

# HOLMES COMMUNITY COLLEGE

## EMERGENCY PROTOCOLS

### ALL EMERGENCIES DIAL 911

#### FIRE / BUILDING EVACUATION

- Fire BELL, HORN or LIGHTS indicate a fire alarm or building evacuation. Everyone MUST evacuate.
- DO NOT ASSUME THE ALARM IS FALSE OR WAIT FOR CONFIRMATION.
- If you SEE fire/smoke before the alarm sounds go to the nearest alarm station to activate the alarm and leave the building and then call 911.
- TAKE your belongings with you and close doors behind you if possible.
- Do Not Use ANY Elevator.
- ASSIST Elderly or Disabled.
- Students and Staff should stay together outside the building.
- LEAVE the building and stay at least 500 feet out or as directed.

#### MEDICAL EMERGENCY

- CALL 911 not college police.
- RENDER first aid or assistance if properly trained to do so.
- REPORT all medical emergencies, accidents, or injuries to the COLLEGE POLICE as soon as possible.
- AEDs (defibrillators) are located on each campus through the EMS Program or College Police Department.

#### TORNADO WARNING

- LISTEN for siren (long continuous siren) or other warning messages.
- Take SHELTER on the lowest floor of the building in an interior space with no windows.
- Use an interior hallway if no interior room exists staying away from glass windows and doors.
- ASSIST students, visitors, handicapped to shelter areas.
- STAY in shelter until advised of the all clear.

#### HOSTILE or DISRUPTIVE BEHAVIOR

- Stay Calm! GET AWAY from the problem. DIAL 911
- DO NOT CONFRONT the subject or block his/her exit as they could be dangerous.
- If a person becomes hostile get away from them. (RUN, HIDE, FIGHT)
- Follow LOCK-DOWN procedures.

#### CAMPUS LOCK-DOWN

- The LOCK-DOWN Siren is a start/stop AIR HORN (ON—OFF—ON—OFF).
- RUN – if possible RUN AWAY if you can SAFELY do so from the affected area.
- SECURE yourself in a lockable area when it is unsafe due to a POLICE emergency or Armed Response to an incident near you.
- If you feel threatened or see an armed person do not wait for an alert. Secure yourself and others then call 911.
- If in a hall or open area of a building RUN if safe to do so or SECURE yourself in a nearby classroom or lockable area.
- If outside, leave the campus quickly or get to the nearest cover and stay down. DO NOT LEAVE BY CAR.
- Keep your hands out from your body and visible to responding law enforcement officers who approach you. Follow their instructions.
- SECURE any door, turn off lights and sit down on the floor at the wall furthest from the door. Turn cell phones on silent and all computers and equipment off.
- DO NOT UNLOCK THE DOOR!!! You will receive instructions via RAVE ALERT of what to do and when to leave. All rooms will be cleared in person by law enforcement.
- If there are injured persons with you or nearby law enforcement may not render aid until the area is safe.

#### BOMB OR 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: note the date, time, location of the call.
- Ask the caller where, when, why the bomb was placed.
- Note the age, gender, speech pattern, attitude, background noise, accent, etc.
- Check the caller ID on your phone and write down any information
- If advised of a bomb in writing or e-mail: DO NOT to handle the letter, save the original.
- Note the date, time, location, return address or e-mail address.



**REPORT ALL INCIDENTS AND SUSPICIOUS PEOPLE TO THE COLLEGE POLICE or AN ADMINISTRATOR.**

**Goodman Campus**  
601.940.0089

**Ridgeland Campus**  
601.605.3333

**Grenada Center**  
662.809.6845