

Holmes Community College
Goodman * Grenada * Ridgeland
Department of Public Safety

Health and Safety
Policy and Procedures

(Addendum 1 to HCC EOP)

Revised July 2008

Included in this document are the following policies:

- **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**
- **OSHA**
- **Career Tech Safeguards**

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 Police Departments:

Goodman (601)940-0089/ (662)472-9043

Grenada (662)227-2334/ (662)809-6845 after hours 911

Ridgeland (601)605-3333 / (662)503-7589 after hours 911

Administrative calls (Mo – Fri) 8a – 3:30p

Goodman – (662) 472-2312 (800) Holmes 4

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. Your safety and that of others are paramount to the College Administration and Police. 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 Hi/LO tone followed by instruction.

If you see a person on campus with a gun, seek shelter and report it immediately to a campus police officer or 911. If you witness or hear a shooting, seek shelter as indicated and report it immediately to a campus police officer or 911.

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

Classrooms: Remain in place and lock classroom if possible. Move away from windows and doors. Await audible instructions from the campus police or administration.

Hallways and Sidewalks: Seek shelter in an occupied classroom or other “safe” location. Await audible 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 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.

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

Local and Campus 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 1 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 1), 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 1- 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, County 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.