC PUBLIC SAFETY shall request appropriate assistance from Fire or Emergency Medical Services personnel.

**310.30            Dispatch Facilities Management Staff**

HCC PUBLIC SAFETY shall request appropriate assistance from the Office of the Facilities Management once an emergency or disaster has been identified as one that affects College buildings or other infrastructure in a manner that requires FM corrective action.

**310.40            Contact the Senior Command and the Director of Public Safety**

HCC PUBLIC SAFETY dispatch will immediately contact their highest ranking campus officer who shall in turn contact the Director of Public Safety and the Chief Student Services Officer.

### **310.50            Contacting the College President.**

The Director of Public Safety or CSSO shall immediately contact one of following persons in the following descending order of preference:

- College President
- Executive Vice President
- Campus Vice President or Dean of Students

### **310.60            Assignment of Emergency Status**

After consulting with the College President or a designee, the Director or his designee will assign one of the following three emergency status conditions to the incident and shall activate the Emergency Notification System (ENS), if appropriate:

#### **310.61            Critical Incident (Minor Emergency)**

During a Critical Incident or Minor Emergency, ENS may be activated. Incident Command staff members may not necessarily meet as a group, but will be still be advised of conditions. An Incident Command Post (ICP) may be established.

#### **310.62            Crisis (Major Emergency)**

During a Crisis or Major Emergency, ENS will be activated. Command Staff members shall report as directed by the Chief/Director of Public Safety. An EOC may be activated and an Incident Command Post shall be established.

#### **310.63            Disaster**

During a Disaster, the ENS will be activated. All Incident Command Staff members shall report to the ICP or EOC as directed. If a primary site is not available, an alternate ICP or EOC site will be established by the Director of Public Safety. Command Staff members shall report as requested and shall also provide the following items, as appropriate:

- All College property keys checked out to them.
- Pagers
- Cellular phones with extra batteries
- Laptop PC with extra batteries, if any
- Two way radios with extra batteries, if any



### **310.70 Deactivation of Emergency Incident Operations**

At the close of Incident Operations, the Incident Commander will notify the Operations Section Chief to begin the stand-down phase of operations according to the procedures developed as part of the Incident Action Plan for that incident.

### **310.80 Incident Documentation**

Each participating department, section, building, or function manager/supervisor is responsible for documenting all activities and expenditures associated with the discharge of his/her emergency functions. Additionally, each emergency response entity will retain documents associated with its activities during the response. These documents, although local in origin, will be based primarily on the formats and purposes devised for federal ICS forms for the following purposes:

- Provide a basis to assess the emergency and evaluate the response
- Identify areas where campus preparedness activities worked well and those areas that need improvement
- Verify all emergency related expenses and document efforts to recover such expenses
- Assist recovery in the event of litigation

All documents, status sheets, daily logs, and forms shall be kept along with all financial records and photographs related to the emergency. The Finance/Administration Section Chief shall request documentation, including post-incident reports, from any responding agency that participated in the incident response.

### **320.00 Responding to ENS Notification**

The Emergency Notification System (ENS) is only activated upon the direct order of the College President or his alternate.

Once the ENS is activated, HCC PUBLIC SAFETY will contact all Incident Management Team members and provide them with the appropriate instructions for reporting to either the ICP or the EOC, as directed by the IC.

### **320.10 Command Staff**

The following members of the Command Staff will report to the ICP or EOC as directed or shall remain on Stand-By status.

- College President
- Executive Vice President
- Campus Vice President
- Dean of Students

### **320.11 Incident Command Staff**

Incident Command Staff members will be contacted by the IC and requested to:

- Report to the ICP to conduct IC operations
- Report to the EOC to perform policy group and critical support functions, or
- Remain on stand-by status

### **320.12 Operations Section Staff**

The Operations Section shall serve in a direct support capacity to the Incident Command Staff. The Operations Section shall include, but is not necessarily limited to the following individuals:

- Director of Public Safety--HCC PUBLIC SAFETY
- Dean of Students
- Director/Management of Facilities Management
- Coordinator of Health Services/Nursing or emergency Medicine Technology

Once the EOC has been activated, all Operations Section staff will respond to the EOC unless directed otherwise by the Operations Section Chief. If an ICP only is being staffed, the Operations Section staff will be contacted by the Operations Section Chief and shall either report to the ICP or remain on standby alert, as directed.

### 330.00 Emergency Facilities

Whenever a critical incident, crisis, or disaster occurs or is imminent, it shall be the responsibility of the on-duty HCC PUBLIC SAFETY personnel to set up and staff an Incident Command Post (ICP) and/or an Emergency Operations Center (EOC), as appropriate. In addition, regular College Police facilities are to be fully staffed and operational at all times during the incident. ***(A virtual EOP setup may be considered as an alternative option for campus emergency management personnel. An assembly site should still be designated for outside responders to report to.)***

### 330.10 Incident Command Post (ICP)

A College Police vehicle or other suitable vehicle may be used as an Incident Command Post (ICP). The ICP is to be located as close to the emergency scene as possible to enhance tactical control. At least one uniformed officer or police dispatcher is to staff the ICP at all times until tactical operations terminate. A small stationary office with a desk, chairs, and a telephone may also be established as near to the scene as may be determined necessary by the Chief/Director of Public Safety. The ICP may be maintained in addition to any EOC at the discretion of the Director of Public Safety.

During the selection of any stationary ICS location, an alternate site should also be selected, in the event that relocation of the ICS is required due to safety concerns or other reasons.

### 330.11 ICP Equipment List

The following types and quantities of equipment suitable for an ICP should be considered for staging as required:

- Barricades, barrier tape, and signage for the scene
- Portable hand radios (minimum of two) with spare batteries
- Portable public address system unit
- First aid kit
- Campus telephone directory, a State Government Telephone Directory, and a local Telephone Directory to include Yellow Pages sections
- Three copies of the College EOP
- Flashlights (minimum of 10) with extra batteries
- Cellular Telephone(s) and extra batteries and/or charging capabilities
- High Visibility Vests (10)
- Command Post Location Marker or other suitable means of ICP identification, and
- Campus Maps/Area Maps.

### 330.20 Emergency Operations Center (EOC)

If any incident exceeds or is likely to exceed available campus capabilities and resources, an Emergency Operating Center (EOC) will be established. If this location is unsuitable or unavailable, the IC shall select another location and shall so inform the HCC PUBLIC SAFETY officers. At least one uniformed police officer is to staff the EOC at all times until the incident is resolved. That officer may also be a member of the Command Staff.

During the selection of any stationary EOC location, an alternate site should also be selected, in the event that relocation of the EOC is required due to safety concerns or other reasons. This space is activated at the direction of the Director of Public Safety and remains so until the IC decides to deactivate it. The main EOC and back-up EOC should each take approximately 20 minutes and one hour, respectively, to become operational. ***(The actual desired times for setup goals to be determined by planning and exercising, etc.)***

### **330.21 EOC Equipment List**

The following types and quantities of equipment suitable for an EOC should be considered for staging as required:

- All equipment contained within an ICP, plus
- An emergency power source (gas generator & fuel sufficient for an initial 72 hour period)
- Tables, desks and chairs sufficient to accommodate IC Staff and all support staff, to include a refrigerator and coffee maker
- Copy machine
- Two-way radio base station, battery operated AM/FM radio and a television
- Telephone equipment as follows:
  - Dedicated lines for Incident Commander use (min. of 2)
  - Dedicated lines for Incident Command Staff use (min. of 2)
  - Cellular telephones (min. of 3)
- Sanitary facilities
- Campus maps, drawings/blueprints of buildings, HVAC systems, etc.
- Computer work station and printer that has network capabilities
- Pads, envelopes, writing implements and other office supplies
- A Fax machine with broadcast capabilities
- Cots suitable for temporary sleeping areas.

### **330.30 Staging Areas**

One or more staging areas for arriving off-campus responders, equipment, and other resources shall be established by the Director of Facilities Management. For operations of the Incident Command Staff, a permanent conference room with facilities for emergency response elements that is designed to accommodate multiple telephone and/or electrical devices shall be established. In the event this established facility is not available, another suitable alternate site shall be chosen.

Staging areas should be located either on or as near to the campus as possible, but not in such close proximity to the incident site as to interfere with site operations or to be endangered by the incident.

### **330.40 Media Center/JIC**

If a campus incident is expected to last for more than eight hours, a site for a media center/Joint Information Center (JIC) will be established or at the direction of the Dean of Students or Campus Student Services Officer. Parking adjacent to these facilities will be reserved for media and staff vehicles.

The media center/JIC will include space for the media reporters, a podium, a multimedia box, backdrop, and appropriate signage. If a JIC is established, the site should contain enough space for meeting rooms and have the capacity to support JIC operations.

### **330.41 Campus Telephone Center**

At the direction of the Dean of Students or Campus Student Services Officer, a Campus Telephone Center will be established. The telephone center will be used to answer inquiries from students, employees, and relatives regarding the nature and consequences of the emergency.

### **330.50 Area Maps**

Insert maps of potentially affected campus and surrounding areas in this section. Show building and facilities sites, roads, parking areas, areas of particular concern and other elements that may have an impact on campus infrastructure during any critical incident or emergency.

## **400.00 Emergency Assistance Contact Numbers**

This section of the EOP identifies the contact names and telephone numbers of on-campus and off-campus resources available to assist campus personnel.

Although a wide range of services and assistance resources have been identified, the listings should not be considered all inclusive. Emergencies and disasters can affect the College in numerous ways and resources may not always be available from traditional sources. In the event of a Crisis or Disaster on campus, flexibility to seek resources by extraordinary measures may be pursued by the Incident Management Team and others.

### **400.10 On-Campus Resources**

**Police Services: All Emergencies/Disasters: Tel. DIAL 911**

<b>Goodman</b>	<b>601-940-0089</b>	<b>662-472-9043 (open 24 hrs)</b>
<b>Grenada</b>	<b>662-227-2334</b>	<b>662-809-6845 (open 7a - 11p M-F)</b>
<b>Ridgeland</b>	<b>601-605-3333</b>	<b>601-503-7589 (open 7a - 11p M-F)</b>
<b>Jeff Johns, Director of Public Safety – District</b>		<b>(601) 605-3363</b>
<b>Robert Riley, Center Police Chief, Grenada</b>		<b>(662) 267-2334</b>
<b>Tony McDaniel, Campus Police Chief – Goodman</b>		<b>(601) 940-0089</b>
<b>Jeff Johns, Campus Police Chief, Ridgeland</b>		<b>(601) 605-3363</b>

### **Fire Services**

The fire services provide firefighting capabilities and have overall responsibility to provide Emergency Medical Services, including First Aid, evacuation, and transport of injured persons.

#### **Local Fire Department – 911**

**Goodman: (662)834-1511      Grenada: (662)226-1421      Ridgeland:(601)856-7004**

**Facilities Management** - Provides the following emergency services:

- Utilities: Repairs to water, gas, electric and sewage systems.
- Structures: Repairs to structures and mechanical equipment, including HVAC systems.
- Equipment: Portable pumps, generators, floodlights, welders, air compressors, etc.
- Transportation Services (Buses/Vans/Trucks)

**Joey Netherland, Maintenance Engineer      Goodman (662) 472-9114 Alt.Tel. 662- 582-1602**

**Mike Grappin, Facilities Director      Ridgeland 601-605-3305**

**Trent Little, Facilities Director      Grenada 662-227-2352**

## **Student Services and Food Service**

Student Services can provide limited items such as temporary housing, bedding, sanitary facilities, and food to support emergency situations.

**Andy Wood, Dean of Students (O) (662) 472-9024**

### **Field House Facilities:**

The Field house and other facilities may be utilized as temporary housing, dining, or storage facilities during an emergency.  
**Head Coach Danny Robertson**

**Information Technology - Kevin Baker 662- 229-6917**

Information Technology provides computers, telephones and communications back-up resources, and can contact outside contractors to restore communications services.

**Purchasing Department - Roxanne Chisolm 662- 472-9079**

### **Counseling Services**

**RDG- Rose Canterbury 601-605-3302**  
**GRE- Michelle Burney 662-227-2345**  
**GDM- Dr. Jackie Hale 662-472-9144**

**Human Resources - Julia Brown, Director 662-472-9013**

### **Communications Office**

The Communications Office provides media support services.

**Steve Diffey – District Director 662 - 472- 9067**

### **Miscellaneous/Others**

#### **College Administration**

**Main Tel. # (662) 472-2312 Other/Alt Tel. # (662) 472-9013**

**Dr. Glen Boyce President (o) 662-472-9013**

**Steve Caldwell Exec Vice President (o) (662) 472-9015**

**Name of Resource: Grenada Campus Administration Main Tel. (662) 226-0830**

**Dr. Jim Haffey, Campus Vice-President (o) 662-227-2304**

**Dr. Martha Cofer, Assist campus Director (o) 662-227-2329**

**Dr Myra Harville, Evening/Weekend Dir, (o) 662-227-2322**

**Name of Resource: Ridgeland Campus Administration Main Tel. (601) 605-3300**

**Joe Adams, Campus Vice-President (o) 601- 605-3301**

**Wayne Watkins, Career-Tech Director (o) 601-605-3313 (campus resident)**

**Joye Jones, Academic Dean (o) 601-594-3967**

**400.20 Off-Campus Resources**

**Local Police Department**

**Emergency #: 911**

**Goodman (662) 472-2272**

**Grenada (662) 226-1211**

**Ridgeland (601) 856-2121  
Cpt Randy Tyler - SWAT**

**County Sheriff**

**Holmes (662) 834-1511**

**Grenada (662) 226-2721**

**Madison (601) 859-2345  
Lt Brad Harbour – SWAT**

**State Police**

**(601) 987-1212**

**From ANY Cell Phone (\*HP)**

**Fire Services**

**Emergency #: 911**

See on campus services 400.10

**State Fire Marshal**

**(888) 648 0877**

**(601) 359 - 3569**

**State/County Emergency Management Agency**

**Madison County EMA – Butch Hammock – (601) 859-4188**

**Holmes County EMA – Gyrone Granderson – (662) 235-5126**

**Grenada County EMA –George Frazier- (662) 226-1076**

**MEMA – Tom Taylor – (601) 933-6362 (800) 222-6362**

**State Health and Environmental Services**

**MDEQ – (601) 961 – 5171**

**(888) 786-0661**

**State Department of Nuclear Safety – refer to Office of Homeland Security**

**Mississippi Office of Homeland Security**

**(601) 346-1499 Jay Ledbetter, Director/ Jim Brinson WMD and training Coordinator**

**Governor's Office**

**Honorable Haley Barbour, GOVERNOR**

**(601) 359-3150**

**(877) 405-0733**

**American Red Cross Disaster Services**

**State Emergency Services – (601) 353-5442**

**Miscellaneous/Others**

**Name of Resource: Entergy**

**Main Tel. # 1-800-968-8243 Other/Alt Tel. # 1-800-368-3749**

**Name of Resource: Atmos GAS/**

**Main Tel. # 1-866-322-8667 Other/Alt Tel. # 1-888-286-6700**

**Name of Resource: AT&T Land Services**

**Main Tel. # 1-800-288-2020**

**Name of Resource: MS Department of Transportation**

**Main Tel. # (601) 359-7001**

**Name of Resource: \_\_\_\_\_**

**Main Tel. # \_\_\_\_\_ Other/Alt Tel. # \_\_\_\_\_**

**Contact Name 1: \_\_\_\_\_ Ext. # \_\_\_\_\_**

**Contact Name 2: \_\_\_\_\_ Ext. # \_\_\_\_\_**

**Name of Resource: \_\_\_\_\_**

**Main Tel. # \_\_\_\_\_ Other/Alt Tel. # \_\_\_\_\_**

**Contact Name 1: \_\_\_\_\_ Ext. # \_\_\_\_\_**

**Contact Name 2: \_\_\_\_\_ Ext. # \_\_\_\_\_**

**500.00 Annual Training**

Training will be conducted on at least an annual basis for all designated first responders. This training will include tabletop exercises and other contextual training. The Director of Public Safety, as appropriate, will supervise and coordinate such training in conjunction with the Planning Section Chief.

**500.10 Exercises and Evaluations**

The Planning Section Chief shall develop a program of periodic evaluation and training that is compatible with the federal, State and local governments and which coincides with the goals and doctrines of the U.S. Department Homeland Security, Office of Grants and Training, Homeland Security Exercise and Evaluation Program. The Homeland Security Exercise & Evaluation Program (HSEEP) contains doctrine and policy for designing, developing, conducting and evaluating exercises. HSEEP is a threat- and performance-based exercise program that includes a cycle, mix and range of exercise activities of varying degrees of complexity and interaction.

(See the link at <https://hseep.dhs.gov/>)

**500.20 EMS Training and Medical Training shall be monitored**

The Planning Section Chief, in coordination with others, shall devise and otherwise research training opportunities to access or ensure that EMS and other medical training is available and appropriately delivered to local responders according to applicable federal, State, and local standards, including licensing and certification.

600.00 Infrastructure Protection

610.00 Threat Assessment and Evaluation (T&RA) Program

**As soon as practicable, and periodically thereafter, the Director of Facilities Management shall devise and implement a program whereby each physical asset and/or facility of the College shall be inspected and evaluated for risk potential.**

610.10 Purpose

**The purpose of this program will be to perform a Threat and Vulnerability Assessment and to implement solutions identified during these assessments to enhance security and improve campus preparedness.**

610.20 Methodology

**Upon completion of such inspection, a report shall be filed with Facilities Management that details the evaluation of risk and makes recommendations on ways to decrease the vulnerability of the asset or facility. The TEEX/NERRTC Campus Preparedness Assessment Instrument or its equivalent may be used to collect and evaluate the necessary data.**

**In addition, diagrams, blueprints and similar materials shall be assembled for each campus facility and shall be submitted to the Director of Facilities Management for use during both routine and emergency operations.**

**All such reports shall be used by the Director of Facilities Management to document the deficiencies found and make recommendations for the purpose of improving campus preparedness and security.**



700.00 The Law Enforcement Information Sharing Program

**A Law Enforcement Information Sharing Program should be devised and initiated as soon as practicable by the Director of Public Safety.**

700.10 Purpose

**The purpose of this program shall be to increase communications between campus public safety and other law enforcement agencies at all levels of government to enhance safety and security measures against criminal and terrorist threats against the campus and surrounding communities and to enhance cooperative efforts to combat such threats.**

700.20 Methodology

**As soon as practicable, the Director of Public Safety shall devise and implement a program designed to maximize the interaction of the campus law enforcement community with the appropriate members of government law enforcement agencies and sister campus security agencies. In order to ensure the timely receipt of threat information, the Director of Public Safety shall establish a working relationship with:**

- **The SAC of the FBI field office**
- **The regional Joint Terrorism Task Force (JTTF)**
- **State and local law enforcement officials, and**
- **Others, as appropriate**

800.00 Campus Response to National Threat Alert Levels

**The Director of Public Safety may consider any of the following steps, as well as any others, calibrated to local, state, or national threat alert levels:**

*(There are numerous ways to address the responses at the local level to the various threat alert levels published by emergency management agencies from the federal level through state and local levels. Some institutions are more comprehensive than others are in their individual approach. Some weight has to be given to a cost-benefit approach and a perception of potential liability, as well.)*

- **Consider assigning officers as liaisons with international student groups on campus (in addition to potentially eliciting life saving information, these officers may build trust and allay the fears such groups may have)**
- **Establish a management team responsible for directing implementation of the campus EOP**
- **Immediately review the campus EOP, TIA, and mutual aid agreements with the management team, command staff and jurisdictional partners.**
- **Ascertain the need for additional staff training**
- **Consider assigning a campus liaison officer to the local EOC**
- **Review leave policies and SOPs for reassignment of plainclothes officers to uniform duty to enhance visibility and coverage to critical areas**
- **Update your most recent risk assessment inventory**
- **Increase physical checks of critical facilities during periods of increased alert**
- **Establish a single point of access fro each critical facility and institute 100% identification checks**
- **Limit public access to critical facilities and consider escort procedures for authorized persons**
- **Increase administrative inspections of persons and their possessions entering critical facilities**

- **Increase administrative inspections of vehicles and their contents**
- **Assess adequacy of video monitoring**
- **Assess adequacy of physical barriers outside sensitive buildings and the proximity of parking areas**
- **Ensure adequacy of your emergency alert and communication system for students, faculty, staff and visitors**
- **Review your parent communication and reunification plan and educate all stakeholders**

The following active link will direct you to the College of Minnesota web page on the Internet that illustrate a fairly concise list of considerations that might be addressed to conform to the various National Threat Alert Levels that might be issued:  
<http://www.firecenter.mnscu.edu/ehs/Terrorism%20Color%20Code%20System9-27-04.pdf>

**900.00 Annual Plan Reviews**

900.10 The EOP shall be reviewed at least once each year **On or about January 1 of each year, the President of the College shall cause an annual review of the EOP to be conducted. As a result of this review, any updates and/or changes shall be incorporated into this Plan and shall be distributed to users as soon as possible.**

900.20 Emergency Action Plans

**On or about January 1 of each year, each Building/Facility Emergency Action Plan shall be reviewed, updated and submitted to the Office of Facilities Management for approval.**

900.30 Reporting Status of Plan Revisions

**The Director of Facilities Management shall devise a system to manage and track the updating of all Building/Facility Plans and shall notify the Office of the President of the status of this project, in writing, no later than April 1 of each year.**

900.40 Emergency Communication Plan

**On or about January 1 of each year, the Planning Section Chief shall conduct a review of the campus Emergency Communications Plan. As a result of this review, any updates and/or changes shall be incorporated into this Plan and shall be distributed to users as soon as possible. This review shall be conducted whether or not plan updates have been accomplished at any time since the previous review.**

900.50 Incident Action Plans

**On or about January 1 of each year, the Planning Section Chief shall conduct a review of the campus Incident Action Plans. As a result of this review, any updates and/or changes shall be incorporated into these Plans and shall be distributed according to this Plan as soon as possible. This review shall be conducted whether or not plan College Public updates have been accomplished at any time since the previous review.**

## **FIRE SAFETY RIGHT TO KNOW**

**Included in the statistical part of this annual report is the college's statistical report on the incidence of fires reported and occurring in student housing. All fire incidents occurring in student housing are required to be reported to the Director of Housing who provides this information to the Dean of Students for reporting. Every effort is made to see that fire preparedness and fire alert/detection equipment is operational at all times. Those buildings that are equipped with automatic fire suppression are tested regularly as required.**

**Fire Drills in student housing are conducted once per semester.**

**Fire response to student housing is provided by the Goodman Fire Department and is not a college administered agency.**

**Fire response like all other campus emergencies is included in the Emergency Protocols poster.**

**Incidents or concerns should be addressed to the Director of Student Housing on the Goodman campus.**

# HOLMES COMMUNITY COLLEGE EMERGENCY PROTOCOLS

## CALL 911

### **MEDICAL EMERGENCY**

- Call 911 IMMEDIATELY DO NOT WAIT.
- Render first aid or other assistance if you are trained to do so.
- Report all medical emergencies, accidents, or injuries to the COLLEGE POLICE.
- AEDs (defibrillators) are located on each campus through the COLLEGE POLICE.

### **TORNADO WARNING**

- LISTEN for siren (long steady tone). DO NOT WAIT FOR VERBAL INSTRUCTION.
- SHELTER using an interior hallway or room staying away from glass windows and doors.
- STAY sheltered until advised by College Police.

### **HOSTILE/ DISRUPTIVE BEHAVIOR**

- Stay Calm! Get YOURSELF and OTHERS away from the problem area and call 911.
- Do not confront the subject or block his/her exit as it could be dangerous.
- Get to an area where you can lock the door. Follow LOCKDOWN procedures.

### **BOMB THREAT**

- If you observe a suspicious device do not touch or move it.
- Clear the area and call 911 immediately.
- If you are advised of a bomb by phone:
  - ask the caller where, when, how and why the bomb was placed.
  - Note the age, gender, speech, attitude, noises, accent, or any identifiers.
  - Record the caller ID information from your phone.
- If advised of a suspicious package in writing or e-mail:
  - Try not to handle the letter, save the original.
  - Immediately contact college police.

### **CAMPUS LOCKDOWN**

- LISTEN CAREFULLY when the Overhead SIREN sounds (a Start and Stop Horn). The ALERT will be followed by an announcement over the outdoor siren system.
- REACT IMMEDIATELY & SHELTER yourself in a lockable area such as any classroom or lock equipped office.
- LOCK doors, close blinds, cover windows, turn off lights and stay down on the floor.
- STAY away from windows and doors. Silence cell phones.
- Use room furnishings as barricades to get behind if possible.
- If you are in a Hallway or Lobby go to the nearest office or classroom.
- If outside get to the nearest solid cover and stay down flat.
- RUN AWAY from the sound of gunfire. DO NOT TRY AND HELP!
- Keep hands visible to responding police. DON'T PUT HANDS IN POCKETS.
- DO NOT UNLOCK THE DOOR FOR ANYONE. Opening doors endangers everyone inside.
- YOUR AREA WILL BE CLEARED BY POLICE and you will be escorted to safety or given the all clear.

### **FIRE ALARM/BUILDING EVACUATION**

- THE FIRE ALARM SOUNDING indicates a fire or building evacuation.
  - \* EVERYONE MUST EVACUATE. There may be no additional warning.
- Do not assume the alarm is false, always EVACUATE.
- If you see fire or smoke before an alarm, activate the nearest alarm station.
- Do Not Use ANY Elevator. Always use stairs. Assist Elderly or Disabled.
- CLASSES should stay together outside at least 200 feet away or further if directed.

**REPORT ALL INCIDENTS AND SUSPICIOUS PEOPLE TO COLLEGE POLICE.**

Goodman Campus  
601-940-0089

Ridgeland Campus  
601-605-3333

Grenada Center  
662-809-6845