

Jones County Junior College Emergency Operations Plan *Executive Summary*

Introduction

Jones County Junior College, like any organization, is vulnerable to a wide range of natural, technological, and human-related disasters. These disasters may cause injuries, loss of life, and disruption of services and the possibility of significant property damage. Before, during, and after a disaster, the college requires special procedures to address the needs of prevention/mitigation, preparedness, response and recovery management. To address such disasters, Jones County Junior College has an all-hazard Emergency Operations Plan (EOP).

Purpose

The plan establishes policies, procedures and guidelines that allow JCJC to save lives, minimize injuries, protect property, preserve a functioning administration, and maintain activities essential to their survival and recovery from disasters. The Emergency Operation Plan is intended to establish policies, procedures and organizational structure for response to emergencies that are of a magnitude to cause a significant disruption of the functioning of all or portions of the College. This plan describes the roles and responsibilities of various departments and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of the college and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. It establishes the guidelines for conducting effective and coordinated emergency operations involving the use of all college owned resources and outside resources available to the College.

Assumptions

JCJC with its various departments, resources, training, and city/county emergency response organizations is well-equipped to respond to any type of emergency that could potentially affect the operations of the College. This Emergency Operation Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- A. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- B. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
- C. An emergency or a disaster may be declared if information indicates those such conditions are developing or probable.
- D. Disasters may be community-wide. Therefore it is necessary for the College to prepare for and carry out disaster response and short-term recovery operations in conjunction with local resources.

Concept of Operations

The president of JCJC is ultimately responsible for emergency management activities within the boundaries of the college.

The Emergency Operations Plan (EOP) is based on the concept that the emergency support functions assigned to the various individuals and departments involved in this plan will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be employed in both non-emergency and emergency functions. Those day-to-day functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency. The efforts that would normally be required for those functions may be redirected to accomplish the emergency tasks force set forth by the Emergency Operations Team.

Operational Time Frames of Emergency Management

JCJC has adopted the four phases of emergency management which is used to assist in the implementation of the EOP:

- *Prevention/Mitigation*: time period in which sustained actions are taken to reduce or eliminate long-term risk to people and property and to minimize the costs of disaster response and recovery.
- *Preparedness*: time period in which enhances the disaster response operations and prepares departments and individuals to respond.
- *Response*: time period in which actions taken provide emergency assistance, reduces the probability of additional injuries or damage, and speed the recovery operations.
- *Recovery*: time period in which actions are taken to return systems to the normal, pre-disaster levels.

TABLE OF CONTENTS

Emergency Operations Plan

I.	Scope	3
II.	Mission	3
III.	Types of Emergencies / Levels of Response.....	3
IV.	Response Protocol	4
V.	Organizational Components	4
	A. Executive Management Team	4
	B. Emergency Operations Team	4
	C. Emergency Support Functions.....	4
	D. Critical Operations Plans	4
VI.	Declaration of Emergency	5
VII.	Roles and Responsibilities.....	6
	A. President.....	6
	B. Executive Management Team	6
	C. Incident Commander	7
	D. Emergency Operations Team/Building Supervisors	7
VIII.	General Guidelines for Emergency	7
IX.	Lock-Down Procedures	7
X.	Emergency Telephone Directory	8
XI.	Health Services	9
XII.	Residence Hall Emergency Procedures.....	10
XIII.	Severe Weather Conditions	10
	A. Tornado.....	10
	B. Tornado Safety Rules	10
XIV.	Fire Emergencies.....	11
XV.	Bomb Threats	11
	A. Bomb Threat Call Checklist	12
	B. Bomb Threats to Residence Halls.....	12
XVI.	Violent or Criminal Behavior	13
	A. School Shooting Call Checklist	13
	B. Violent Intruder	13
XVII.	Emergency Spill Procedures	14
XVIII.	Pandemic Influenza	14
XIX.	After the Incident.....	15
	A. Post-Emergency General Guidelines	15
	B. Students.....	15
	C. Faculty and Staff	15
XX.	Campus Recovery	15

Appendix

Emergency Operations Team/Building Supervisors	Appendix 1
--	------------

**Emergency Operations Plan
Jones County Junior College**

I. SCOPE. This plan outlines the preparation, response and recovery of College personnel and resources for emergency situations. The Emergency Operations Plan is consistent with established practices relating to coordination of emergency response actions. This plan incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination between the college and other responding agencies. The College will cooperate with federal, state and local emergency management agencies and other responders in the development, implementation and execution of its emergency response plans. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

II. MISSION. The College will respond to an emergency situation in a safe, effective and timely manner. College personnel and equipment will be utilized to accomplish the following priorities:

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety and Basic Care Services
- Priority 3: Assessment of Damages
- Priority 4: Maintenance of College Services
- Priority 5: Protection of College Assets
- Priority 6: Restoration of General Campus Operations

III. TYPES OF EMERGENCIES/LEVELS OF RESPONSE. There are three levels or types of emergencies:

• **LEVEL 1 – MINOR INCIDENT:** A Minor Incident is defined as a local event with limited impact, which does not affect the overall functional capability of the College. Planning and response is carried out at a limited local level (e.g. on a lab or room basis). The Emergency Management Plan would not be activated.

• **LEVEL 2 – EMERGENCY:** An Emergency is defined as a serious event that significantly disrupts one or more operations of the College. Multiple College resources are involved; the Emergency Management Plan would be activated to the extent necessary.

• **LEVEL 3 – DISASTER:** A Disaster is defined as a very serious event that seriously impairs or halts the operations of the College. The Emergency Management Plan is fully activated.

Exhibit 1.1 – Expected Impact

Scope	Level 1	Level 2	Level 3
College Activities	Minimal and localized. Most college activities not impacted.	Significant. College activities localized shutdown.	Very significant. College activities shutdown for a period of time.
Faculty, Staff and Students	Site-specific localized impact. Injuries possible.	Site-specific or general impact with possible disruptions. Injuries possible.	General impact with probable disruptions. Injuries and possibly fatalities are a serious concern.
Media Coverage	None expected or limited local coverage.	Local/regional coverage	Local, regional and possible national coverage.
Public & Government Concern	Limited.	Potential exists for an uncomfortable situation. Government agencies may investigate prevention/response/recovery efforts	Potential exist for an upsetting situation and government analysis or hearings.
Emergency Operations Team involvement	Limited or none.	Conditionally involved and consulted as needed.	Actively involved and consulted regularly.

IV. RESPONSE PROTOCOL. The operational aspect of the College Emergency Operation Plan is based upon the National Incident Management System (NIMS). NIMS is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. Use of NIMS at the College facilitates the College's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies. Some of the kinds of incidents and events that would be managed through NIMS are listed below:

- Fires, HAZMAT, and multi-casualty incidents.
- Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, active shooter situation).
- Search and rescue missions.
- Significant transportation accidents (railroad accident, chemical spill).

V. ORGANIZATIONAL COMPONENTS. The College's Emergency Operation Plan consists of four major elements:

- Executive Management Team
- Emergency Operations Team
- Emergency Support Functions
- Critical Operations Plans

A. The Executive Management Team (EMT). The Executive Management Team (EMT) will evaluate information from various sources during the progress of the event and advise the President on appropriate actions requiring his/her decision. The EMT is also responsible for the review and approval of the Emergency Operations Plan.

B. The Emergency Operations Team (EOT). The Emergency Operations Team (EOT) is activated, based on the type and nature of the incident, to manage the operational aspects of the College's response to an emergency event. The College Incident Commander heads the Emergency Operations Team. The Incident Commander has responsibility for overall management of the incident and must be fully qualified to manage the incident. The President of the College has designated the Chief of Police as the College Incident Commander.

C. Emergency Support Functions (ESF). Emergency management of incidents occurring on the campus of Jones County Junior College is dictated to the Comprehensive Jones County Emergency Operations Plan. This plan uses a bottom-up approach in all phases of emergency management, with emergency activities being resolved at the lowest possible level of response. As such, the resources of local response agencies, including those of the College, will be used extensively in the stabilization and recovery effort.

D. Critical Operations Plans. Each area identified as part of the EOT is determined to have critical responsibilities on a College-wide basis during emergency situations. Responsibilities include either direct management or Emergency Support Functions (ESF).

EOP Organizational Relationships and Primary Responsibilities

Emergency Management Team (EMT)

- Makes critical policy decisions (strategic decisions) affecting the College during an emergency and recovery

Emergency Management Plan Coordinator

- Consults directly with the College Incident Commander during an emergency
- Maintains the EOP documentation
- Serves as Chair of the Disaster Preparedness Committee
- Serves as College Liaison to Jones County EOC

College Incident Commander

- A member of the EMT
- Works closely with the EOT
- Makes critical management decisions during an emergency
- Confers directly with the president & the EMT during an emergency

Emergency Operations Team (EOT)

- Executes the EMP as directed by the College Incident Commander during an emergency
- Reviews all provisions of the EMP for approval by the EMT

Unit Plans

- Critical Operation Plans – Parallel with important College-wide responsibilities
- Special Unit Plans – Correspond with important Critical Operation Plan responsibilities
- Other Unit Plans – All other Units of the College Response procedures
- Procedures for specific response activities

Disaster Plan Committee

- Establish procedures/Assure cooperation with the community

VI. DECLARATION OF EMERGENCY. The primary responsibility for monitoring emergency threats and events resides with the College Campus Police Department. JCJC PD operates on a continuous 24/7/365 basis and is always available to receive emergency communications from a variety of official and public sources. In any type of emergency, the officer should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the JCJC Chief of Police. Based on information obtained from appropriate entities, the Chief will initially declare the level of the emergency and may activate portions of the Emergency Operation Plan to the extent necessary to control the situation.

Full plan activation begins at the discretion of the President of the College upon the receipt of information of an emergency event or threat of an emergency. In case of any type of campus or declared local, state or federal emergency, a decision will be made by the President of the College on a plan of action and whether to activate the Emergency Operations Plan. In the absence of the President, the Vice President of Student Affairs will make a decision whether to activate the Emergency Operations Plan.

Upon activation, appropriate Emergency Operations Team members will be notified and should report to the designated command center as directed (examples Administration Board room, Room 217 Student Center, Conference meeting room ATC). The Incident Commander shall review the circumstances of the emergency with the Emergency Operations Team and determine the appropriate response.

Should it be deemed necessary to warn the campus community of an impending threat or emergency situation, the Office of Student Affairs will be designated to maintain communications with the Executive Management Team to activate alert warning resources and activities. Based on the initial report, and information obtained from other appropriate entities, the College Incident Commander will declare the level of the emergency.

The Campus Police Department has overall responsibility for coordinating and alerting the appropriate parties. If either an Emergency or a Disaster (Level 2 or 3) is declared, the Emergency Operations Plan will be activated. Upon declaration of an Emergency or Disaster, the Emergency Operations Team Members needed to respond will be notified and should report immediately to the designated command center location. Executive Management Team Members will also be notified and report as needed and as available.

In a major event (typically Level 2 or 3 events) the College Incident Commander and all summoned Emergency Operations Team Members will report to the College Emergency Operations Center (command center) or other specific location as directed. Executive Management Team Members will also be contacted and may also be present.

The primary EOC (command center) will be continuously maintained in a state of readiness for conversion and activation. The EOC (command center) serves as the centralized, well-supported location in which the Emergency Operations Team and the Executive Management Team may gather and assume their role. Response activities and work assignments will be planned, coordinated and delegated from the EOC (command center).

The primary EOC (command center) is located in the Board room in the Administration Building. Depending upon the type of incident, the Assistant to the President, at his/her discretion,

designate the Presidents Conference Room as the primary EOC (command center). If this primary location is unsuitable or unusable, other backup EOC (command center) locations will be as following in no particular order (Room 217 Student Center, Conference meeting room ATC, conference room in Industrial services).

VII. ROLES AND RESPONSIBILITIES.

A. President – This plan is promulgated under the authority of the President of the College. All decisions concerning the discontinuation of college functions, cancellation of classes, or termination of operations, rest with the President or his/her designee. After consulting with the College Incident Commander and appropriate members of the Executive Management Team, the President or his designee shall be responsible for declaring any major institutional emergency.

B. Executive Management Team –The Executive Management Team (EMT) is comprised of the College President, the President's Cabinet and several support functions. The EMT's role is to support the decision making process by establishing policy. Typically, this would be centered on planning and preparation prior to and the recovery from the incident, the long-term effects of the incident and the needs to restore the College to normal operations (continuity of operations planning and recovery management). The EMT would be directly involved in incident stabilization only if major expenditures or policy decisions were needed to complete the stabilization.

Accordingly, the responsibilities of this body include:

1. Responsible for final plan approval and for final major policy decisions.
2. Allocate and direct distribution of resources required to reduce identified vulnerabilities.
3. Allocate and direct distribution of resources required to accomplish the purposes of this EMP.
4. Request needed resources from outside resources that are unavailable internally.
5. Delegate necessary authorities for incident stabilization and protection of life and property.
6. Identify critical business functions that must quickly be restored and maintained.
7. Review needs and allocate resources required in the 24-96 hour range to complete stabilization and commence the recovery process for a 30-day period.
8. Determine long-term (greater than 30 days) effects the incident may have on the College and how these can be managed.
9. Monitor the recovery process to ensure the recovery is proceeding according to plan and to provide guidance/assistance as needed.
10. Ensure the Incident Commander is functioning in a responsible manner. This process should be undertaken through joint briefings between the EMT and the Incident Commander.

Many incidents require a multi-agency and/or multi-jurisdictional response. Members of the EMT must be aware of how Incident Command System and interagency (regional) Multi-agency Coordination Systems functions to ensure cooperative response efforts.

Executive Management Team Members

Assistant to the President – Gwen Magee
Vice President Instructional Affairs – Candace Weaver
Vice President Business Affairs – Rick Youngblood
Vice President Student Affairs – Dr. Samuel Jones
Dean of Student Affairs – Mark Easley
Vice President Marketing/Public Relations – Finee' Ruffin
Chief of Police – Stan Livingston
Medical Representatives – Vicki Hampton/Benji Sessums
Director of Campus Operations – Michael Bradshaw

C. Incident Commander – The Incident Commander is in charge of the Emergency Operations Team. The Incident Commander is the individual responsible for the command and control of all aspects of the emergency response. The Incident Commander must be able to quickly assess an emergency situation, determine the level of impact, assess the effect, contain the incident and assign the proper resources. The role of Incident commander may be delegated in the police department to a designee under rules of succession. The Incident Commander is responsible for keeping the EMT informed and up-to-date on all-important matters pertaining to the incident. The Incident Commander, or designate in his/her absence, has authorization to fully implement the operational aspects of this Emergency Operations Plan.

D. Emergency Operations Team/Building Supervisors –The Emergency Operations Team (EOT) is organized under Incident Command System headed by the Incident Commander. Under the direction of the college Incident Commander, the EOT is responsible for Emergency Operations Plan execution during an emergency situation. The EOT reports directly to the Incident Commander. The EOT is comprised of building supervisors representing functional areas of the College that have critical Emergency Management Plan execution responsibilities. Members are responsible for ensuring that their functional area has a Critical Operations Plan and necessary resources to execute their plan.

The Emergency Operations Team includes both primary and alternate members. Alternate members direct and execute their Critical Operations Plan responsibilities in the absence/unavailability of the primary member.

All primary and alternate members must be knowledgeable of overall Emergency Operations Plan operations. Members must also be available during a crisis situation.

It should be noted that, for any given incident, it might not be necessary for all members of the EOT to be part of the incident stabilization and recovery effort. The Incident Commander will be responsible for notifying members of the EOT when their services are needed.

The team members are responsible for evaluation of information from various sources during an actual event and providing advisement to the Incident Commander and the President (via the Incident Commander) on appropriate actions requiring their decision.

Team members are responsible for the review, discussion, advisement and recommendation for approval of the Emergency Operations Plan.

VIII. General Guidelines for Emergency

Once the emergency conditions have been determined, Campus Police will take the following measures:

1. Notify and mobilize members of the Emergency Operations Team.
2. Academic, Administrative and Information Technology divisions will be notified along with all building supervisors.
 - a. Staff will be informed of emergency and follow emergency instructions as described in this guide.
 - b. Inform all students, staff and faculty to conform to building evacuation procedure during any emergency and to report to a designated campus assembly area outside the building.
3. Cafeteria services will be notified and if necessary, placed on alert so that they may plan for meals especially should the campus lose essential utilities.
4. Off-duty physical plant staff and Emergency Operations personnel will be put on alert and advised to be prepared for work.

IX. Emergency Lock-Down Procedures

Lock Down During Class:

- ◆ Close the door, lock if possible, or barricade the door with tables and chairs
- ◆ Have students sit on the floor and close curtain and/or shades
- ◆ Stay away from windows and doors
- ◆ Avoid making any noise and listen carefully for further instruction
- ◆ Provide medical aid as necessary
- ◆ Remain in **Lock-Down**, until evacuated by Law Enforcement or the Lock Down is cleared with a notice from the mass notification system or campus personnel.
- ◆ If evacuated, bring a role if possible, stay with the class to the evacuation zone.

Lock Down in Other Areas:

- ◆ If in a large room, open area or office, stay there.
- ◆ Allow students into unlocked offices, cafeteria, rooms, etc. and lock the doors.
- ◆ Lock exterior doors to the building, if possible
- ◆ Move students out of the line of sight. Have them sit on the floor
- ◆ Provide medical attention as necessary
- ◆ Remain in **Lock-Down** until evacuated by Law Enforcement or the Lock-Down is cleared with a notice from the mass notification system or campus personnel.
- ◆ If evacuated stay with your group to the evacuation zone and submit a list of names of person's who were with you in the room if possible.

Sporting Events and Large Public Gatherings:

- ◆ Emergency Responders may not be immediately available to direct your actions
- ◆ Follow your instincts
- ◆ If the situation seems worse or out of control or dangerous, put some distance between yourself and the incident
- ◆ Become familiar with the locations of all the exits
- ◆ Move to a safe area away from the location
- ◆ Don't attempt to find out what's going on, just go; be calm help others around you
- ◆ Evacuate to area's as instructed

***Understand that once Law Enforcement arrives they are in control of the incident. Any evacuation may be done at their discretion.**

X. Emergency Telephone Directory

- Emergency 9-911
- Campus Police 601-477-4006
- Ellisville Police Dept.
 - Emergency 601-477-9352
 - Non-Emergency 601-477-9252
- Ellisville Fire Dept.
 - Station #1 601-477-9272
 - Station #2 601-477-2120
- Jones County Sheriff's Dept. 601-425-0270
- Jones County Emergency Operations Center
 - Non-Emergency 601-425-0270

Assistant to the President	601-477-4000	601-319-1776
VP Instructional Affairs	601-477-4022	601-543-6621
VP Student Affairs	601-477-8372	601-580-2805
Dean, Student Affairs	601-477-4038	601-580-2805
Chief of Police	601-477-4006	601-498-7042
Director of Men's Housing	601-477-4135	601-498-4906
Director of Women's Housing	601-477-4039	601-335-2428

XI. Health Services

Jones County Junior College provides first aid and limited health care to students, faculty and staff during normal work hours. The health clinic is staffed by a Family Nurse Practitioner and an EMT/Paramedic (First Responder). The Nurse Practitioner will be available from:

Fall /Spring/Summer Semester- Monday through Friday
8:00am.-4:00pm

XII. Residence Hall Emergency Procedures

This guide has been developed for all students in residential living (dorms) to help ensure the safety of the entire college population. The objectives of the guide are as follows:

1. To provide suggestions for meeting minor emergencies as well as recommendations for action during major disasters.
2. To provide means whereby the entire college can be notified of steps to take during an Emergency.
3. To emphasize the importance of being aware of proper procedure during an emergency.

UTILITY EMERGENCIES: RESIDENCE HALLS

Loss of electrical power, loss of heat, water leaks and overflowing water supplies are considered utility emergencies. Residence hall personnel should adhere to the following procedures:

Call the Dean of Women at 601-477-4039, the Dean of Men at 601-477-4136 and/or 4135 or Physical Plant Operations at 601-477-4121, 601-319-9051 or 601-580-2143.

XIII. SEVERE WEATHER CONDITIONS

Two weather sirens were installed on the campus for detecting severe weather. During clear and sunny weather, the sirens will be tested on the 1st Tuesday in each month at 11:00a.m. The sirens blow warnings only; they do not blow all-clears. The following storm warnings used by the Weather Bureau are defined in the order of severity.

1. SEVERE WEATHER WATCH - Means that weather conditions are such that severe thunderstorms may develop. **Severe Weather Watch--Building supervisors should prepare severe weather plans of operation.**

2. SEVERE WEATHER WARNING - Means that a severe thunderstorm has developed and probably will affect those areas stated in the weather bulletin. **Severe Weather Warning— Building supervisors should continue the watch and be prepared to take action as necessary.**

As severe weather conditions approaches Jones County Junior College, frequent updates will be received by Campus Police and Student Affairs representatives via the National Weather Service, Web site <http://www.weather.com> and local radio/TV stations (WDAM, WLOX, WLBT,) This essential information will be transmitted to students, faculty and staff to allow the maximum amount of time to prepare and make decisions effecting the operations of the college and safety.

Recommended Action:

1. **Be alert to latest weather updates**
2. **Be prepared to move to a safer location.**

A. TORNADOES

1. Tornado Watch--A tornado watch is a forecast of the possibility of developing tornadoes in a large area.
2. Tornado Warning--Means that a tornado has been sighted and is approaching the area in the warning.

Tornadoes vary in magnitude from low velocity winds, which produce small forces on existing structures to high velocity winds that produce large forces and result in heavy damage to structures and other objects in their path. In general, most structures offer little resistance to the physical forces produced by a tornado, whereas, steel framed and reinforced concrete structures may survive resulting force with minor damage. The major forces produced by the tornado phenomena are as follows:

1. Wind Action - High velocity winds which rotate around a translating vertical axis and produce dynamic forces on structures and other objects encountered.

2. Impact of Missiles -usually a considerable amount of debris is suspended in the high velocity winds of a tornado. These objects act as missiles and produce damage to structures and other objects in their path.

RECOMMENDED ACTION

1. Tornado Watch--The Campus Police will notify building supervisors via different types of communication media of impending weather conditions. Upon receiving notification of a tornado the resident hall supervisor should notify students of the weather condition.

2. Tornado Warning--The building supervisors will relocate faculty/staff/students to areas offering the greatest resistance to tornadoes, preferably lowest levels in each building in the hall areas away from windows, glass, etc...SKETCHES OF BEST AREAS OF PROTECTION IS POSTED ON THE BUILDINGS SAFETY BULLETIN BOARD. Follow sketches for best area of protection to relocate students to safest area in building.

RESIDENT HALL PROCEDURES

A. Public Warning Signal (weather siren)--a five-minute steady blast of the emergency preparedness siren is activated. The signal may be repeated as necessary.

B. The emergency situation should be monitored constantly.

C. Residents should proceed to lowest floor of the building. Avoid windows, lobbies or other areas that have wide free spans overhead. Women residents should gather in first floor bathrooms. Residents of male dormitories should proceed to ground floor and gather in the center of the suite, which is the bathroom facility.

D. If warning comes at night or early morning hours, residence hall personnel should wake everyone to ensure that each student is aware of the warning.

B. TORNADO SAFETY RULES

1. Students should be moved from upper floors to first floor.
2. Get into the innermost portions of the building with the shortest span.
3. Avoid windows and glass doorways.
4. Do not use elevators.
5. Do not open windows.
6. Get into the inside hallways and close the doors to the outside rooms.
7. Building occupants should be seated on the floor with their backs to corridor walls. Coats and jackets, when available, could be used to cover heads, arms and legs, so as to reduce the injuries from flying debris. Protect your head and yourself by making as small a target as possible by crouching down.
8. Keep away from the ends of the hallways.

There is no guaranteed safe place during a tornado. Do not exit the building. SEEK SHELTER IMMEDIATELY. Designated safe areas are shaded on the diagram on the emergency boards in each building. In Mississippi, tornadoes usually approach an area from the southwest and generally move in a northeasterly direction. However, in a local area the path of the tornado may be erratic. Therefore, if a tornado is sighted anywhere in an area, safety precautions should be implemented.

XIV. FIRE EMERGENCIES

1. In an emergency Dial: 9-911 first and notify Campus Police
2. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.

3. If a fire is present, activate the building alarm, evacuate and report the fire to campus police.
4. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
5. Do not return to an evacuated building/site unless authorized by a member of the Emergency Operations Team.
6. During the evacuation, direct crowds away from fire hydrants, roadways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc., for persons that may be trapped inside. **DO NOT ATTEMPT TO RESCUE. NOTIFY EMERGENCY RESPONDENTS OR FIRE DEPARTMENT PERSONNEL.**
7. Building supervisors should notify Campus Police of breaks or suspected breaks in utility lines, which might present an additional hazard.
8. **EXPLOSIONS**--If an explosion should occur, remove the person or persons immediately from the site and extinguish the fire if possible. Sound the fire alarm and notify Campus Police. Close all doors where explosions occur to isolate smoke and fire.

XV. BOMB THREATS

Any person receiving a bomb threat should attempt to obtain as much information about the threat as possible. Reference to the attached bomb threat call checklist/questionnaire will provide guidelines to the information sought if the threat is delivered by telephone. Threats on notes or similar "not live" communications will be preserved and forwarded to appropriate authorities. Threats will be evaluated on their individual circumstances. The decision to evacuate will come after circumstances of the threat are evaluated. All threats ultimately will be forwarded to the proper authorities for investigative purposes.

Report threats immediately to Campus Police, the Assistant to the President the VP for Student Affairs and/or the Dean of Student Affairs. If it is determined that the report has merit, evacuation of buildings will be directed by Campus Police and building supervisors. This should be done in an orderly manner. All persons not involved in search will be moved to a minimum of 300 feet away from building or as directed by officer in charge. If a bomb is found, technical assistance will be requested from the nearest bomb disposal unit. Campus Police along with official college personnel will determine whether evacuation is required.

- a. Evacuation Not Ordered – The responding emergency team (campus police, Ellisville Police, etc...) in conjunction with employees in the affected area, might conduct a covert search. Employees will be asked to discreetly check their immediate work areas for any suspicious packages, devices, etc.
- b. Evacuation Ordered – The employees of the building will be evacuated 2000 to 3000 feet from the building and responding emergency teams will conduct a search of the area. Employees in the affected area may be asked to assist in identifying or conducting a brief search under the direction of the Incident Commander.

Evacuation Procedures

Evacuation is not always the safest course of action. If an emergency occurs, please keep students in your classroom until directed to evacuate by emergency personnel unless the situation occurring is to such a point that remaining in the building jeopardizes the safety of you and your students. In the event that evacuation from the building is required, Faculty provides a valuable leadership element to safely and efficiently evacuate students. If an evacuation is required:

- Advise your class calmly of the need to evacuate the building. Direct them to take all of their belongings with them unless asked to do otherwise and reconvene at

- a specific location outside (safe staging location identified by emergency personnel)
- Carry a copy of the classroom roster with you if possible
- Lead students out of the building to the location you have directed them to reconvene. Emergency personnel will advise you of preferred routes of exit if there are any.
- Take roll once outside and provide the results to a member of the emergency team
- DO NOT return to the building until advised to do so by emergency personnel
- If you are directed to evacuate the campus, please follow the evacuation route provided to you by emergency personnel and advise your students to do the same. Evacuation routes off campus are pre-designated based on where you are parked. Please note that routes may be adjusted depending on the emergency situation.

A. BOMB THREAT CALL CHECKLIST/QUESTIONNAIRE

1. In what building is the bomb located?
2. Where in the building is the bomb located?
3. When is the bomb going to explode?
4. What does the bomb look like?
5. What will make the bomb detonate?
6. Why did you plant the bomb?
7. What is your name?

Listen to background noises and accents or other characteristics of the caller's voice. These may provide clues to assist police investigations. Document these observations for Police information. Obtain as much detailed information as possible about the bomb and its location. Legitimate callers usually wish to avoid injury or detection. Request more information by expressing a desire to save lives.

B. BOMB THREATS TO RESIDENCE HALLS

In the event of a bomb threat, immediately notify:

1. The Dean of Men or Dean of Women
2. Campus Police will notify proper officials
3. The proper building will be evacuated until further notice.

If evacuation is made:

1. Do not touch any suspicious objects.
2. Report anything out of the ordinary to residence hall personnel.
3. Evacuation should be to a minimum of 300 feet.

Investigator's report:

1. If you receive the call, make yourself available to investigating officers.
2. Do not discuss the call with anyone other than law enforcement personnel.

XVI. Violent or Criminal Behavior

The Campus Police Department provides 24-hour assistance on campus. Immediately contact campus police personnel if hostile or violent behavior, actual or potential, is witnessed.

- a. Initiate immediate contact with Campus Police officers to ensure that a timely response is in route before a situation becomes uncontrollable.
- b. Leave the immediate area whenever possible and direct others to do so.
- c. Should gunfire or explosives hazard the campus, you should take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from the armed suspect.
- d. In the event of a school shooting or other violent threat, immediately notify Campus Police. The campus police will then notify the proper authority and proper campus

administrator. Officers in charge will evacuate all persons not directly involved from the area.

A. School Shooting Call Checklist

1. Exact location of shooting.
2. Exact number of gunmen and their descriptions.
3. Probable firepower (guns, rifles, etc.)
4. Probable number of people in building.
5. Approximate number of possible injuries from eyewitness accounts. Obtain as much information as possible about the shooting and its location and possible injuries. Request more information by expressing a desire to save lives.

B. Violent Intruder

In the event of a violent intruder on campus in a classroom, many decisions will be at the discretion of the instructor. There is no one plan that will work in every situation but here are some suggestions:

If the intruder is located outside but close to your building, close your classroom door and lock it if possible and close the window blinds. Turn out the lights and move students to a location that would make it difficult for the intruder to see them. For example, if the intruder is walking outside your first story window have the students lay down along the wall closest to the window.

If the intruder is in your building follow the above but have the students lay down along the wall with the door. It may also be beneficial to barricade the door but remember that you may also be blocking the only exit.

Should an intruder enter your classroom or office, try to remain calm. Talk to them using your name and the names of those around you as often as possible. Try not to talk in negative or threatening tones and always make things sound like they can have a positive end. Campus Police will call other law enforcement agencies and college officials as appropriate and will evacuate all persons to establish a perimeter around the affected area.

Assault Prevention

1. Lock the doors to rooms at all time
2. Refrain from propping doors or entrances open
3. Refrain from allowing stranger to enter rooms or floors
4. Call Campus Police, building supervisor, instructors or resident hall staff for assistance when needed.
5. Report suspicious person/activities to residence hall staff or Campus Police immediately
6. Report crimes immediately to Campus Police.
7. Take appropriate steps to secure personal property like jewelry, cell phones, stereos, etc.
8. Read, understand, and abide by the emergency operations handbook.
9. Provide input to the College about how the campus can be made safer.
10. Report instances of obscene or harassing phone calls or conversations.

XVII. Emergency Spill Procedures:

In the event of a chemical spill, leak or potential release of hazardous materials, Jones County Junior College staff should:

- a. Evacuate the area
- b. Check for nearby personnel to warn them of the dangers.
- c. The following information should be known at the time of the incident:
 1. Identification of the material
 2. Approximate quantity

3. Location of the incident
4. Time of incident
5. Any injuries
6. Location of person making call

e. Contact—Direct questions to Campus Police at 601-477-4006.

XVIII. Pandemic Influenza

Upon notification via the Jones County Health Department, the Jones County Emergency Operation Center, and/or the Mississippi Department of Health that a pandemic influenza event is occurring or expected in the Jones County area, or other areas that effect the College, the Director of the Campus Clinic, the Dean of Student Affairs and/or the VP for Student Affairs will notify the President. Instructions anticipated are to both close the campus and evacuate, or that the campus is to be closed and put under quarantine. The College Pandemic (coordinator/response team) could take recommendations from the Mississippi Department of Health and the Jones County Health Department. The pandemic response team will consist of the following divisions: the President's Office, Instructional Affairs, Student Affairs, Information Technology, Institutional Effectiveness, Science/Biology, Campus Clinic, EMT, Licensed Practical Nursing, Associate Degree Nursing, Business Affairs, and Marketing/Public Relations.

Pandemic Response Team

Dr. Jesse Smith	Rick Youngblood	Dr. Samuel Jones
Candace Weaver	Paul Spell	Gwen Magee
Finee' Ruffin	Mark Easley	Erin Knight
Teresa McDonald	Benji Sessums	Eric Shows
Vicki Hampton	Stan Livingston	

How to Stop the Spread of Pandemic Flu Virus from Environmental Surfaces

Use good hygiene practices by:

- Cover your mouth and nose with a tissue when you cough or sneeze; put the used tissue in a wastebasket and clean your hands.
- Cover your mouth and nose with your upper sleeve (not your hands) if you do not have a tissue and need to cough or sneeze.
- Clean your hands as soon as possible after coughing, sneezing, or blowing your nose.
- Use soap and water and wash your hands for 15 -20 seconds; or
- Use alcohol-based hand wipes or alcohol-based (60-95% alcohol) gel hand sanitizers; rub these on the hands until the liquid or gel dries.
- Clean your hands often when you or others are sick, especially if you touch your mouth, nose, and eyes.
- Always wash your hands before eating.
- Carry alcohol-based hand wipes or alcohol-based (60-95% alcohol) hand-sanitizing gels with you to clean your hands when you are out in public.
- Use sanitizer cloths to wipe electronic items that are touched often, such as phones, computers, remote controls, and hand-held games.
- Use sanitizer cloths to wipe car door handles, the steering wheel, and the gear shift.

XIX. After The Incident

A. Post-Emergency General Guidelines

Once the emergency is over, below is an example of the actions the Emergency Operations Team will conduct to examine campus abilities:

- i. Perform a general inspection of the campus grounds and report to applicable utility company.
- ii. Clear critical roads of debris for access.
- iii. Verify the structural integrity of buildings; inspect roofs, parking lots, signage, etc.
- iv. Provide damage assessment report to the Director of Physical Plant.

B. Students

Accountability –under the direction of the VP of Student Affairs and/or the Dean of Student Affairs immediately locate or account for each student that was on campus. The student's condition and location should be ascertained. If emergency help is necessary, campus personnel should assist in obtaining it through the Emergency Coordinator.

Communications with Parents or Relatives – as soon as practical the VP of Student Affairs and/or the Dean of Student Affairs and staff will assist and arrange for students to contact their parents.

C. Faculty and Staff

Another aspect of recovery is determining the safety and well-being of the faculty and staff. Under the direction of the VP of Instructional Affairs and the Academic Dean a full accountability of administrative personnel must be made. If an employee was not seriously affected by the emergency, determine whether they are able to report to assist others. Inform the employee where to go for College wide messages and information.

XX. The Campus Recovery

Each department will be responsible for implementing recovery actions. The following are some examples of planning needs by departments:

- i. Academic Planning –a campus calendar must be drafted to include rescheduling of classes and classrooms. This work will be coordinated with the Office of Instructional Affairs. Faculty members may be asked to assume additional responsibilities in connection with the recovery on campus.
- ii. Physical plant/grounds will be responsible for returning the campus to its pre-disaster condition. That activity will involve all members of the staff from custodial, to landscape and lawn maintenance, to repair of facilities, to reconstruction of buildings and other structures.
- iii. Information Systems and Technology – Information systems is the heart of the data system of the College from student records, to student accounts, to college accounts, to college records. Planning for alternate mainframe backup is a high priority and will be the direct responsibility of the VP for Information.

Appendix 1

Building Supervisors

Benji Sessums	Allied Health Building
Randy Purdum	J.B. Young – 1 st floor & 2 nd Floors
	J.B. Young – East Wing
	J.B. Young West Wing
	J.B. Young – Center Wing
Missie Meeks	Jones Hall
David Lowery	Jones Hall
Andrew Sharp	Terrell Tisdale Library (SSC)
Michael Bradshaw/Dr. Sam Jones	Administration Building
Eric Shows/Donna Bass	Science Building
Katie Herrington	Physical Education Building
Lavon Jones	Fitness Center
Paul Spell	Community Services Building
Kevin Kuhn	Student Center
Vicki Hampton/Teresa McDonald	Home and Health Building
Tim Rayner	Stringer-Huff Math Building
Susan Smith/Paula Harrison	Fine Arts Building
Ashley Beard	Academic Support Building
Mark Brown	Visual Arts Building
Jerome Wilson	The Union
Michelle Shearer/Kandie Johnson/Pat Brownlee	Residence Halls for Women
Van Tuggle/Stan Livingston	Residence Halls for Men
	Chemistry Building
Jeff Keeton	Life Sciences Building
Rod Tolbert/Brad Harrison	Industrial Services Building
Tim Ishee	Agriculture Building
Joe Everett	Central Receiving
Malcolm Rowzee	Bus Shop
Greg Butler	Advanced Technology Center
Joel Cain	Fieldhouse
Raheem Lockhart	Gymnasium
Allen Nix	Housekeeping
Brian Johnson	Grounds
Greene Co. Learning Center	Clint James
Clarke Co. & Wayne Co. Learning Ctr	Jody Buchanan
Jasper Co. Learning Center	

Supervisor Responsibilities

Emergency Procedures & Communications
Building Security
Work Order Submission