

Meridian Community College
Campus Emergency Operations Plan



Board Approved 02-09-2010

INTRODUCTION

Should an emergency situation or disaster occur, the faculty, staff, and administration of Meridian Community College is committed to protecting and minimizing the loss of life and property. In order to do so, the College must be prepared to deal with localized emergencies, natural disasters, and man-made situations. The following emergency operations plan (EOP) has been prepared to help avoid or minimize the loss of lives and property during emergencies as well as provide a basis for maintaining campus operations. Approved by the President, this plan assigns authority and responsibilities for college staff in emergency situations and is a guide for such officials in responding to emergencies.

The master EOP is designed as a guide to be used when reacting to the various emergencies or disasters that could occur on our campus. The plan begins with a description of the composition and duties of the College's Incident Management Team. The plan then describes general response actions and priorities to possible emergencies or disasters that could occur, followed by protocols for dealing with specific situations.

Individuals with system-wide responsibilities will receive a copy of the master EOP. A copy of the EOP will be posted on Eagle net. The EOP will be posted on Eagle Net for faculty, staff and students to review. This plan will be evaluated and updated on a regular basis.

All members of the College community are encouraged to familiarize themselves with emergency procedures and to be ready to protect themselves and others in an emergency or disaster situation. Suggestions regarding revisions, additions, or deletions of any procedure contained within the EOP are encouraged. Suggestions and questions regarding this plan should be directed to Dean Soraya Welden in Student Services at 601-484-8628, or swelden@meridiancc.edu.

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EMERGENCY RESPONSE PLAN

The President of the College, as Chief Executive Officer, shall exercise primary responsibility for all college programs and operations. The President shall make all final decisions regarding both the long and short term response of the College to emergencies. The President, through this emergency plan, allocates responsibility for specific responses to emergencies and keeps the Board of Trustees informed of preparations, disaster affects, and progress of emergency procedures. Furthermore, the President or appropriate designee has the authority to decide when the College should be closed.

The plan is designed for an organized response to emergencies which may occur on any of the College's properties or instructional locations. Responsibilities, functions, procedures and tasks outlined in the plan will apply to all MCC locations; however, individual differences will be clearly noted throughout the plan. Based on the nature and magnitude of an emergency, the President or his designee and/or the Campus Incident Management Team (IMT) will pull from the overall plan to formulate and manage the response.

INCIDENT MANAGEMENT TEAM: Notification List (Refer to Appendix A)

- President
- Vice President of Operations
- Dean of Fiscal Affairs
- Dean of Student Services
- Dean of Academic Affairs
- Dean of Career and Technical Education
- Dean for Community and Business Development
- Dean of Learning Resources
- Chief of Campus Police/Security
- Director of Physical Plant
- Associate Dean of Student Services
- Director of Administrative Computing
- Associate Dean of Learning Resources

Depending on the emergency, the Incident Management Team may include any or all of the above. Based on initial and continuing evaluations, the Incident Management Team will provide overall direction and management for the College's response to the emergency.

RESPONSE TASKS AND GUIDELINES

Initial tasks will include evaluating the level of emergency, establishing a central base of operations, determining human needs, maintaining internal and external communications, directing security and control functions, and protecting College facilities and property.

EMERGENCY OPERATIONS CENTER

The Administrative Computing Center located in Smith Hall on the MCC campus shall be designated as the primary Emergency Operations Center (EOC). In the event of an emergency or disaster situation, emergency response shall be coordinated from the EOC. Members of the Incident Management Team should assemble in the Administrative Computing Center. Should this area be unusable, the physical plant office will be used as the EOC or a mobile command unit may be placed into service. All staff associated with emergency response should report to the EOC for direction or information. All inquiries, information regarding possible injuries, damage, etc. should be directed to the Campus EOC.

STAFF NEEDS: Human Resources

Members of the following campus staffs should consider themselves on duty and report to their workstation or the Emergency Operations Center whenever a major emergency occurs.

Whenever the campus experiences an unscheduled closing, these staff members should plan on reporting to work for scheduled shifts unless: (a) departmental storm/emergency plans indicate they are personally not needed or (b) they are released by their supervisor.

Essential Staffs:

1. Physical Plant
2. Cafeteria Services
3. Campus Police
4. Residence Hall/Housing Supervisors

FOOD AND SHELTER:

Assigned to Residence Life Director

1. Supervise any emergency response by residence staff.
2. Provide shelter for those students in need.
3. Work with Food Service Manager to provide for conservation, allocation and distribution of food and water to students and workers.
4. In the event the residence halls are closed, supervise closure and record travel destinations of students.
5. Respond to missing persons inquiries utilizing hall rosters and any travel records recorded during closure.
6. Assist in damage assessments.
7. Coordinate flow of information to campus residents.

SECURITY, TRAFFIC, CROWD CONTROL:

Assigned to Campus Police

1. Coordinate "first response" to any emergency - protect life and property when an imminent threat is at hand.
2. Maintain patrols of the campus to protect lives and property.
3. Direct evacuations as needed.
4. Maintain traffic and parking control.

5. Serve as on-going liaison with community law enforcement agencies.
6. Coordinate requests for ambulances and other emergency medical treatment.
7. Establish a fire watch in the event of electrical failure.

FACILITY PROTECTION:

Assigned to Physical Plant Director

1. Direct personnel in damage assessment.
2. Direct repair of physical facilities, systems and machinery.
3. Work with utility representatives in restoring, operating, and maintaining water, gas, and electric systems.
4. Allocate employees for emergency work and repairs, coordinate volunteers.
5. Furnish emergency supplies and equipment.
6. Coordinate usage of college vehicles as necessary.

PUBLIC INFORMATION & MEDIA RELATIONS:

Assigned to Associate Dean of Learning Resources

1. Process and disseminate public information and official instructions.
2. Provide information and public relations advice to President and emergency responders.
3. Serve as official spokesperson for Meridian Community College.

RESOURCE PERSONNEL: (refer to Appendix B)

Various members of the faculty and staff can serve as resource persons in emergencies. They may be called upon to provide assistance following an emergency situation.

PRIORITIZE EMERGENCY TASKS

In any emergency situation, there are general tasks that must be performed or considered by all responders. The following is a prioritized list that applies in any emergency.

LEVEL I PRIORITIES

1. Determine nature and severity of situation
2. Shutdown dangerous utilities
3. Notify alert list
4. Open Emergency Operations Center (Restore power and telephone service to EOC if necessary)
5. Establish communications
6. Evacuate the immediate threat area to a safe location
7. Provide medical aid
8. Suppress any small fires
9. Initiate search and rescue
10. Control any hazardous substances

LEVEL II PRIORITIES

1. Survey facilities and utilities and recertify for use as appropriate.
2. Notify local Emergency Management of any suspension or curtailment of activities.
3. Announce to media any suspension or curtailment of activities.
4. Provide shelter for campus residents.
5. Provide food and drinking water to students and workers.
6. Provide sanitary sewer system.
7. Disseminate accurate information to the campus.
8. Control criminal activity.
9. Provide psychological assistance to trauma victims.
10. Establish fire watch as needed.

LEVEL III PRIORITIES

1. Survey valuable materials and equipment for damage.
2. Maintain integrity of records, documents and data.
3. Survey academic program needs as applicable.
4. Determine and consider financial, legal and liability concerns.
5. Acquire necessary supplies and equipment from community sources.
6. Resume full or partial academic and work schedules.
7. Notify media and community agencies of resumption of activities.

Eagle Alert: Emergency Notification System

General Information

In the event of an emergency situation adversely affecting college operations or the health, well being, or safety of students, faculty, and staff of the college, the IMT may suspend the operation of any or all units of the institution. Emergency situations include, but are not limited to: severe weather conditions, unscheduled closings, natural disasters, fire, or related hazards, and mechanical or equipment failure.

When a situation arises that could require the activation of the Eagle Alert System, any or all IMT members will:

1. Use information from initial and continued evaluations to get an accurate understanding of the nature of the situation as is reasonably possible.
2. If determined necessary, craft and send a notification to students, faculty, and staff advising them of the situation and action(s) to be taken.
3. Continue to monitor the situation and provide updated notification as necessary.
4. Send an “all clear” message, when applicable.

Media

The Associate Dean of Learning Resources will maintain a current list of contacts at local radio and television stations, which will include phone, fax, and e-mail information. The Associate Dean of Learning Resources will prepare and distribute appropriate media releases regarding closure information to all media outlets.

SPECIFIC PROTOCOLS

Different types of emergencies and disasters need responses tailored to those specific circumstances. Protocols for various types of emergencies are described in the following sections.

1. Fire
2. Active Shooter
3. Bomb Threat - Suspicious Packages or Substances
4. Major Accidents & Hazardous Material Incidents
5. Medical Emergencies
6. Possible Epidemics
7. Severe Weather

8. Earthquake

9. Utility-Power Outage

10. Civil Disturbances

11. Incidents of Violence - Behavioral Disturbances/Psychological Crisis

FIRE

When a fire is detected in a building, the following actions should be taken:

1. Activate the fire evacuation plan for that building by pulling the nearest fire alarm or sounding the evacuation signal. Evacuate the building and call the fire department from a safe location.
2. **Immediately call 9-911 (911 if dialing from a cell phone) and request the Fire Department go to Meridian Community College in building _____ and room _____. Do not hang up until instructed to do so by the 911 dispatcher.**
3. Call/notify Campus Police at **601-484-8620** or extension **620**
4. Faculty and staff should help direct all individuals to building exits and keep all individuals at a safe distance from the building.
5. Campus Police should escort the Fire Department to the building if requested and keep all roads and pathways open. Campus Police should notify appropriate College officials (refer to the list of Incident Management Team members).
6. Upon arrival of the Fire Department, the senior fire officer on scene will assume command of the area.
7. Campus Police, Maintenance Staff and others should assist Fire Department as needed.
8. If needed, a shelter will be opened for affected individuals.
9. An "*all clear*" or order to return to the affected building can only be issued by the fire officer in command of the scene.

ACTIVE SHOOTER

Violent incidents including, but not limited to, acts of terrorism, an active shooter, assaults, or other incidents of workplace violence can occur on the College grounds or in close proximity with little or no warning. An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained.

The Meridian Community College Campus Police Department has adopted nationally accredited law enforcement response procedures to contain and terminate such threats, as quickly as possible. The following information regarding law enforcement response will enable you to take appropriate protective actions for yourself. Try to remain calm as your actions will influence others. The following instructions are intended for incidents that are of an emergent nature (i.e. imminent, or in progress).

Immediate Action

1. Secure the immediate area. Whether a classroom, residence hall room, office or restroom:
 - a. Lock or barricade the door, if possible. Block the door using whatever is available, such as desks, tables, file cabinets, other furniture, etc.
 - b. After securing the door, stay behind a solid object(s) and away from the door as much as possible.
 - c. If the assailant enters your room and leaves, lock or barricade the door behind them.
 - d. If safe to do so, allow others to seek refuge with you.

2. Protective Actions. Take appropriate steps to reduce your vulnerability:
 - a. Close blinds
 - b. Block windows
 - c. Turn off radios and computer monitors.
 - d. Silence cell phones.
 - e. Place signs in interior doors and windows, but remember the assailant can see these as well.
 - f. Place signs in the exterior window to identify your location and the location of the injured persons.
 - g. Keep people calm and quiet.
 - h. After securing the room, people should be positioned out of sight and behind items that might offer additional protection, such as walls, desks, file cabinets, bookshelves, etc.

3. Unsecured Areas. If you find yourself in an open area, immediately seek protection by:
 - a. Put something between you and the assailant.
 - b. Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.
 - c. If in doubt, find the safest area available and secure it the best way that you can.

4. Call 911. Emergency situations should be reported to law enforcement by dialing 911. You may hear multiple rings but stay on the line until it is answered, do not hang up. Try to provide information in a calm, clear manner so that the 911 operator can quickly relay your information to responding law enforcement and emergency personnel. Be prepared to provide the 911 operator with as much information as possible, such as the following:
 - a. What is happening
 - b. Where you are located, including building name and room number.
 - c. Number of people at your specific location
 - d. Injuries, if any, including the number of injured and types of injuries.
 - e. Your name and other information as requested.

5. If you see the assailant, try to note as much as possible, including:
 - a. Specific location and direction of the assailant
 - b. Number of assailants
 - c. Gender, race and age of the assailant
 - d. Language or commands used by the assailant
 - e. Clothing color and style
 - f. Physical features, e.g., height, weight, facial hair, glasses, etc.
 - g. Type of weapons, e.g., handgun, rifle, shotgun, explosives, etc.
 - h. Description of any backpack or bag
 - i. Do you recognize the assailant? Do you know their name?
 - j. What exactly did you hear, e.g., explosions, gunshots, etc.

6. Treat the injured. The 911 operator will notify law enforcement and other emergency services agencies. EMS will respond to the site, but may not be able to enter the area until it is secured by law enforcement. You may have to treat the injured as best you can until the area is secure. Remember basic first aid:
 - a. For bleeding, apply pressure and elevate. Many items can be used for this purpose, e.g. clothing, paper towels, feminine hygiene products, books, newspapers, etc.
 - b. Reassure those in the area that help will arrive and try to stay quiet and calm.

7. Un-securing the Area
 - a. The assailant may not stop until his objectives have been met or until engaged or neutralized by law enforcement.
 - b. Always consider the risk of exposure by opening the door for any reason.

- c. Attempts to rescue people only should be made if it can be done without further endangering either yourself or the persons inside of the secured area.
- d. Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
- e. If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

BOMB THREAT

The majority of all bomb threats are hoaxes. However, there is always a chance that a threat may be authentic. It is extremely important, in the event of telephoned threats, to take calm and reasonable action when a bomb threat is received. Observe the following procedures:

1. The person receiving the call should keep the caller on the line. Asking questions in an attempt to gain information such as:
 - a. The location of the device (building, floor, room, etc.)
 - b. Time of detonation or the type of detonator
 - c. Note any characteristics of the caller's voice (gender, age, education, accent, etc.)
 - d. During the call pay attention to background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.)
2. Immediately after the call, the person receiving it should contact Campus Police at **601-484-8620** or extension **620**.
3. Campus Police will notify the Meridian Police Department.
4. Campus Police will respond to the scene and notify the administrator or building supervisor in charge of the threat.
5. Campus Police will confer privately with the administrator and police officer in charge. Campus Police will provide local responders with information regarding the threat. After analyzing the specificity of the threat and the circumstances, the Chief of Campus Police or authorized designee may order an evacuation.
6. If an evacuation is ordered, everyone must evacuate except staff assisting fire and police personnel. Personal items such as purses, backpacks, and briefcases should be taken by their respective owner. This is to limit the number of suspicious packages/containers within the threatened area that may require additional investigation. Students, staff, and faculty should evacuate to a safe assembly point a sufficient distance from the building or to a designated shelter. Under no circumstances should evacuees be moved into an adjacent building or allowed to remain near windows.
7. Staff members who are knowledgeable about items that belong in or near the building may volunteer (if needed) to assist police officials in the search.
8. Staff should call attention to unidentified objects, but should never handle or move them. This is strictly the responsibility of law enforcement officials.
9. If an explosive device is located, or there appears to be imminent danger, the Campus Police will order a general campus take cover alert; notify the Incident Management Team and any community emergency management agencies not yet on the scene. Appropriate evacuation or take cover procedures should be implemented in any area at risk.
10. No one may re-enter the area until law enforcement authorities release the area for normal use.

SUSPICIOUS PACKAGES OR SUBSTANCES

1. If an article, package, or letter arrives in a work/instructional area which concerns a student or employee, the individual should put down the package immediately and contact the Campus Police Department at **601-484-8620** or extension **620**
2. Individuals should not move or alter the package in any way. Instead, wait for Campus Police to arrive. Due to the possibility of cross-contamination, no one should leave the immediate area.
3. Campus Police will evaluate the situation and decide if external assistance (law enforcement, fire, or EMS-ambulance) is needed. If so, Campus Police will notify the appropriate agencies and initiate an appropriate response.
4. A controlled evacuation of the building may be necessary. If so individuals will be directed to a sheltered care location for debriefing and possible medical follow-up.
5. If circumstances warrant, Campus Police will notify the Incident Management Team and activate the Emergency Operations Center.

BOMB THREAT RECEIVER CHECKLIST

What were the exact words of caller?

Ask the caller the following questions:

When will the bomb explode? _____

Where is the bomb now? _____

What does the bomb look like? _____

What kind of bomb is it? _____

What will detonate the bomb? _____

Did you place the bomb? Why? _____

What is your name? _____

Date: _____ Time: _____ Sex of caller: M / F Age: _____

Describe the caller's voice (check any that apply):

- | | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|----------------------------------|---|
| <input type="checkbox"/> calm | <input type="checkbox"/> lisp | <input type="checkbox"/> deep | <input type="checkbox"/> soft | <input type="checkbox"/> angry |
| <input type="checkbox"/> crying | <input type="checkbox"/> slow | <input type="checkbox"/> loud | <input type="checkbox"/> excited | <input type="checkbox"/> normal |
| <input type="checkbox"/> raspy | <input type="checkbox"/> distinct | <input type="checkbox"/> nasal | <input type="checkbox"/> stutter | <input type="checkbox"/> crackling |
| <input type="checkbox"/> laughing | <input type="checkbox"/> slurred | <input type="checkbox"/> accented | <input type="checkbox"/> ragged | <input type="checkbox"/> deep breathing |

Dialect? _____ Other: _____

Did the voice sound familiar to you? Yes No

If so, likewhom? _____

Describe the threat language and background sounds (check any that apply):

- | | | | | |
|--------------------------------------|--|-------------------------------------|---------------------------------------|---------------------------------|
| <input type="checkbox"/> well spoken | <input type="checkbox"/> long distance | <input type="checkbox"/> local call | <input type="checkbox"/> music | <input type="checkbox"/> clear |
| <input type="checkbox"/> static | <input type="checkbox"/> factory | <input type="checkbox"/> house | <input type="checkbox"/> house | <input type="checkbox"/> office |
| <input type="checkbox"/> voices | <input type="checkbox"/> animals | <input type="checkbox"/> traffic | <input type="checkbox"/> loud speaker | |

Other: _____

CALL THE MCC CAMPUS POLICE DEPARTMENT AT 601-484-8620 or 620

MAJOR ACCIDENTS & HAZARDOUS MATERIAL INCIDENTS

In the event of an explosion on campus, students and staff should take protective positions under desks or tables, with backs to windows. If an explosion occurs within a building or threatens the building, students and staff should observe the following procedures:

1. Evacuate the building and move to a designated safe assembly area.
2. **Immediately call 9-911 (911 if dialing from a cell phone) and notify the Fire Department of the situation. Do not hang up until instructed to do so by the 911 dispatcher.**
3. Call Campus Police at **601-484-8620** or extension **620** and inform them of the explosion/accident.
4. Staff should assess response needed: evacuation, medical care needed, etc.
5. Local emergency management agencies and Physical Plant should be notified regarding possible utility breaks, etc.
6. Students, staff, and faculty may not return to the area until the authorities declare it safe to return.

Meridian Community College is a metropolitan institution located near several major highways, a large rail yard, and two major military/civilian airports. A major accident could involve chemical spills, toxic clouds, fires, etc. that will require special emergency operations. In the event of such as accident, the following procedures should be followed:

1. If the accident is on the campus, Campus Police should be notified immediately. They should notify appropriate community agencies (police, ambulance, fire, etc.) and render any emergency assistance possible.
2. If a major accident occurs near the campus, upon receipt of official information Campus Police should notify the campus Incident Management Team
3. The Incident Management Team will evaluate the level of risk to the campus based on official information and determine emergency steps that should be taken. These could include:
 - Partial or complete evacuation of the campus;
 - Order students and staff in particular buildings to take cover;
 - Cancellation of outdoor activities.
4. In the event a toxic product is released into the atmosphere, an order to evacuate or shelter-in-place will be made by local emergency management authorities. If ordered to shelter-in-place, individuals should be instructed to remain inside buildings. If possible, air handling equipment should be shut-off.
5. Individuals should remain inside until an all-clear is sounded.

MEDICAL EMERGENCIES

During the course of normal instruction, workplace activities, and special events, it is possible for a member of our college community to become ill or suffer an injury. In most cases, such occurrences are minor and require little intervention. However, should circumstances require assistance from MCC faculty or staff, the following general procedures should be followed:

MINOR INJURY OR ILLNESS, MEDICAL PROBLEM OR ACCIDENT

1. Supply the injured student or person with first aid supplies if required (bandages, etc.) and attempt to assist them as needed.
2. **If in doubt of the extent of the injury/illness call 9-911 (911 if dialing from a cell phone) and request an ambulance at Meridian Community College in building _____ and room _____. Do not hang up until instructed to do so by the 911 dispatcher.**
3. Contact Campus Police at **601-484-8620** or extension **620** for all accidents, injuries, and illnesses so an incident report can be completed.
4. If injured person is a special population student, obtain the person's name and contact the MCC Special Populations Coordinator.
5. Remain with the injured or ill person until help arrives.

SERIOUS INJURY OR ILLNESS, MEDICAL PROBLEM OR ACCIDENT

1. **Immediately call 9-911 (911 if dialing from a cell phone) and request an ambulance at Meridian Community College in building _____ and room _____. Do not hang up until instructed to do so by the 911 dispatcher.**
2. Contact Campus Police at **601-484-8620** or extension **620** for all accidents, injuries, and illnesses so an incident report can be completed.
3. Stay with the injured or ill person until emergency personnel arrive.
4. Stabilize the person and provide medical care (first aid) if trained to do so.
5. Assist emergency personnel if asked.
6. Attempt to obtain the name of the injured or ill person.
7. If person is a special population student, contact the MCC Special Populations Coordinator.

EXPOSURE TO BLOODBORNE OR OTHER PATHOGENS

If a student, staff, or faculty member is exposed or believes they have been exposed to a potentially life threatening pathogen. Follow the steps outlined in the MCC Bloodborne Pathogen Exposure Procedure Policy.

POSSIBLE EPIDEMICS

With a large and diverse student population, it is possible that contagious diseases can pass quickly through the campus population. Should information be received that a number of students, staff, and faculty are experiencing a similar set of biologic symptoms, the Dean of Student Services shall:

1. Collect information from faculty and staff regarding the symptoms being experienced and the approximate number of individuals affected.
2. Contact local Emergency Medical Services (Metro Ambulance) if immediate medical care is needed. Notify Campus Police when EMS is requested.
3. Contact the County Health Department and/or County Emergency Management Agency to report findings and receive advice regarding appropriate responses.
4. Distribute information quickly to the college community about the disease, its' effects and accurate information regarding any self-care and preventative measures.
5. Should individual students experience severe symptoms, their families shall be contacted and they will be asked to go home (if possible) for treatment by family physicians. When necessary, students with acute or life threatening symptoms shall be transported by ambulance to the nearest hospital for care.
6. Should the County Health Department recommend a temporary restraint of activities, the Dean of Student Services shall relay that advice to the President for a decision regarding cancellation of classes or postponement of particular activities.

The World Health Organization, as well as federal and state governments, believes that the possibility of a worldwide influenza epidemic is now greater than at any time since 1968. Should a pandemic appear likely, the following general steps would be taken:

1. In the event that the World Health Organization raises the global influenza alert level to level four or five, an immediate “blast” program of public education about universal health precautions, effective sanitation by the College’s housekeeping staff, recognition of symptoms, self-care, etc, will be activated. This will include educational materials posted in all restrooms, delivered to all residence rooms, etc.
2. College administrators will work closely with local and state officials to respond in the event the pandemic reaches Mississippi. Such actions would include curtailment of non-essential public gatherings, distribution of more specific or detailed information about self protection and symptoms, and activating a continuity of operations plan in case the all college activities must be suspended for a period of time. Such a decision will be made in conjunction with advisories from the state governmental authorities.

SEVERE WEATHER

Meridian is vulnerable to tornadoes and other types of severe weather. Severe weather situations can both build over time and can also occur with very little warning.

When severe weather strikes campus, the IMT will use the Eagle Alert System to notify faculty, staff and students of the impending weather and actions to be taken.

Tornado Warning

A tornado warning means that a tornado is in or moving towards the area. If Meridian is within the threatened area, the Lauderdale County Emergency Management Agency will activate the tornado sirens. *Take cover procedures for each building should be followed as applicable. In general, the following steps should always be taken:*

1. Upon receipt of a **tornado warning**, persons on an upper floor should move to the lowest floor of a building. Go to a center stairwell, enclosed hallway, restroom, or a room without windows.
2. Take cover by getting underneath a sturdy object. If outside, go inside a permanent building. If this not possible, get into a depression or ditch and lie flat on the ground.
3. Wait for the warning to expire or for sirens to stop sounding.

In the event a tornado or other severe weather strikes the campus, the following steps should be taken:

1. Injured persons should be located and provided with emergency medical care (first aid) to the best level possible.
2. The Incident Management Team shall be notified and the Emergency Operations Center activated.
3. The Chief of Campus Police shall notify the City of Meridian and/or the Lauderdale County Emergency Management Agency if additional emergency service resources are needed.
4. Damaged buildings should be closed. If shelter is needed for building inhabitants, a suitable and safe shelter will be identified and made available. This information will be disseminated across the Campus using the most effective way possible, including the Eagle Alert System.
5. Depending upon the extent of damage, the President or his designee should determine whether or not the institution should be closed.

EARTHQUAKE

Ground movement in an earthquake is seldom the direct cause of injury or death. Most casualties result from falling materials. Earthquakes also disrupt utility lines, creating additional hazards. If an earthquake occurs:

DURING THE SHAKING

If inside a building:

1. **DUCK** down to the floor
2. **COVER** yourself under a piece of heavy furniture such as a desk or stand within a interior framed doorway
3. **HOLD** on to the furniture until the shaking as stopped
4. **AVOID** standing near bookcases, cabinets, light fixtures, or any other potential fall hazard

If outside:

1. **STAY IN THE OPEN** and move away from buildings and utility wires.

AFTER THE SHAKING HAS STOPPED

After a significant quake has occurred (prolonged shaking, household items disturbed, utilities disrupted) building supervisors should evacuate their buildings. Buildings should not be reentered until inspected by trained personnel and declared safe.

The Campus Emergency Operations Center (EOC) should be activated. If the Emergency Operations Center has been damaged, an outside command post should be established in a safe and open space near that building. Medical care requests and building inspections should be organized from that post. Immediate relief activities should be prioritized in following manner:

1. Emergency medical care for injured
2. Cut-off of gas and electric lines (in the event of utility disruptions)
3. Evacuation of collapsed buildings which may contain trapped victims
4. Inspection of all buildings for damage and usability
5. Provide food and shelter to any remaining students and staff on campus
6. Restore utility services where possible
7. Prepare for aftershocks that may be as strong as the original quake and could occur for months after the original quake
8. If severe damage has occurred to multiple campus buildings, the campus should be closed and students evacuated as soon as practicable
9. Update City and County emergency management agencies on a regular basis regarding the state of campus operations

UTILITY OUTAGES

Electricity and water utilities are essential to the operation of all campus facilities and any disruption will require immediate remediation by the Physical Plant. Prolonged outages affecting part or all of the campus will negatively affect students and personnel and may result in an emergency situation where classes and operations may be suspended.

Outages or interruptions of gas or telecommunications services are usually not serious and usually can be rectified in a short period of time. Outages of this type will not result in suspension of classes or operations. There are no warnings for utility outages, except for planned outages, and outages usually occur as the result of other disasters such as hurricanes, earthquakes and fires.

Electrical Power Outage

1. Report all electrical outages to Physical Plant at 601-484-8651 or extension 651. The Campus telephone system will work as the communications room has back-up power. However, there may not be any ring tone at the receiving phone. If necessary, use a cell phone to contact the Physical Plant help desk or the Campus Police Office at **601-484-8620** or extension **620**.
2. In the case of a complete power outage, the Incident Management Team should report to their designated location.
3. Disconnect all equipment that could be damaged by a possible power surge when electricity is restored.
4. Turn off lights, appliances, window air conditioners and other devices to reduce the power requirements at the time of restoration.
5. The Physical Plant will take action to turn off large electrical equipment at all the facilities on the College campus.
6. Evacuate the building or facility if the safety of students, staff, and faculty is a concern. Report any evacuation activity to the Campus Police office.

Water Outage

1. Report all water outages or pipe breaks to the Physical Plant at 601-484-8651 or extension 651. The Physical Plant will deploy maintenance personnel to investigate the problem and will fix any problem within their capability.
2. The Physical Plant will report major line breaks to the City and coordinate repairs with them.
3. Turn off all water faucets and taps. Conserve remaining water resources until restored.
4. The Physical Plant Director may restrict the use of restrooms in affected buildings. Personnel will be directed to the closest building where restrooms are operational.
5. Should the water outage affect large sections of the campus or the entire campus, classes and operations, except for essential workers, may be suspended.

Natural Gas Outage.

1. Close all outlets and shut off all flame or heat producing equipment and devices as a leak may have occurred.
2. If the smell of gas is strong, immediately notify all personnel in the area and vicinity to evacuate. Always evacuate any area where air exchange is poor if any kind of leak in your building is detected or announced.
3. Report any evacuation activity to the Campus Police office at **601-484-8620** or extension **620**.

Telecommunications (Telephone) Outage

1. Should both telephone and computers go down, contact the Telecommunications Help Desk via wireless connection or by cell phone at _____ or extension _____.
2. If all forms of electronic communications are down, prepare to send messages via personnel who are able to walk or drive from office to office.

CIVIL DISTURBANCES

It is possible for campus activities, public assemblies or otherwise peaceful demonstrations to develop into situations that threaten lives and/or the safety of college facilities. At times, such gatherings develop slowly enough to allow time for assessment, control measures and negotiations with organizers. On other occasions, large gatherings can grow quickly with the potential to become riotous. The following procedures should be followed whenever a demonstration develops:

1. At first detection, contact Campus Police at **601-484-8620 or extension 620**. Campus Police should assign officers to observe the group in question and alert all senior administrators.
2. If there are indications that a demonstration may pass the stage of peaceful assembly, impair campus operations, or have the potential to become an unlawful assembly, the Campus Police will notify the Incident Management Team and staff the Emergency Operations Center.
3. A determination should be made by the senior administrator present or Campus Police regarding the need to request assistance from local law enforcement agencies.
4. The senior administrator on scene may make a determination to end the demonstration. If law enforcement officers respond to the disturbance, a commanding officer (either the Campus Police or Meridian Police) shall be identified and officers should follow all established law enforcement procedures.
5. Direct communication between the commanding officer and the senior administrator should be maintained at all times.
6. After the disturbance has ended, follow-up measures should be considered:
 - A temporary curtailment of activities - , sporting events, classes, etc.
 - A campus curfew;
 - Expanded Police patrols;
 - Conveying of accurate information to the campus regarding the incident.
7. The decision to resume normal operations shall be made by the President with advice from the Incident Management Team

INCIDENTS OF VIOLENCE

An individual or group of individuals may attempt to harm a member of the college community or commit acts of violence on the campus. Such incidents may be caused by students or employees or by persons unassociated with the institution. Should an incident of violence occur or appear likely to occur, procedures are as follows:

1. Campus Police should be immediately notified at **601-484-8620** or extension **620**
2. Campus Police should respond immediately to investigate
3. This will signal the Campus Police of the need to respond on an emergency basis.
4. If external assistance is needed, the Campus Police will notify the appropriate local law enforcement agency.
5. If a weapon is seen or suggested, Campus Police should immediately contact local law enforcement for assistance and inform them that a weapon/gun may be present.
6. Pre-arranged responses by campus and city police officers will be implemented upon receipt of information regarding firearms.
7. Campus Police will notify the Incident Management Team as soon as practicable.
8. The IMT will use Eagle Alert to warn faculty, staff and students to remain in classrooms and work areas. Doors should be locked if possible.
9. Upon a determination that individuals involved have been apprehended, staff will inform administration and building supervisors that normal operations may resume.

BEHAVIORAL DISTURBANCES/PSYCHOLOGICAL CRISES

Occasionally students have difficulty coping with the pressures of college life. It is important that College professionals reach out to students to offer intervention and assistance in this coping process. No categories of behavior (e.g., suicide attempts, episodes of acute anxiety, etc.) are necessarily seen as preventing the eventual, successful completion of a student's educational goals. Each student's behavior will be assessed and treated on the basis of its characteristics in relation to the student's individual personality, the safety and well-being of the College community and legal imperatives.

In the event that staff or faculty members deal with a student evidencing routine or basic behavioral problems, the staff or faculty member should contact their immediate supervisor. Routine problems may consist of a student appearing withdrawn or depressed, engaging in mild disruptive behavior, interpersonal problems with students or faculty/staff, etc. Staff or faculty should seek guidance if they are unsure as to the method of intervention. While it is recommended that these means of responding be utilized in the order that they appear below, individual case situations may warrant a staff member moving immediately to the next intervention level (example - a professional member could by-pass the confrontation/mediation and voluntary referred steps and move the referral to the Dean of Student Services, if a violation of the Student Behavior Code has been committed by the student).

Step 1: Confrontation/Mediation

Staff or faculty, if dealing with a student whose behavior causes concern, should inquire regarding the student's well being or clarify for the student behavioral standards and expectations. Staff or faculty is encouraged to share concerns regarding student behavior with immediate supervisors as soon as possible.

Step 2: Voluntary referral to a helping service

When appropriate, staff or faculty can encourage students evidencing behavioral/emotional issues to voluntarily submit to professional counseling services. Information regarding these services may be obtained from the Associate Dean for Student Services, the Dean for Student Services or other MCC Student Services staff.

Step 3: Referral to the College Disciplinary System

When a student's behavior constitutes a violation of the Student Behavior Code, a member of the College community may request that the Dean of Student Services process discipline charges against the student.

When a student fails to demonstrate responsibility by repeating or persisting in a violation of the Student Behavior Code, the Dean or Associate Dean of Student Services may impose a temporary suspension. This interim action would be effective immediately and is designed to prohibit the presence of the student on campus until the student's case can be resolved in accordance with prescribed discipline procedures. A temporary suspension may be used in cases where the continued presence of the student on campus poses a threat to his or her well-being or to the rights and property of other members of the college community.

At any point in the helping process it may become important that a coordinated response be made to assist the student. The Dean/Associate Dean of Student Services will be informed and provide direction. The contracted mental health counseling provider(s) should be contacted for professional consultation, assistance and/or referral.

APPENDIX A: Emergency Alert List

In the event of imminent danger to life or property, **call 9-911** first for the fire department, emergency medical service, or police

Immediately contact Campus Police at **601-484-8620** or extension **620**

CAMPUS TELEPHONE NUMBERS

Building or Office	Primary Phone Number	

INCIDENT MANAGEMENT TEAM

Name	Title	Office	Home	Cell
Dr. Scott Elliott	President			
Barbara Jones	Vice President of Operations			
Amy Brand	Dean of Fiscal Affairs			
Soraya Welden	Dean of Student Services			
Michael Thompson	Dean of Academic Affairs			
Dr. Richard McAlister	Dean of Career and Technical Education			
Janet Heggie	Dean for Community & Business Development			
Billy Beal	Dean of Learning Resources			
Chief Shane Williams	Chief of Campus Police			
Terry Williams	Director of the Physical Plant			
Sander Atkinson	Associate Dean of Student Services			
Ray Denton	Associate Dean of Learning Resources			
Phillip Brooks	Director of Administrative Computing			

