

Jones 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 College has an all-hazard Emergency Operations Plan (EOP).

## **Purpose**

The plan establishes policies, procedures and guidelines that allow Jones 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**

Jones College 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 Jones College 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**

JC 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.

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## Emergency Operations Plan Jones 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 are 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 exists 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. JC 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 JC 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 Boardroom in the Administration Building. Depending upon the type of incident, the Assistant to the President, at his/her discretion, designates 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 follows 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) comprises the College President, the Leadership Team 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**

Executive Vice President, CFO, CAO - Rick Youngblood

Executive Vice President, CMO, CIO, CEMO - Dr. Finee Ruffin

Vice President of Student Affairs- Dr. Tessa Flowers

Vice President of Advancement, Athletics, and Alumni- Joel Cain

Chief of Police – Stan Livingston

Medical Representatives – Vicki Hampton/Teresa McDonald

Assistant to the President for 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 designated 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 the 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 composed 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 procedures 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 roll 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 in 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 areas 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
- VP Instructional Affairs 601-477-4213
- VP Student Affairs 601-477-4030
- Dean of Students 601-477-4249
- Chief of Police 601-477-4006
- Director of Housing 601-477-4277

## **XI. Health Services**

Jones 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  
 601-477-4104

## **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 Director of Housing at 601-477-4277.

## **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 College, frequent updates will be received by Campus Police and Student Affairs representatives via the National Weather Service, Website <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 affecting 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 the 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--Campus Police will communicate with the campus community of impending weather conditions. Upon receiving notification of a tornado the resident hall supervisor should notify students of the weather condition.
2. Tornado Warning--Building supervisors are advised to relocate faculty/staff/students to areas offering the greatest resistance to storm damage, preferably lowest levels in each building in the hall areas away from windows, glass, etc...SKETCHES OF BEST AREAS OF PROTECTION ARE POSTED ON THE BUILDINGS SAFETY BULLETIN BOARD.

### **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 the 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 the 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.

## C. HURRICANES

### 1. GENERAL HURRICANE INFORMATION

a. Hurricanes are tropical cyclones in which winds reach a constant speed or at least 74 miles per hour (mph) and may gust to 200 mph. Their spiral clouds may cover an area several hundred miles in diameter. The spirals are heavy cloud bands from which torrential rains fall and tornados may be generated. The eye of the hurricane is deceptively calm and almost free of destruction. It is important to remember that the position of the storm given by the National Hurricane Center is the eye of the storm. High winds and heavy rain may extend up to 200 miles from the eye. Hazardous conditions may arrive 6-10 hours before the eye makes landfall.

b. The Saffir/Simpson Scale is used by the National Hurricane Center to provide a continuing assessment of the potential for wind and storm surge damage. The following is a description of the damage potential by Saffir/Simpson Scale hurricane category:

(1) **CATEGORY 1:** (Winds 74-95 mph) No real damage to building structures. Damage is primarily to unanchored mobile homes, shrubbery, and trees. Some damage to poorly constructed signs. Also, some localized flash flooding is possible.

(2) **CATEGORY 2:** (Winds 96-110 mph) Some roofing material, door, and window damage to buildings. There is the possibility of considerable damage to shrubbery and trees with some trees blown down. There is the possibility of considerable damage to mobile homes and poorly constructed signs. Flooding of low-lying areas may occur 2-4 hours prior to the arrival of the hurricane center.

(3) **CATEGORY 3:** (Winds 111-130 mph) Some structural damage to residences and utility buildings. There is the probability of damage to shrubbery and trees with foliage blown off trees and large trees blown down. There is a high probability of mobile homes and poorly constructed signs being destroyed. Flooding of low-lying areas may occur 3-5 hours before arrival of the center of the hurricane.

(4) **CATEGORY 4:** (Winds 131-155 mph) More extensive structural failures with some complete roof structure failures. Damage to shrubs, trees, and a high probability that signs will be blown down. There is a likelihood of complete destruction of mobile homes. Flooding of low-lying areas may occur 3-5 hours

before arrival of the center of the hurricane. There is a high probability of extensive damage to doors and windows.

(5) **CATEGORY 5:** (Winds greater than 156 mph) Complete roof failure on many residences and industrial buildings can be anticipated. Some complete building failures with small utility buildings destroyed. A high percentage of shrubs, trees, and signs will be blown down. Complete destruction of mobile homes. Extensive severe window and door damage will occur. Flooding of low-lying areas may occur 3-5 hours before the arrival of the center of the hurricane.

c. Terminology

(1) **ADVISORY:** A National Weather Service message giving storm location, intensity, movement and precautions to be taken.

(2) **EYE:** The roughly circular area of comparatively light winds and fair weather at the center of a hurricane is the eye. Eyes are usually 25-30 miles in diameter. The area around the eye is called the wall. Do not go outdoors when the eye is passing, the full intensity of the storm will reoccur in minutes.

(3) **HURRICANE:** A tropical weather system characterized by pronounced rotary circulation with a constant minimum wind speed of 74 miles per hour that is usually accompanied by rain, thunder and lightning. Hurricanes often spawn tornadoes and flash flooding.

(4) **HURRICANE SEASON:** The six-month period from June 1st through November 30th is considered to be the hurricane season.

(5) **HURRICANE WATCH:** Issued by the National Hurricane Center when a hurricane threatens, the watch covers a specified area and time period. A hurricane watch indicated hurricane conditions are possible, usually within 24-36 hours, but it does not mean it will happen. When a watch is issued, listen for advisories and be prepared to take action if advised to do so.

(6) **HURRICANE LANDFALL:** The point and time during which the eye of the hurricane passes over the shoreline is the hurricane landfall. After passage of the calm eye, hurricane winds begin again with the same intensity as before, but from the opposite direction.

(7) **STORM SURGE:** A dome of seawater, often 50 miles across, that sweeps across the coastline inundating the land with up to 15 feet of water above normal high tide. The ocean level rises as a hurricane approaches, peaking where the eye strikes land, and gradually subsiding after the hurricane passes. Storm surge, also known as tidal flooding, has been responsible for nine out of ten hurricane deaths.

(8) **TROPICAL STORM:** A tropical storm is an area of low pressure with a definite eye and counterclockwise winds of 39-74 mph. A tropical storm may strengthen to hurricane force in a short period of time.

(g) **TROPICAL STORM WARNINGS:** Issued by the National Hurricane Center when winds of 55-73 mph are expected. If a hurricane is expected to strike a coastal area, separate tropical storm warnings will not usually precede hurricane warnings.

## 2. CONCEPT OF OPERATIONS (HURRICANES)

a. The concept of operations prior to, during, and after hurricanes is divided into four (4) phases. These phases are further defined as follows:

(1) Phase 0 (Prevention/Mitigation) – December 1<sup>st</sup> through May 31<sup>st</sup>. Phase 0 encompasses the non-Hurricane season months. Phase 0 is utilized to conduct Hurricane readiness operations and activities. While Phase 0 is date specific to the non-Hurricane season, it remains in effect until weather conditions require an elevation to Phase 1 (Preparedness). A checklist for Phase 0 operations is listed at Appendix 2.

(2) Phase 1 (Preparedness) – June 1 through November 30<sup>th</sup>. Phase 1 is associated with the designated Hurricane season. However, the initiation of Phase 1 is based on weather conditions. Phase 1 will be initiated when a Tropical Storm or Hurricane enters or develops in the Gulf of Mexico. A checklist for Phase 1 operations is listed at Appendix 2.

(3) Phase 2 (Response). Phase 2 is associated with the issuance of an Advisory for a Tropical Storm Watch/Warning or Hurricane Watch/Warning by the National Weather Service (NWS) that has the probability of impacting Jones County Junior College's eight (8) county region. With the issuance of a Tropical Storm Watch/Warning or Hurricane Watch/Warning that impacts the Jones County Junior College eight (8) county region, the Emergency Operations Center will be activated and begin 24 hour operations. The Emergency Operations Center is located in the Board Room on the second floor of the Administration Building. The alternate location for the Emergency Operations Center is located in the vault area of the Central Receiving facility. Tropical Storm Watches/Warnings and Hurricane Watches/Warnings are normally issued 24-36 hours prior to a storm system making coastal landfall. Based on the NWS forecasts and guidance from federal, state, and local emergency management officials, the President or his/her designated official will make the decision to close the institution.

(a) In the event that institution does not close, a checklist for Phase 2 (Campus Remains Open) operations is listed at Appendix 2.

(b) In the event that institution does close, a checklist for Phase 2 (Closed) operations is listed at Appendix 2. JC recommends that residential (dormitory) students who can safely go home or to the home of a friend or family member should do so. JC will work closely with residential students who are unable to leave campus.

(4) Phase 3 (Recovery). Phase 3 is associated with the discontinuation of the National Weather Service's (NWS) Tropical Storm Watch/Warning or Hurricane Watch/Warning for the eight (8) counties

associated with Jones County Junior College. A checklist for Phase 3 (Recovery) operations is listed at Appendix 2.

(5) The campus returns to Phase 0 (Prevention/Mitigation) upon the resumption of normal college operations or at the direction of the President or his/her designated representative.

#### **XIV. FIRE EMERGENCIES**

In an emergency Dial: 9-911 first and notify Campus Police

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
2. If a fire is present, activate the building alarm, evacuate and report the fire to campus police.
3. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
4. Do not return to an evacuated building/site unless authorized by a member of the Emergency Operations Team.
5. 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.**
6. Building supervisors should notify Campus Police of breaks or suspected breaks in utility lines, which might present an additional hazard.
7. **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, 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 the building or as directed by the 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 Director of Housing
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. Estimated number of people in the 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 affect 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
Dr. Tessa Flowers	Joel Cain	John H. Robertson
Dr. Finee’ Ruffin	Mark Easley	Eric Shows
Teresa McDonald	Benji Sessums	
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 the 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 a 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

Main		
Main	DO Thoms PE	Kayla Hankins
Main	Liberal Arts (Jones Hall)	Julie Atwood
Main	Wayne Hall East	Chuck Robertson/Rebekah Clarke
Main	AB Howard Gymnasium	Missi Bilderback/ Newton Mealer
Main	Dean's Home	Rick Youngblood
Main	President's Home	Jessie Smith
Main	Allied Health	Mike Cummings
Main	Clarke Hall	Chuck Robertson
Main	Covington Hall	Chuck Robertson
Main	Greene Hall	Chuck Robertson
Main	Jasper Hall	Chuck Robertson
Main	JB Young Tech Center	Ginger Keaton
Main	JB Young Tech West	Ginger Keaton
Main	Agriculture part 1	Wendy Wilkwerson
Main	IT Technology Services Center	John Howard
Main	JB Young Tech North	Ginger Keaton
Main	CL Neill Student Center Kitchen	Billy Nash
Main	Lewis Life Sciences	Lucy Flowers
Main	Visual Arts	Mark Brown
Main	Academic Support E Learning	Jason Cooley
Main	Agriculture part 2	Wendy Wilkwerson
Main	MP Bush Fine Arts	Bruce Smith
Main	CL Neill Student Center	Lisa Sims
Main	Game Room The Union	Rashad McGill
Main	MP Bush Fine Arts Auditorium	Bruce Smith
Main	Stringer Huff Math	Corey Jones
Main	Maintenance Shop Receiving	Joe Everett
Wayne	Wayne County Center	Daryle Mc Donald
Main	King Chemistry	Giselle Marks
Main	Tisdale Library	Andrew Sharp
Howard	Advanced Tech Center	Webb Evans
Main	JB Young Tech East	Ginger Keaton
Main	McClellan Hall	Lisa Purdum
Main	Turf Managers	Brian Johnson
Main	Grounds	Ashely Adams
Main	Duplex Apartment	Bonnie Warren
Main	Bus Shop Transportation	Malcolm Rowzee
Main	Bobcat Field House	Kevin Maloney
Main	Football Concessions	Joel Cain
Main	Foote Chapel	Bruce Smith

Main	Home and Health	Teresa McDonald
Main	House 702 Court	Mike Bradshaw
Main	Hutcheson-Hubbard Admin	Mike Bradshaw
Main	Industrial Services	Barry Bradshaw
Main	Smith Hall	Chuck Robertson
Main	Tennis Complex Clubhouse	Brooks Buffington
Main	Thomas H. Harris Science	Eric Shows
Main	Grounds	Ashley Adams
Main	Anderson Hall	Chuck Robertson/ LeeAnn Womack
Main	Bobcat Stadium Home	Joel Cain
Main	Bobcat Stadium Visitors	Joel Cain
Main	Baseball Stadium	Wesley Thigpen
Main	Softball Stadium	Cris Robinson
Main	Softball and Baseball Stadium	Cris Robinson
Main	Batting Cages	Cris Robinson
Main	Wayne Hall West	Chuck Robertson
Greene	Greene County Center	Alan Cook
Jasper	Jasper County Center 1	Grant Crowder
Jasper	Jasper County Center 2	Grant Crowder
Jasper	Jasper County Center 3	
Clarke	Clarke County Center 1	Reggie Richardson
Clarke	Clarke County Center 2	
Main	Soccer Facility	Delores Deasley
Wayne	Wayne County Center	Daryl McDonald
Main	Grill/ Taco Bell	Rashad McGill
Main	Church St Storage	Joe Everett
Main	Curb Store	Joe Everett
Main	Greenhouse	Wendy Wilkerson
Greene	Workforce	Jennifer Griffith

### Supervisor Responsibilities

Emergency Procedures & Communications  
 Building Security  
 Work Order Submission

## **Appendix 2**

## **(Hurricane Operations Checklist)**

### **Phase 0 (Prevention/Mitigation)**

----- During Fall, Spring, and Summer Semester dormitory meetings/orientations, campus housing personnel review Severe Weather and Other Emergency Operations Plan procedures with residents.

----- During on-campus Fall, Spring, and Summer Semester initial class meetings, faculty members review Severe Weather and Other Emergency Operations Plan procedures with students. This requirement is applicable to the initial orientation for students attending Summer Camps.

----- During Fall, Spring, and Summer Semester Faculty/Staff meetings, designated members of the Executive Management Team (EMT), Emergency Operations Team (EOT), or the College Incident Commander (CIC) review Severe Weather and Other Emergency Operations Plan procedures with applicable faculty/staff members.

----- On or about April 1<sup>st</sup> of each year, The EOT conducts a Hurricane Readiness exercise. At a minimum, this exercise (a) reviews the Hurricane portion of the Emergency Operations Plan (Hurricane); (b) conducts an internal and external communications operational exercise.

----- On or about April 1<sup>st</sup> of each year, the faculty and staff identify the requirement for plastic garbage bags and/or other protective coverings for equipment. These requirements are submitted to the Director of Campus Operations for purchase and stockage.

----- On or about April 1<sup>st</sup> of each year educational programs of study and campus facilities with industrial, medical, laboratory, or other specialized equipment will identify any unique items or resources required to protect and maintain these items during a hurricane and the subsequent following period of time when electricity and other utilities may not be available. These requirements are submitted to the Director of Campus Operations for purchase and stockage.

### **Phase 1 (Preparedness)**

----- Members of the Executive Management Team (EMT), Emergency Operations Team (EOT), and the College Incident Commander (CIC) review their responsibilities associated with the Emergency Operations Plan.

----- Members of the Executive Management Team (EMT), Emergency Operations Team (EOT), and the College Incident Commander (CIC) monitor the status/development of the Tropical Storm/Hurricane.

### **Phase 2 (Response) – Campus Remains Open**

----- The Emergency Operations Center begins 24 hours operations. Communications are initiated with associated local and state emergency personnel.

----- An operational register is initiated to collect relevant facts/data associated with the initiation of Phase 2. The operational register should be initiated and maintained as a paper/hard copy document.

----- Relocation of the radio and charger assigned to the school nurse to the Emergency Operations Center.

Director of Campus Operations directs:

----- The fueling and movement of college vehicles and equipment to a safe location. Priority of shelter goes to equipment utilized for storm recovery.

----- Initiate a request to “top-off” the fuel distribution tanks (gasoline/diesel).

----- Secure on-campus items that may become a hazard during high winds.

----- Designate portable generators to support the operations of the Emergency Operations Center (Administration Building), Fuel Distribution Point/Transportation Office, Central Receiving/ Environmental Office, Cafeteria/Large Freezer, Information Technology, and the potable ice manufacturing facility.

Utilizing the Severe Weather text weather system, the Student Affairs Office notifies the students, faculty, and staff of the following:

----- Tornado warning procedures.

----- Driving precautions during flash flooding.

----- Calling parents or family members BEFORE departing campus.

Utilizing the Remind Me 101 system, the Men’s and Women’s Housing Office notifies students remaining on campus of the following:

----- Acquiring a flashlight/batteries in the event of a power outage.

----- Moving parked vehicles away from trees.

----- Establishing a dormitory “Lock Down” during storm conditions and initial recovery/evaluation operations.

## **Phase 2 (Response) – Campus Closed**

----- The Emergency Operations Center begins 24 hours operations. Communications are initiated with associated local and state emergency personnel.

----- An operational register is initiated to collect relevant facts/data associated with the initiation of Phase 2. The operational register should be initiated and maintained as a paper/hard copy document.

----- Relocation of the radio and charger assigned to the school nurse to the Emergency Operations Center.

Director of Campus Operations directs:

----- The fueling and movement of college vehicles and equipment to a safe location. Priority of shelter goes to equipment utilized for storm recovery.

----- Secure on-campus items that may become a hazard during high winds.

----- Initiate a request to “top-off” the fuel distribution tanks (gasoline/diesel).

----- Designate portable generators to support the operations of the Emergency Operations Center (Administration Building), Fuel Distribution Point/Transportation Office, Central Receiving/ Environmental Office, Cafeteria/Large Freezer, Information Technology, and the potable ice manufacturing facility.

Utilizing the Severe Weather text weather system, the Student Affairs Office notifies the students, faculty, and staff of the following:

- The date and time that campus will be closing.
- Tornado warning procedures.
- Driving precautions during flash flooding.
- Calling parents or family members BEFORE departing campus.
- The Student Affairs Office coordinates with the food service contractor (s) to insure that they are aware and are preparing for the school closure.

----- For students who do not have the capability to evacuate, the Student Affairs Office coordinates with Jones County Emergency Management for this student to be sheltered at the Emergency Management “Safe House.”

Utilizing the Remind Me 101 system, the Men’s and Women’s Housing Office notifies students of the following:

- The date and time that campus will close.
- The actions to be taken before the students depart the dormitory.
- Utilizing internal and external communications systems, the Marketing Department distributes information regarding the closing of the institution.
- Utilizing the email system, the Office of Instructional Affairs reminds the faculty and staff of actions to be taken before departing campus.
- Upon closure of the campus, the Campus Police Department places barricades to limit access to campus through Highway 590 entrance/exit only.

### **Phase 2 (Response) – Campus Closed (Checklist for Dorm Evacuation.)**

- Move all furniture away from windows and unplug all electrical equipment.
- Take all valuables (jewelry, electronic equipment, etc.) with you when you leave.
- Water may enter your room from rain driven by high winds, so anything on or near the floor should be moved to high shelves or dresser drawers.
- Place all papers, books, and loose or small objects in dresser drawers or on closet shelves.
- Remove all food items from your room and your room’s refrigerator. Relocate your refrigerator to your dorm bathroom.
- Close and lock all windows.
- Close and lock the door to your room.
- Sign out at the front desk. Provide your name, cell number and intended destination.
- Take your vehicle with you. Do not leave it on campus.
- Monitor your email and text for updates regarding your return to school.

### **Phase 2 (Response) – Campus Closed**

Hurricane Preparation Checklist for Office, Classroom and Administrative Areas.

- Back-up computer files. Make more than one copy and store in several different locations; to include taking a copy with you.
- Unplug computers, printers, and other electrical equipment.

----- Move computers, printers and other electrical equipment and other valuables away from windows, off the floor, and to interior areas of the building (if possible). Tag moved equipment for easy identification and retrieval. In areas subject to flooding: If necessary, relocate equipment and other valuables to a higher floor.

----- Cover and secure/encase/seal this vulnerable equipment with plastic bags provided by the housekeeping staff.

----- Valuable files and papers should be moved or cabinets covered in plastic and secured.

----- Remove all food items from your area, to include the refrigerator. Unplug your refrigerator/vending machines in your area. DO NOT unplug laboratory freezers and refrigerators. Turn down these refrigerators and freezers to the lowest practical settings and plug into emergency power where available. Red outlets are typically connected to emergency power.

----- Assist colleagues who are unavailable in the protection/security of their property.

----- Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.

----- Take personal possessions home.

----- Close and lock office doors and windows when complete.

----- Provide your name, cell number and intended destination to you supervisor.

----- Monitor your email and text for updates regarding your return to school.

### **Phase 2 (Response) – Campus Closed (Hurricane Preparation Checklist for Laboratories and Other Areas).**

----- Comply with the guidance listed on the Hurricane Preparation Checklist for Office, Classroom and Administrative Areas.

----- Protect valuable files, research samples and notebooks in place or move to a safe location.

----- Check emergency phone numbers. Update emergency notification lists on lab doors. Add temporary contact information (if applicable).

----- Secure radioactive isotopes, biohazardous agents, and hazardous chemicals to prevent breakage and release.

----- Dispose of hazardous wastes and old chemicals routinely to minimize chemical loading within the facility.

----- Fill dewars and cryogen reservoirs for sample storage and critical equipment.

----- Remove all equipment and supplies stored or mounted in outdoor or rooftop locations.

----- Use plastic waterproof containers to “over pack” reactive chemicals.

----- Remove regulators and cap gas cylinders. Ensure all cylinders are secure.

----- Securely store all select agents within approved facilities with double containment.

### **Phase 3 (Recovery)**

----- Safety briefing given to EOT personnel prior to conducting the campus assessment and campus clean up. Safety briefing includes warnings

about downed power lines, natural gas line ruptures, flash flooding, displaced wildlife (snakes, etc.), and stinging insects (bees, wasps, and ants).

----- Initial assessment conducted by the EOT and reported to the campus Emergency Operations Center.

----- Based on the initial assessment, the President and his/her designated representative reports the status of the campus to the Jones County Emergency Operations Center.

----- If the situation warrants, a general “ALL CLEAR” announcement through various communications systems is made for on-campus personnel.

----- Based on this assessment, information from internal recovery resources (Information Technology, Campus Operations, Student Affairs, etc.) and external services (electrical power, water/sewer, and natural gas), the President or his/her designated representative makes an initial determination as to the date and time for the campus to re-open for normal operations.

----- Based on the initial assessment of campus capabilities and infrastructure, the President and his/her designated representative coordinates with the Jones County Emergency Operations Center to establish a community ice production and distribution center

----- Based on the initial assessment, the President and his/her representative establishes a prioritized listing for recovery operations and tasks.

----- The date and time for return to normal operations is announced through the messaging systems available to the Marketing Department, the Office of Student Affairs, and the Men’s/Women’s Housing Offices.

----- Students, faculty, and staff are reminded to return to campus only if it is safe for them to do so.

----- The Emergency Operations Center collects information and recommendations for an After Action Report for additions, deletions, and adjustments to the Emergency Operations Plan.

----- The Business Affairs Office collects information for developing required fiscal accounting documentation.

----- Upon resumption of normal operations (Phase 0 – Prevention/Mitigation) or the direction of the President or his/her designated representative, the Emergency Operations Center deactivates.

Emergency Operations Center - Radio Call Signs

<u>Position</u>	<u>Name</u>	<u>Call</u>
Campus Police Chief	-----	JC-1
Campus Asst. Police Chief	-----	JC-2
Campus Police Officer	-----	JC-3
Campus Police Officer	-----	JC-4
Campus Police Officer	-----	JC-5
Campus Police Officer	-----	JC-6
Campus Police Officer	-----	JC-7

Campus Police Officer	-----	JC-8
Campus Police Officer	-----	JC-9
Campus Police Officer	-----	JC-10
Campus Security Officer	-----	SO-1
Emergency Operations Center	-----	JC-11