



Jackson State
Community College

Emergency Management Plan

JSCC Campus Police
731-225-5952 or
731-424-3520 ext 50420

Director of Environmental Health & Safety
731-424-3520 ext 50244

EMERGENCY MANAGEMENT GUIDELINES

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EMERGENCY MANAGEMENT PLAN OVERVIEW

This document, the Jackson State Community College (hereinafter "JSCC") Emergency Management Plan, is designed to deal with real or potential emergency or crisis situations on the campus. The purpose of this plan is to provide a well understood mechanism that will allow College employees to work together as a team to address a crisis situation. This plan will insure that there is maximum safety and minimal property loss and will assist in the recovery from critical incidences. The plan is also designed to allow the College to communicate effectively, internally and externally, while preserving the integrity of the institution. It will provide protocols for meeting the challenge of a crisis situation. The plan will identify roles for campus personnel in response to situations. A crisis or potential crisis situation may arise on any day and at any hour. When a crisis does occur, it is too late to develop a logical, well-conceived emergency management plan and to identify the key campus personnel needed to minimize potential problems. Whatever the situation, the way in which the College handles the occurrence can affect individuals and property and can determine how the public and media perceive JSCC. So that the College can operate effectively in the event of a crisis, a Crisis Management Team will convene to determine the course of action to be taken. The Director of Environmental Health & Safety will lead this team with direction from the President of JSCC or Vice President(s) in his absence. The composition of the Crisis Management Team can vary, depending upon the type of crisis and which division or area of the College it involves. However, the core of the team remains the same and includes the following members:

College President
All Vice Presidents
Director of Environmental Health & Safety
Director of Public Relations

College personnel may be called upon to serve as a member of the Crisis Management Team, depending upon the situation. The Director of Environmental Health & Safety, in coordination with the President and Vice President of Financial and Administrative Affairs will designate additional members of the Crisis Management Team, as it is deemed necessary. In a case of the absence of the Director of Environmental Health & Safety, The Physical Plant Director will be the acting emergency coordinator.

The pages that follow describe the guidelines under which JSCC will operate in a real or potential emergency or crisis situation. These are only guidelines, and they may be modified depending upon the situation. The plan is divided into three (3) major sections: the Crisis Operational Plan, the Crisis Communications Plan and the Crisis Recovery Plan. These three (3) plans, when used together, integrate response, communication and recovery when an emergency situation occurs.

DEFINITIONS OF CRISIS MANAGEMENT, EMERGENCY AND CRISIS SITUATIONS

Crisis Management: The swift and effective handling of emergency or potential emergency situations is necessary to minimize injury to people; to minimize damage to College property; to preserve the College's reputation, integrity, and image. Crisis Management also involves support for a healthy recovery from the critical incident.

Emergency: The Director of Environmental Health & Safety or designee serves as the overall Emergency Director during any emergency or disaster that may occur on campus. The following definitions of an emergency are provided as guidelines to assist Building Coordinators in determining the appropriate response:

EMERGENCY: Any accident, potential or actual, which affects a person or persons, building or buildings, or which will disrupt the overall operation of JSCC and demand immediate attention. Outside emergency services could be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the campus administration during times of crisis. Report emergencies to the Environmental Health & Safety Department at extension 50244 or Campus Police at 731-225-5952.

DISASTER: Any event or occurrence which has taken place and has seriously impaired or halted the operations of JSCC. In some cases, casualties and severe property damage may be sustained. A coordinated effort of all campus resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Command Post will be activated, and the appropriate support and operational plans will be executed.

Crisis Situations: Crisis situations can be classified into three categories: man made, natural disasters, and psychological, as indicated below:

Man-Made Disasters

Fire
Explosions
Hazardous spills
Utilities interruptions
Computer disasters
Civil violence and unrest
Water damage
Mechanical equipment failures
Bombing
Weapons of Mass Destruction

Natural Disasters

Floods
Hurricanes, tornadoes,
winds
Snow and winter freezes
Earthquakes
Lightning

Psychological

Crime: murder, rape,
kidnapping, assault,
etc....
Hostage situations
Sniper Situations
Suicide
Fraud, embezzlement,
theft, financial
Demonstrations, boycotts,
sit-ins
Strike/work stoppage
Workplace violence

CONSTITUENCIES

During a crisis, a number of key constituencies must be considered in order to accomplish the College's goal of minimizing injury and/or damage and preserving the College's reputation, integrity, and image. The opinions and actions of each audience have varying degrees of influence on the operations of Jackson State Community College.

The College's key constituents during a crisis may include the following:

- Students
- Employees
- Neighbors of JSCC
- General public and surrounding communities
- Significant others of students, faculty and staff
- Other organizations associated with JSCC (Foundation Board, Alumni Association, etc.)
- Tennessee Board of Regents (TBR)
- Local news media
- Regional and national news media (depending upon the situation)
- Local Government Officials
- Local Law Enforcement

I. Crisis Operational Plan

I. CRISIS OPERATIONAL PLAN

The basic emergency procedures outlined in this guide are designed to enhance the protection of lives and property through the effective use of JSCC and community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President may declare a state of emergency, and these contingency guidelines may be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various magnitudes.

These procedures apply to all employees, students, and visitors, as well as buildings and grounds operated by JSCC.

A. ASSUMPTIONS

The JSCC Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general assumptions:

An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and checklist and may require field modification in order to meet the requirements of any emergency.

Disasters may affect residents in the geographical location of JSCC; therefore, municipal, state and federal emergency services may not be available on campus.

A major emergency may be declared if information indicates that such a condition is developing or is probable.

B. DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the President, with advisement from the Crisis Management Team as follows:

During the period of any campus emergency the Vice President of Financial and Administrative Affairs and Director of Environmental Health & Safety, as required, shall place into effect the appropriate procedures necessary in order to meet the emergency needs, safeguard persons and property, and maintain educational facilities. Campus Police shall immediately consult with the Crisis Management Team regarding the emergency and the possible need for a declaration of a Campus State of Emergency.

When this declaration is made, only registered students, employees and affiliates (i.e., persons required by employment) are authorized to be present on campus.

Those who cannot present proper identification (driver's license or employee/student Identification, or other I.D.) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with Tennessee State Law(s).

In the event of an emergency, the Director of Environmental Health & Safety or his/her designee will dispatch Campus Police Officers or other individuals, as needed, to determine the extent of any damage to JSCC property.

In the absence of the Crisis Management Team, the Director of Environmental Health & Safety shall assume operational control of the emergency. The following may be established:

- (1) **EMERGENCY COMMAND POST.** When a major emergency occurs, or is imminent, it shall be the responsibility of the Director of Environmental Health & Safety to set up and staff an appropriate Emergency Command Post as directed by the President or Vice President of Financial and Administrative Affairs.
- (2) **FIELD EMERGENCY COMMAND POST.** If the emergency involves only one building or a small part of the campus, a Campus Police vehicle may be placed as near to the emergency as is reasonably possible. A command post will be established and staffed by at least one uniformed officer.
- (3) **GENERAL EMERGENCY COMMAND POST.** If the emergency involves a large part of the campus, the command post is to be set up in the Environmental Health & Safety Office. If this site is unavailable, the Emergency Coordinator is to select an alternate location. At least one uniformed officer is to staff the Command Post at all times until the emergency situation has been resolved. A marshaling area for outside and local agency assistance shall be established by the Director of Environmental Health & Safety for operations. A designated conference room with facilities to accommodate multiple telephones and electrical equipment will be required.

C. CAMPUS EMERGENCY RESOURCE TEAM

Team members are to be kept in constant communication with the Command Post. General responsibilities of the team members are listed below:

President

Chief Administrative Officer of the college

Vice President of Financial and Administrative Affairs

Chief Financial officer and direct supervisor of the Director of Environmental Health & Safety

Emergency Director

Director of Environmental Health & Safety or designee

- (1) The Emergency Director or designee coordinates the activities of the Campus Emergency Resource Team.
- (2) Coordinates with others in assessing the emergency and preparing JSCC's specific response
- (3) Officially declares and ends, when appropriate, the Campus State of Emergency as provided for in the introduction of this guide.
- (4) Notifies and conducts liaison activities with the Campus Emergency Resource Team, governmental agencies, and others as necessary.
- (5) Determines the type and magnitude of the emergency and establishes the appropriate emergency command post. Emergency Coordinator or designee
- (6) Initiates immediate contact with the College President, Vice President of Financial and Administrative Affairs and Crisis Management team begins assessment of JSCC.
- (7) Prepares and submits an official report to the College President & Vice President of Financial and Administrative Affairs summarizing the final outcome of the emergency.

Emergency Coordinator

Vice President of Student Affairs/Provost or designee

The Coordinator is responsible for the overall implementation of JSCC's emergency response.

- (1) Notifies and utilizes local law enforcement, Campus Police and, if necessary, other individuals in order to maintain safety and order.
- (2) Notifies the members of the Campus Emergency Resource Team, advises them of the nature of the emergency, and coordinates responsibility.
- (3) Notifies and conducts liaison activities with appropriate outside organizations, such as fire, police, Tennessee Emergency Management Agency (TEMA), etc.
- (4) Insures that appropriate notification is made on campus when necessary.

- (5) Performs other related duties as may be directed by virtue of the campus emergency.

Public/Media Relations

Director of Public Relations or designee

- (1) In consultation with the College President and the Emergency Director, acts as designated spokesperson for the College.
- (2) With the College President and input from the Crisis Management Team, begins the notification process for JSCC personnel and persons on campus and notification to campus neighbors, if necessary.
- (3) With the College President and input from the Crisis Management Team, determines if and when the media should be contacted, prepares statement(s) to be released for public information about the situation.
- (4) Establishes contact with news media for dissemination of information as directed by the College President and the Crisis Management Team.
- (5) Establishes and maintains contact with local radio and TV stations for public announcements.
- (6) Arranges for photographic and audio-visual services as necessary.
- (7) Advises the College President and Crisis Management Team of all news concerning the extent of the disaster affecting the campus.

Damage Control

Director of Physical Plant (designee of the Director of Environmental Health & Safety)

- (1) Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and/or equipment protection.
- (2) Provides vehicles, equipment and operators for movement of personnel and supplies. Assigns vehicles as required to the Emergency Resource Team for emergency use.
- (3) Obtains the assistance of utility companies as required for emergency operations.
- (4) Furnishes emergency power and lighting systems as required.
- (5) Surveys habitable space and relocates essential services and functions.
- (6) Provides facilities for an emergency generator and fuel during actual emergency or disaster periods.
- (7) Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.

Counseling for Students/Employees (Post Crisis)

Dean of Students / Director of Human Resources or designee(s)

- (1) Assists with psychological strategies to implement for both students and employees after the crisis has passed.
- (2) Coordinates Crisis Management (debriefing, grief counseling and follow up activities, advisement of EAP services for employees)

Information Technology Services / Telecommunications

Director of Information Technology Services or designee

- (1) Coordinates telecommunication services.
- (2) Coordinates all computer services.

Responsibilities of Other JSCC Employees

Building/Facility Coordinators

The Emergency Coordinator, in consultation with the College President and Vice Presidents, will appoint a Building/Facility Coordinator for every Building/Facility (See Page 38 for Building/Facility Coordinators). These appointed individuals are authorized to implement emergency procedures, including direction over all persons within their designated area. The Emergency Coordinator will train all Building/Facility Coordinators as to their specific responsibilities. These responsibilities include, but are not limited to:

Emergency Preparedness

- (1) The Emergency Management Plan shall be posted on JWeb for all employees with follow-up discussions and on-the-job training or explanation as required by the Director of Environmental Health & Safety
- (2) Time shall be allowed for training employees in emergency techniques, such as fire extinguisher usage, first aid, CPR/AED training, and building evacuation procedures. Contact the Director of Environmental Health & Safety for assistance.
- (3) Each Building/Facility Coordinator is encouraged to pass AED/CPR/First Aid, Fire Extinguisher and Building Evacuation training. Other training may also be required by the Director of Environmental Health & Safety.

Emergency Situations

- (1) Will take direction from the Director of Environmental Health & Safety.
- (2) Will Inform/Instruct all employees, under their direction, of the emergency condition.

- (3) Will evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
- (4) Will maintain emergency communications with officials from their own area (or from an alternate site if necessary).
- (5) Has the authority to implement all emergency procedures for their assigned area.

Faculty, Administration, and Staff

Each member has the following responsibility:

- (1) Faculty will inform their students of an emergency and initiate emergency procedures as outlined in this document.
- (2) Departmental supervisors will inform their staff of an emergency and initiate emergency procedures as outlined in this document.
- (3) Everyone report all safety hazards first to the Director of Environmental Health & Safety.
- (4) All students and employees will adhere to building evacuation guidelines during any emergency and report to a designated campus assembly area outside the building and wait for direction from the building coordinator.
- (5) During an emergency, the use of campus phones must be restricted to emergency communication only. In the absence of phone services, the Campus Police will be runners for emergency communication.

D. COLLEGE NOTIFICATION SYSTEM

The Emergency Notification System (ENS) located in a designated area is the primary means for providing emergency information to the College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. See Crisis Communication Plan (Section II.B) of this handbook. **IMPORTANT REMINDER: Two-way radios, pagers, and cellular telephones should NOT be used AT ANY TIME during a bomb threat!** Bull-horns and designated runners should be used to pass information between the Command Post, Building/Facility Coordinators, and other emergency officials.

In the interest of the JSCC campus population, a text-message alert notification system (JSCC Alert) and on- screen computer display (Alertus) will also be used to alert the campus community of a crisis or emergency situation.

E. EVENING/NIGHT EMERGENCY PROCEDURES

CAMPUS POLICE OFFICER ON DUTY: The Campus Police is a focal point for two-way transmission of official emergency communications to the College. The Campus Police Officer on duty shall contact the Emergency Director or designee to determine if a state of emergency should be declared.

The officer on duty will notify the Emergency Director of any campus emergency. (See Section C: Campus Emergency Resource Team) The Emergency Director will initiate the notification system by first calling the Campus Emergency Resource Team as appropriate to the specific emergency.

F. ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

- (1) *Campus Police.* Campus Police Officers are on duty 24 hours a day. Campus Police is to be notified of all situations. They will contact the appropriate agency.
- (2) *Purchasing.* Emergency procurement of materials/services can be arranged through the Purchasing Department.
- (3) *Physical Plant employees.* May assist with the receipt of emergency materials/services.

G. CAMPUS EVACUATION

- (1) Evacuation of all or part of the campus grounds will be announced by the Director of Environmental Health & Safety and/or building coordinators.
- (2) All persons are to immediately evacuate the site in question and relocate to another area or part of the campus grounds as directed.
- (3) Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

H. EMERGENCY EVACUATION PLAN FOR INDIVIDUALS WITH DISABILITIES

The Dean of Students with the assistance of the Academic Deans and Faculty shall maintain a Safety Evacuation Locator List. This list will be updated each semester with the names of individuals registered who are unable to independently evacuate a building in case of fire, tornadoes, or other disaster. The Dean(s) will provide the list to JSCC Campus Security and the Director of Environmental Health & Safety.

The Safety Evacuation Locator List information will come from documentation on file provided by Students, Academic Deans and Faculty to the Dean of Students Office. It will provide building name, room number, day of the week, and time of the class. It will include the names of students and their respective faculty member, as well as any documented employees and their official station. This list will provide a quick reference to begin rescue efforts. JSCC Campus Security Officers will check the Locator List to establish and confirm evacuation of the disabled involved in the emergency.

PROCEDURES

Visually Impaired - In the event of an emergency, inform the visually impaired person of the nature of the emergency and offer to guide the person to the nearest emergency exit. The

visually impaired can be escorted by taking hold of an elbow. Orient the person away from any obstacles that may be in the way.

Hearing Impaired - If the visual warning devices are not available, the hearing impaired person may not be aware an emergency exists. If the person is using a sign language interpreter and the interpreter is present, explain through the interpreter what is happening and give instructions to the nearest emergency exit. When the hearing impaired person cannot lip read, write a note to exit the building.

Mobility Impaired – Every effort should be made to assist the non-ambulatory individual in exiting the building. If the individual is not on the ground floor, every effort should be given to move the wheelchair user to the nearest stairwell (with the fire doors closed). In case of a false alarm or isolated fire, it may not be necessary to risk a complicated evacuation where several apparatuses (catheters, respirators, quadriplegia neck braces) are involved. Do not lift the wheelchair or scooter down the stairs. Specially designed evacuation chairs to safely move persons with mobility limitations down stairways are available at the top of most stairwells. In case of near and immediate danger, the two-man lift technique can be used to lower a person out of the wheelchair and down the stairway.

If the individual is ambulatory with varying degrees of mobility, they should exit while the passageway is cleared.

I. EMERGENCY FIRST AID

Campus Police is located in the Student Union Building and can be reached at Ext. 50420 or cell# 731-225-5952.

On-The-Job Injury/Illness

Filing Requirements

Any person who suffers an injury or illness as a direct result of a pre-existing condition on campus should file a report of injury/accident/illness. The incident should be documented even if the injury or illness seems insignificant and does not initially require first aid or medical attention.

Students who suffer an injury or illness as a result of a pre-existing condition on campus should immediately report the injury or illness to the department head responsible for the area where the condition is located. Students may also contact Campus Police for assistance.

Guests who suffer an injury or illness as a result of a pre-existing condition on campus should immediately report the injury or illness to Campus Police.

Employee Filing Requirements - On-the-Job Injuries

- A. If an employee has an on-the-job accident, the employee should immediately notify his/her supervisor. If an employee is a witness to a work-related accident where a fellow employee is severely injured, that employee should notify the supervisor for the injured employee. The employee should inform the supervisor exactly what happened, how it happened, and who saw what happened.
- B. Chronic – On-the-job Injury or chronic pain related to work duties, such as carpal tunnel syndrome, back/neck pain, etc., should be reported to the Director of Environmental Health & Safety when the symptoms become apparent to the employee. All off-campus sites should communicate with the Director of Environmental Health & Safety at JSCC and follow the same procedure.
- C. Initial evaluation of the injury should be made by Environmental Health & Safety. The Director of Environmental Health & Safety may initiate medical attention via panel physicians. Minor first aid incidents do not have to be initially reported to CorVel CMS State Claims Department but should be documented by the persons rendering first aid and copied to the Director of Environmental Health & Safety.
- D. Any incident that requires medical attention above and beyond first aid, or after first aid does not improve, will be reported by the Director of Environmental Health & Safety to Sedgwick as the employer's first report of work injury or illness. Any injury information will be obtained by the Director of Environmental Health & Safety from the employee or Campus Police. At this time, the employee may select a panel physician for further care. The initial appointment will be made by the Director of Environmental Health & Safety. The Director of Environmental Health & Safety will initiate any notification and after care of injury to Sedgwick. The First Report of Injury to CorVel should occur within 48 hours of employee notification.
- E. Employees **may not** seek medical attention from their primary care physician for a work-related injury/illness/accident. Care must be rendered by an approved panel physician to receive Worker's Compensation benefits.
- F. Employee has a time limit of one year to receive initial medical care for a work-related injury, but that injury has to be reported within 24 hours of the injury to the supervisor.
- G. The OSHA Work-Related Injury and Illness Log will be completed and maintained by the Director of Environmental Health & Safety. Summary of Work-Related Illness and Injuries will be posted by the Health & Safety Coordinator each year in compliance with OSHA standards.

Serious Injury/Illness – Life Threatening Injury

- A. Initial response will be by Campus Security
- B. Contact Emergency Medical Service (EMS) and transport by ambulance.
- C. Initial evaluation of injury and documentation will be completed by Campus Security.

- D. First Report of Injury initiated by the Director of Environmental Health & Safety to CorVel. Campus Police will send injury-related information to the Director of Environmental Health & Safety for reporting purposes and review.
- E. An OSHA Work-Related Injury and Illness Log must be completed and maintained by the Director of Environmental Health & Safety. A summary of Work-Related Illness and Injuries will be posted by the Director of Environmental Health & Safety each year in compliance with OSHA standards.

Injury/Illness at a Satellite Campus

- A. If the injury/illness occurs during normal working hours, notify the Campus Director or the Director of Environmental Health & Safety. The Campus Director will evaluate the injury and complete an incident report, which will be forwarded to the Director of Environmental Health & Safety.
- B. The First Report of Injury will be initiated by the Director of Environmental Health & Safety to CorVel.
- C. The employee will select a panel physician, clinic, or emergency room for initial medical evaluation. Employees may not seek medical attention from their primary care physician for a work-related injury/illness/accident. Care must be rendered by an approved panel physician to receive Worker's Compensation benefits.
- D. The OSHA Work-Related Injury and Illness Log will be completed and maintained by the Director of Environmental Health & Safety. A summary of Work-Related Illness and Injuries will be posted by Director of Environmental Health & Safety each year in compliance with OSHA standards.
- E. In the event of a medical emergency, contact Emergency Medical Services (EMS) and transport the employee to the nearest emergency facility by ambulance.

Non-Life Threatening Injuries/Illnesses are reported to the Director of Environmental Health & Safety immediately if occurring on ANY campus during normal business hours or within twenty-four (24) hours following the accident. After normal business hours, it should be reported to Campus Security, and they will contact the Director of Environmental Health & Safety.

In case of minor injury/illness at any JSCC campus site, the individual will be allowed to notify or asked if they would like for someone to notify a parent, spouse or significant other. The injured party can be allowed to have a responsible individual drive him/her home, to an approved medical facility, or to an approved physician. The individual will complete an accident report and return it to the Director of Environmental Health & Safety.

II. Crisis Communication Plan

II. CRISIS COMMUNICATION PLAN

The Crisis Communication Plan is a component of the Jackson State Community College Emergency Management Plan that deals specifically with the duties and responsibilities of the Public Relations Department and its staff in the event of an emergency.

Jackson State Community College believes that open and honest communication is the cornerstone of good crisis management. The institution strives to maintain confidence and trust by providing as full of a disclosure as possible and communicating pertinent information quickly to key audiences. The Public Relations Department will maintain clear and concise communications to the community, media and local officials.

The following are the guidelines for implementation of the Crisis Communication Plan:

After the Crisis Management Team has assessed that a crisis situation exists, the Director of Public Relations or designee should:

- (1) Collect all pertinent facts.
- (2) Create a "Fact Sheet" that gives pertinent information about the situation.
- (3) Prepare a written statement to be used for all inquiries. Update as often as the situation changes.
- (4) The Director of Public Relations shall serve as the official spokesperson in a crisis situation. In the event of a campus crisis situation, all inquiries should be directed to the Public Relations Department. The Director may designate other staff members or other College staff to handle specific responsibilities in the endeavor.
- (5) It is of utmost importance that Public Relations keep College employees, students, and the media informed as the situation develops and/or changes.
- (6) The Public Relations Department will be responsible for logging and responding to all inquiries.

A. CRISIS COMMUNICATION GUIDELINES

- (1) Gather the facts.
- (2) The spokesperson must provide information accurately, quickly and consistently. Get the important facts out first. If that person does not know the answer, he/she should say so and then find out.
- (3) Put a statement in writing for the press at the direction of the Crisis Management Team, so that consistent information is provided to all audiences.
- (4) Disseminate the information regarding the crisis and the institution's response, quickly and thoroughly.
- (5) Every effort will be made to notify students, employees, and news media at the following times:

- a. After the Crisis Management Team has assessed the situation.
 - b. When significant details concerning the situation and resolution become available.
- (6) Anticipate questions. Make lists of questions and answers that can be expected and review these with the Crisis Management Team and the Campus Emergency Resource Team.
 - (7) As an institution, never use “no comment,” “off the record,” or similar phrases. Anything said to the media is on record and may be used at their discretion. Usually there is something that can be said although there will be situations and facts that cannot be discussed at certain times (negotiations, litigation). In those instances, use phrases such as “I don’t have that information available” or “That information can’t be released at this time.” Know what information can be released and what information cannot be released, especially if it is part of a pending Police investigation. Only the Public Relations Department should release official College statements.
 - (8) Make sure that the College responds to the media and meets their deadlines.
 - (9) Generally, television crews, reporters, and/or photographers should be permitted on the scene if it is safe and if they are escorted by a Public Relations Representative.
 - (10) Determine the need to assign photographers/videographers to take photographs or video footage of the scene. This could prove helpful in responding to media inquiries, possible later litigation, as well as documenting the events.
 - (11) After the situation has been resolved, the Crisis Management Team will complete a total assessment of the communications functions and determine what, if any, improvements need to be made.

B. EMERGENCY NOTIFICATION SYSTEM (ENS)

Emergency Notification System (ENS)

In the interest of the JSCC Campus Community, a text-message alert notification system (JSCC ALERT) and computer screen notification (Alertus) will be used to alert the campus community of a crisis or emergency situation. Also, an emergency notification speaker (ENS) system has been placed in each building on the Jackson campus to assist the Director of Environmental Health & Safety in the notification process. The following action shall be taken when a crisis/emergency occurs:

- (1) The Director of Environmental Health & Safety will activate the emergency notification speaker system by utilizing the telephone located in the Environmental Health & Safety Office along with the Alertus notification.
- (2) Once the Director of Environmental Health & Safety or his designee in coordination with the President and the Crisis Management Team has declared the campus in a state of emergency, the Director of Environmental Health & Safety or Public Relations Representative will initiate the text-message alert notification system.

- (3) Employees/Students should attempt to relay emergency information to others.
- (4) The College President, Vice President of Finance and Administrative Affairs, Director of Environmental Health & Safety, or a designee, can access the system for emergency purposes.

III. Crisis Response Plan

III. CRISIS RESPONSE PLAN

The following is an outline or procedures to follow in specific emergency situations.

A. Earthquake

During an earthquake remain calm and quickly follow the steps outlined below.

- (1) IF INDOORS, seek refuge under a desk or table and not in a doorway. Stay away from glass windows, shelves, and heavy equipment.
- (2) IF OUTDOORS, move quickly away from buildings, utility poles, and other structures. Caution: Always avoid power or utility lines.
- (3) IF IN AN AUTOMOBILE, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- (4) After the initial shock, evaluate the situation, and if emergency help is necessary, call the Director of Environmental Health & Safety or Campus Security. Protect yourself at all times and be prepared for after-shocks.
- (5) Damaged facilities should be reported to the Emergency Coordinator. NOTE: Leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- (6) Once outside, move to your designated assembly points (see map on page 39). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Know your designated assembly points.
- (7) DO NOT RETURN TO AN EVACUATED BUILDING, unless told to do so by Emergency Personnel.

B. Fire

IN ALL CASES OF FIRE, THE CAMPUS POLICE MUST BE NOTIFIED IMMEDIATELY (225-5952 or EXT 50244 OR 50420) or the local emergency services at 9+911 for off- campus sites.

- (1) Building leaders evacuate and, if possible, rescue anyone who might be in danger of fire or smoke inhalation.
- (2) Activate the fire alarm.
 - Pull the nearest fire alarm
 - Notify Campus security at 225-5952 or the local emergency services at 9+911 for off- campus sites.
- (3) Confine – close all doors, clear all exit routes, extinguish, if you can do so safely, follow fire extinguisher procedures (PASS).
- (4) Evacuate – everyone will evacuate quickly to the nearest marked exit and alert others to do the same.
- (5) Once outside, building coordinators will escort individuals to the designated assembly point, a minimum of 500 feet away.
- (6) Do Not Re-enter the evacuated building unless told to do so by a Campus Emergency Resource Team Official.

How to use a Fire Extinguisher (PASS Method)

Pull – the pin.

Aim – at the base of the fire.

Squeeze – the handle/trigger.

Sweep – with extinguisher as you suppress the fire.

IMPORTANT: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) in the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic.

C. Tornado

(1) Tornado Situations

- a. There are two types of messages issued by the Weather Bureau dealing with tornados: Tornado Watch and Tornado Warning. Each message has a specific meaning and should not be confused with one another.
 1. Tornado Watch: Issued to alert persons of the possibility of a tornado development in a specified area for a specific period of time. It is not necessary to interrupt the normal operations of the College during a tornado watch.
 2. Tornado Warning: Issued when a tornado has actually been sighted in the area or indicated by radar. Warnings will indicate the location of the tornado, the time of detection, the area through which it is expected to move, and the time period during which the tornado will move through the affected area. When this warning is issued, the College should take immediate safety precautions.
- b. Knowledge of the following characteristics of tornadoes is useful in tornado detection and tornado preparedness planning:
 1. TIME OF DAY: a tornado is most likely to occur in midafternoon, generally between 3 p.m. and 7 p.m., but they have occurred at all times of the day.
 2. DIRECTION OF THE PATH: a tornado's direction of travel is usually from the southwest to the northeast.
 3. LENGTH OF THE PATH: the length of the path of a tornado averages four (4) miles but has reached as much as 300 miles.
 4. WIDTH OF THE PATH: the average width of the path of a tornado is 300 to 400 yards, but tornados have cut paths of a mile or more in width.
 5. SPEED OF TRAVEL: the average speed of a tornado ranges from 25 to 40 miles an hour. Speeds ranging from stationary to 68 miles an hour have been reported.
 6. APPEARANCE: the cloud directly associated with a tornado is a dark heavy cloud from which a whirling funnel shaped pendant extends to the ground.
 7. PRECIPITATION: precipitation associated with a tornado usually occurs first as rain, just preceding the storm, frequently with hail, and as heavy downpour immediately to the left of the path of the tornado.

8. SOUND: sounds occurring during a tornado have been described as a roaring, rushing noise, closely resembling the sound of a train.

c. Monitoring

The Director of Environmental Health & Safety monitors the National Weather Service, and security officers are on alert for any tornado developments or sightings.

d. Emergency Tornado Procedures

Tornado Watch Procedures:

Director of Environmental Health & Safety **will**– Whenever there is an alert to a Tornado Watch situation by the U.S. Weather Service, the campus will be notified by the Alertus Computer Notification System & the JSCC Alert text messaging system.

Tornado Warning Procedures:

Director of Environmental Health & Safety **will** – Whenever there is an alert to a Tornado Warning situation by the U.S. Weather Service, there will be notification to the campus of the situation by the Alertus Computer Notification System, the JSCC Alert text messaging system and the Emergency Notification System (ENS) and direction will be provided.

(2) Procedures for Seeking Shelter in each Building

If sufficient time is available to evacuate persons to a safe area prior to a tornado, persons should seek shelter in the basement of the building or on the first floor along an interior wall to avoid window and sky lights. Leaving one building to seek shelter in another is not advised. If there is no time to evacuate, persons should seek shelter under heavy furniture, desks, or in a closet to avoid injuries from debris (look around your area and select your shelter area after reading this policy).

Administration Building

Seek shelter in the vaults located in the Business and Finance and Records Office, use corridors and restrooms.

Nelms Classroom Building

Seek shelter in basement area and 1st Floor. 2nd Floor – wheelchair persons will be taken to a stairwell landing to be assisted by volunteers or Campus Security. DO NOT use elevators! Crouch in lower area along walls. Shelter may also be sought in restrooms.

Student Union Building

Utilize restrooms, interior hallways and small offices. Stay away from windows.

Gymnasium

DO NOT USE OPEN GYM AREA! Seek shelter in restrooms, locker rooms, hallways of Athletics and the Music Department.

Library

DO NOT USE ELEVATORS! Report to 1st floor and crouch down away from windows in restrooms or interior hallways and offices.

Maintenance Building

Utilize restroom and central office area. Stay away from windows!

Fine Arts Building

Utilize restrooms if unable to reach gymnasium.

McWherter Building

DO NOT USE ELEVATORS! Crouch down along hallway in 1st floor areas or bathrooms. Stay away from skylight lobby area!

Science Building

Seek shelter in stairwells or side rooms.

Humboldt Campus

Seek shelter in restrooms and interior hallways, and stay away from windows.

Lexington Campus

Seek shelter in restrooms and interior hallways, and stay away from windows.

Savannah Campus

Seek shelter in restrooms and interior hallways, and stay away from windows.

(3) Execution of Instructions

The Director of Environmental Health & Safety or his designee shall determine when to initiate emergency tornado procedures. Designee will be the Physical Plant Director.

(4) Miscellaneous

The Environmental Health & Safety Department's emergency tornado procedures or plans are designed to be flexible as a response to the varying conditions of a tornado situation. Not all

tornado situations will lead to a Tornado Warning. Thus, the initiating of tornado plans has a judgment factor, particularly in terms of the tornado situation encountered.

D. Explosions on campus

In the event of an explosion on campus, take the following action:

- (1) Immediately take cover under tables, desks or other objects that will give protection against falling glass or debris.
- (2) After the effects of the explosion and/or fire have subsided, notify the Environmental Health & Safety Department at extension 50244 or Campus Police at 225-5952 or 9+911. Give your name and describe the location and nature of the explosion(s).
- (3) When told to leave by College Officials, walk quickly to the nearest marked exit and ask others to do the same.
- (4) Employees must assist disabled individuals during an emergency. If an employee is not available, OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC. USE STAIRWAYS.
- (5) Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know the designated area assembly points.
- (6) If requested, assist emergency crews as necessary.
- (7) A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a Campus Emergency Resource Team Official.

IMPORTANT: After any evacuation, report to your designated area assembly point.

E. Chemical and Radiation Spill(s)

- (1) Any spillage of a hazardous chemical or radioactive material is to be reported immediately to the Director of Environmental Health & Safety at ext.50244 or Campus Police at 225-5952.
- (2) When reporting, be specific about the nature of the involved material and exact location. The Campus Police will contact the necessary specialized authorities and medical personnel.
- (3) Building Coordinators should vacate the affected area at once and await arrival of Campus Police Personnel.
- (4) Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to a Campus Police Officer.
- (5) Required first aid and clean up by specialized authorities should be started at once.
- (6) Upon notification of an emergency, walk quickly to the nearest marked exit and alert others to do the same.

- (7) Employees must assist disabled individuals during an emergency. If an employee is not available, OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.
- (8) Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- (9) If requested, assist emergency crews as necessary.
- (10) A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- (11) DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a Campus Emergency Resource Team Official.

F. Bomb Threat

(See following section for form to be completed while on the phone with caller.)

- (1) If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT! Clear the area and immediately call Campus Police at 225-5952 and/or 9+911 but do not use a cell phone in the area of the suspicious object.
- (2) Any person receiving a phone call bomb threat should ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
- (3) Keep talking to the caller as long as possible and record the following:
 - a. Time of call
 - b. Age and sex of caller
 - c. Speech pattern, accent, possible nationality
 - d. Emotional state of caller
 - e. Background noise
- (4) The Campus Police, in conjunction with others, will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Campus Police. DO NOT TOUCH THE OBJECT!! Do not open drawers, cabinets, or turn lights on or off.
- (5) Upon notification, walk quickly to the nearest marked exit and alert others to do the same.
- (6) Employees must assist disabled individuals during an emergency. If an employee is not available, OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.
- (7) Once outside, move to a clear area at least 500 feet away from the affected buildings(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- (8) If requested, assist emergency crews as necessary.

Bomb Threat Reporting Form

The information recorded below should be maintained and given to the Director of Environmental Health & Safety.

(When calling from on campus, dial 9 first then 911)

QUESTIONS TO ASK PERSON CALLING WITH A BOMB THREAT:

1. When is the bomb going to explode? _____

2. Where is it right now? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. What is your address? _____

9. What is your name? _____

Exact wording of threat: _____

Sex of caller: _____ Race: _____ Age: _____

Length of Call: _____ Time: _____ Date: _____

Number at which call was received: _____

Caller sounded:

____ calm ____ nasal ____ laughter

____ angry ____ stutter ____ crying

____ excited ____ lisp ____ distinct

____ slow ____ deep ____ slurred

____ rapid ____ ragged ____ whispered

____ soft ____ clearing throat ____ accent

____ loud ____ deep breathing ____ disguised

____ cracked voice ____ normal

If the voice is familiar, who did it sound like? _____

BACKGROUND SOUNDS:

____ street noises ____ factory machines

____ crockery ____ animal noises

____ voices ____ clear

____ PA system ____ static

____ music ____ local

____ house noises ____ long distance

____ motor ____ booth

____ office machinery _____ other

THREAT LANGUAGE:

____ well spoken (educated) ____ incoherent

____ foul ____ taped

____ irrational ____ message read by threat maker

REMARKS:

REPORTED CALL IMMEDIATELY TO: _____

Phone number: _____

Date: _____

Name: _____

Phone number (of person taking call): _____

Position: _____

G. Cardio-vascular Emergencies (AED Applications)

Automated External Defibrillators (AED) have been installed in several buildings on main campus and one is also carried by Campus Police. They are housed in cabinets for immediate use in case of an emergency including cardiac arrest. AED cabinets are clearly labeled and identifiable as AED units.

- (1) Upon being notified that an AED has been activated, the security officer on duty will respond immediately to the location identified to assist with CPR/AED Procedures and crowd control, and to coordinate with other emergency response personnel.
- (2) When a Campus Police Officer arrives on the scene of a person requiring CPR/AED, he/she will assess the situation and contact the proper authorities.
- (3) Upon completion of CPR/AED Procedure, the AED is replaced with a substitute unit and put back into cabinet.
- (4) The responding officer is responsible for completion of AED Use Report-Accident/Illness Report to be turned in to supervisor.

Faculty/Staff/Student/Citizen Responsibility

Upon being notified or assessing a situation on campus that requires CPR/AED procedure, the responding person should:

- a) Acquire the AED from the cabinet or designated AED location in the building.(see page 40 for locations)
- b) Notify Campus Security as to the location/event
- c) Begin CPR/AED Procedure
- d) After CPR/AED use, be available to answer questions for report purposes by Campus Security.

H. Violent or Criminal Behavior

Campus Police is located in the Student Union Building and provides you with 24-hour assistance and protection. This service is provided seven (7) days a week on a year round basis. On Campus Emergencies, Dial: 731-225-5952 or ext. 50420 or dial 911.

- (1) Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
 - a. If you are a victim or witness to a crime, you must promptly notify Campus Police as soon as possible and report the incident. Include the following:
 1. Nature of incident
 2. Location of incident
 3. Description of person(s) involved
 4. Description of property involved

- b. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Campus Police and report the incident.
 - c. Assist the officers when they arrive by supplying them with all additional information and asking others to cooperate.
- (2) Should gunfire or explosives be discharged on campus, you should take cover immediately using all available concealment. Barricade classroom doors and do not exit the area until told to do so by Campus Officials. After the disturbance, seek emergency first aid if necessary and then notify Campus Police at 225-5952 or ext.50420 or dial 911.
- (3) WHAT TO DO IF TAKEN HOSTAGE:
- a. Be patient. Time is on your side. Avoid drastic action.
 - b. The initial 45 minutes are the most dangerous. Follow instructions and be alert. Don't make mistakes which could endanger your well-being.
 - c. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
 - d. Remain calm. Avoid speculating. Comply with instructions as much as possible. Avoid arguments. Expect the unexpected.
 - e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
 - f. Be prepared to answer the Police on the phone. Be patient and wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm the persons held by them. Such direct action further implicates the captor in additional offenses.

I. Peaceful, Non-Obstructive Demonstrations

- (1) Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked. Efforts should be made to conduct JSCC business as normally as possible.
- (2) If demonstrators are asked to leave but refuse to leave by regular facility closing time, the Director of Environment Health & Safety will arrange to monitor the situation during non-business hours or will treat the situation as a violation of regular closing hours and thus a disruptive demonstration.
- (3) (See section on non-violent, disruptive demonstrations below)

J. Non-violent, Disruptive Demonstrations

In the event that a demonstration blocks access to JSCC facilities or interferes with the operation of JSCC:

- (1) Demonstrators will be asked by the Director of Environmental Health & Safety or his/her designee to terminate the disruptive activity.
- (2) The Director of Environmental Health & Safety or his/her designee will consider having a photographer available.
- (3) Key College personnel and student leaders may be asked by the Director of Environmental Health & Safety or his/her designee to go to the area and persuade the demonstrators to discontinue their activities.
- (4) If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension and/or expulsion or possible intervention by civil authorities except in extreme emergencies. The College President will be consulted before Civil Authorities are brought onto campus.
- (5) Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
- (6) The College President, in consultation with TBR Legal Counsel and the Director of Environmental Health & Safety, will determine the possible need for a court injunction.

K. Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the College President or his/her designee and the Director of Environmental Health & Safety will be notified.

- (1) During Business Hours:
 - a. Campus Police will contact the appropriate Jackson Police Department for assistance.
 - b. Campus Police will then call a photographer to report to an advantageous location for photographing the demonstrator.
- (2) After Business Hours:
 - a. Campus Police should be immediately notified of the disturbance.
 - b. The Campus Police will investigate the disruption and report and notify the Director of Environmental Health & Safety.
 - c. The Director of Environmental Health & Safety will report the circumstances to the College President and the Vice President of Financial and Administrative Affairs.

d. The Director of Environmental Health & Safety will notify key administrators and, if appropriate, the administrator responsible for the building area.

e. If necessary, the Director of Environmental Health & Safety will call for Jackson Police Department for assistance.

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

(SAMPLE LANGUAGE)

“This assembly and the conduct of each participant are disrupting the operations of JSCC and are in violation of the rules and regulations of JSCC. You have previously been called upon to disperse and terminate this demonstration.”

“You have been given the opportunity to discuss your grievances in the manner appropriate to JSCC personnel. In no event will the Administration accede to demands backed by force.”

“Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will take whatever measures are necessary to restore order. Any individual who continues to participate in this demonstration may be subject to possible arrest for criminal violations.”

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE

(SAMPLE LANGUAGE)

“You have previously been directed to terminate this demonstration, and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of JSCC, each of you is hereby placed on interim suspension.”

“The Jackson Police will now be called to assist JSCC by dispersing this assembly. Those who fail to leave immediately will be subject to arrest, for such things as Criminal Trespass, Destruction of Property, Breach of Peace, etc.”

L. Psychological Crisis

A psychological crisis exists when an individual is threatening harm to himself /herself or to others or is out of touch with reality. Typically the disconnection with reality is due to drugs, medical reactions or a psychotic break. A psychotic break may be manifested as hallucinations, uncontrollable behavior, or dissociate/multiple personality behavior.

If psychological crisis occurs:

- a. Contact the Campus Police at 225-5952. Campus Police will contact other appropriate personnel.
- b. Try to keep the person calm or within your vision until assistance arrives.
- c. Maintain your own personal safety if you feel the situation is dangerous.

M. Utility Failure

- a. In the event of a major utility failure occurring during regular working hours (8 a.m. to 4:30 p.m., Monday through Friday), immediately notify the Physical Plant Ext 52617 or 52619.
- b. If the utility failure occurs after hours, weekends, or holidays, notify the office of Campus Police at 225-5952.
- c. When instructed to evacuate the building, walk quickly to the nearest marked exit and alert others to do the same.
- d. Individuals are designated to assist disabled individuals during an emergency. If the designated individual is not available, OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.
- e. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- f. If requested, assist emergency crews as necessary.
- g. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- h. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a Campus Emergency Resource Team Official.

Always observe the above steps when the following emergencies arise:

- a. ELECTRICAL/LIGHT FAILURE - Depending upon the severity of the emergency, building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is, therefore, advisable to have a flashlight and portable radios available for emergencies.
- b. ELEVATOR FAILURE - If you become trapped in an elevator, use the emergency phone to notify Campus Police. When the receiver is picked up, it will automatically dial the Campus Police.
- c. PLUMBING FAILURE/FLOODING - Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT! REMEMBER: THIS COULD CAUSE AN EXPLOSION.

d. STEAM LINE FAILURE - Vacate the area immediately.

e. VENTILATION PROBLEM - If smoke is present, cease all operations and vacate the area.

N. Elevator Malfunction

To clarify standard operating procedures when elevators malfunction and individuals are contained in elevators.

(1) Background

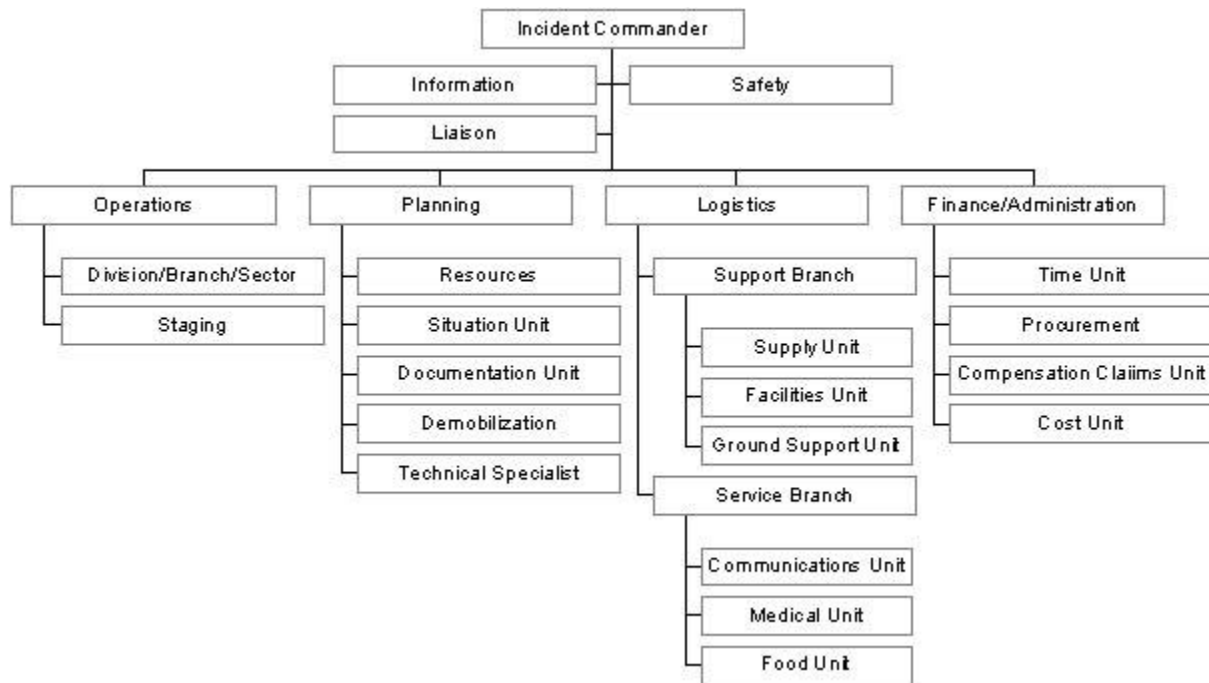
JSCC has four (4) elevators on its main campus located in the McWherter Building, Nelms Classroom Building, Science Building and the Library. Elevators are not to be used during thunderstorms. Instructions on how to contact Campus Police are displayed inside the elevators. Once an elevator malfunctions, pressing the elevator help button will automatically dial the Campus Police Officer on duty via phone patch.

(2) Action

Upon receiving a call for service for an elevator malfunction, the Campus Police Officer will advise subjects to remain calm and that assistance is on the way. Upon arrival, the Campus Police Officer will go directly to the designated electrical switch box and cut off the electrical power to the elevator, so the door can be manually opened by inserting the key in a hole located at the front of the elevator door and turning the key to the left. Once the door is opened, the officer can determine the location of the elevator and best possible route of escape for individuals. Officers must be sure that power to the elevator is shut off during rescue operation!

Before and during the rescue effort, Campus Police Department will be responsible for contacting the Physical Plant who will contact the appropriate elevator service company.

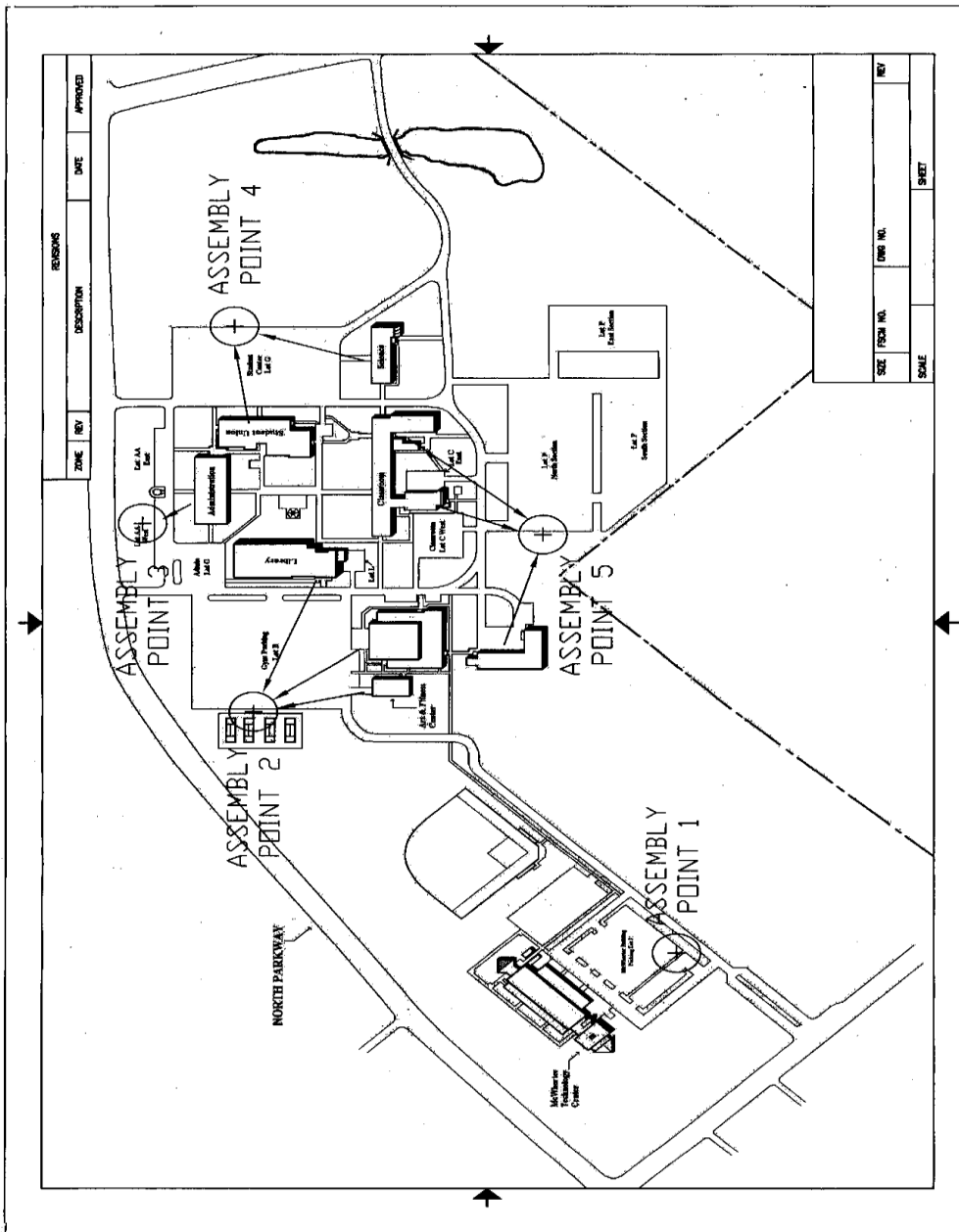
Emergency Management Organizational Chart



Buildings	Name	Office#	Cell#
College Emergency Manager (Pres)	Bruce Blanding	50333	
College Emergency Manager (EMS)	Darron Billings	50244	217-5752
College Emergency Manager (Provost)	Bobby Smith	50432	217-0407
Administration Team Leader	Jennifer Cherry	50822	420-2277
Administration Team Assistant	Amy West	52643	487-9844
Student Services Team Leader	Linda Nickell	50354	695-8287
Student Services Team Assistant	Dewana Latimer	50624	
Math and Science Bldg Team Leader	Richard Coppings	50320	423-255-6035
Math and Science Bldg Team Assistant	Claude Bailey	50204	988-6580
Classroom Bldg Team Assistant	Linda Shirley	50246	549-6139
Classroom Bldg Team Assistant	Patrick Davis	50278	499-4318
Classroom Bldg Team Assistant	Ronnie Goff	52630	343-1510
Classroom Bldg Team Assistant	Jessica Reece	50277	501-0487
Library Team Assistant	Veronica Jones	52614	217-9605
Library Team Assistant	Debra Mayer	50329	431-0485
Physical plant Team Leader	Preston Turner	58813	571-9210
Physical plant Team Assistant	CH Clark	52617	
McWherter Bldg Team Leader	Terri Messer	50326	
McWherter Bldg Team Assistant	Monica Ray	50463	
McWherter Bldg Team Assistant	Jack Laser	52646	
Gymnasium Team Assistant	Steve Cornelison	50239	695-1895
Arts and Fitness Team Leader	Carol Norman	50223	394 5843
Arts and Fitness Team Assistant	Lisa Smith	50271	394-7772

REVISED Oct 1, 2014

Campus Assembly Points



Assembly Point #1.....McWherter Building Lot

Assembly Point #2.....Library/Gym Lot

Assembly Point #3.....Administration Building Lot

Assembly Point #4.....Union/Science Building Lot

Assembly Point #5.....Classroom Building Back Lot

AED LOCATIONS ON CAMPUS

Administrative Building

AED can be located in the lobby area near receptionist desk.

Classroom Building

AED can be located in the First Floor hallway across from Math Lab

College Union

AED can be located in the common area outside of the one stop shop.

Gymnasium

AED can be located in the main gym area next to the stage.

Library

AED can be located behind circulation desk.

McWherter Building

AED can be located in the lobby area near main entrance outside of office area.

Science Building

AED can be located in main hallway outside office area.

JSCC Campus Police

AED can be located with security being mobile