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

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>Emergency Management Plan Overview</td>
<td>4</td>
</tr>
<tr>
<td>Definitions of Crisis Management, Emergency and Crisis Situations</td>
<td>5</td>
</tr>
<tr>
<td>Constituencies</td>
<td>7</td>
</tr>
<tr>
<td>I. Crisis Operational Plan</td>
<td>8</td>
</tr>
<tr>
<td>A. Assumptions</td>
<td>9</td>
</tr>
<tr>
<td>B. Declaration of Campus State of Emergency</td>
<td>9</td>
</tr>
<tr>
<td>C. Campus Emergency Response Team</td>
<td>10</td>
</tr>
<tr>
<td>President</td>
<td>10</td>
</tr>
<tr>
<td>V.P. of Financial and Administrative Affairs</td>
<td>10</td>
</tr>
<tr>
<td>Emergency Director</td>
<td>11</td>
</tr>
<tr>
<td>Emergency Coordinator</td>
<td>11</td>
</tr>
<tr>
<td>Public/Media Relations</td>
<td>11</td>
</tr>
<tr>
<td>Damage Control</td>
<td>12</td>
</tr>
<tr>
<td>Counseling</td>
<td>12</td>
</tr>
<tr>
<td>Information Technology (OIT)</td>
<td>13</td>
</tr>
<tr>
<td>Responsibilities of Other JSCC Employees</td>
<td>13</td>
</tr>
<tr>
<td>Building/Facility Coordinators</td>
<td>13</td>
</tr>
<tr>
<td>Faculty, Administration, and Staff</td>
<td>13</td>
</tr>
<tr>
<td>D. College Notification Systems</td>
<td>14</td>
</tr>
<tr>
<td>E. Evening/Night Emergency Procedures</td>
<td>14</td>
</tr>
<tr>
<td>F. On/Off Campus Sources of Assistance during Emergencies</td>
<td>15</td>
</tr>
<tr>
<td>G. Campus Evacuation</td>
<td>15</td>
</tr>
<tr>
<td>H. Emergency Evacuation Plan for Individuals with Disabilities</td>
<td>15</td>
</tr>
<tr>
<td>I. Emergency First Aid</td>
<td>16</td>
</tr>
<tr>
<td>II. Crisis Communication Plan</td>
<td>20</td>
</tr>
<tr>
<td>A. Crisis Communication Guidelines</td>
<td>20</td>
</tr>
<tr>
<td>B. Emergency Notification System (ENS)</td>
<td>21</td>
</tr>
<tr>
<td>III. Crisis Response Plan</td>
<td>22</td>
</tr>
<tr>
<td>A. Earthquake</td>
<td>22</td>
</tr>
<tr>
<td>B. Fire</td>
<td>22</td>
</tr>
<tr>
<td>C. Tornado</td>
<td>23</td>
</tr>
<tr>
<td>D. Explosions on campus</td>
<td>27</td>
</tr>
<tr>
<td>E. Chemical and Radiation Spill(s)</td>
<td>27</td>
</tr>
<tr>
<td>F. Bomb Threat</td>
<td>28</td>
</tr>
<tr>
<td>G. Cardio-vascular Emergencies (AED Applications)</td>
<td>31</td>
</tr>
<tr>
<td>H. Violent or Criminal Behavior/Active Shooter</td>
<td>31</td>
</tr>
<tr>
<td>I. Peaceful, Non-Obstructive Demonstriations</td>
<td>34</td>
</tr>
<tr>
<td>J. Non-violent, Disruptive Demonstrations</td>
<td>34</td>
</tr>
<tr>
<td>K. Violent, Disruptive Demonstrations</td>
<td>35</td>
</tr>
<tr>
<td>L. Psychological Crisis</td>
<td>36</td>
</tr>
</tbody>
</table>

Revised January 2019
Emergency Management Organizational Chart

Building Coordinators

Campus Assembly Points

AED Locations on Campus

MOU Agreements
  1) City of Jackson TN MOU
  2) City of Humboldt TN MOU
  3) City of Lexington TN MOU
  4) City of Savannah TN MOU
  5) City of Paris TN MOU

Scheduled Trainings

State of Emergency Declaration

Record of Revisions

M. Utility Failure

N. Elevator Malfunction
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 guidance in accordance with the Tennessee Board of Regents (TBR) Plan B-100 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 and Marketing

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, his chief second within the police office 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. JSCC understands that emergency crisis situations are continually changing. JSCC is working with the best information available at this time in order to devise this emergency plan. The plan is divided into three (3) major sections: the Crisis Operational Plan, the Crisis Communication Plan and the Crisis Response 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.

While similar, emergency notification is not to be confused with Clery Timely Warning Notices which are specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated—so that campus community members can protect themselves from harm. The Clery Act identifies specific crimes that require a timely warning notice to be issued, when crimes are reported to officials with significant responsibility for student and campus activities, campus safety, or the local police and the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus.

Types of incidents or situations that constitute Clery Timely Warning being sent are:

All Clery Act Crimes which represent a serious or continuing threat to the person and well-being of students and employees. Examples include but are not limited to:

- Criminal Homicide
- Sex Offenses
- Robbery
- Aggravated Assault
• Burglaries (occupied rooms/offices/structures)
• Hate Crimes
• Persons with weapons with intent to use
• Threat of violent crime
• Situations where suspect is not known
• Assault (physical or sexual)

Timing, Content, and Decision Criteria for a Clery Timely Warning Notice:

• The Clery Act does not define what is timely. However, the warning should be issued as soon as pertinent information is available, because the intent of a Clery timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

**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:

<table>
<thead>
<tr>
<th>Man-Made Disasters</th>
<th>Natural Disasters</th>
<th>Psychological</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Floods</td>
<td>Crime: murder, rape,</td>
</tr>
<tr>
<td>Explosions</td>
<td>Hurricanes, tornadoes,</td>
<td>kidnapping, assault,</td>
</tr>
<tr>
<td>Hazardous spills</td>
<td>winds</td>
<td>Etc.</td>
</tr>
<tr>
<td>Utilities interruptions</td>
<td>Snow and winter freezes</td>
<td>Hostage situations</td>
</tr>
<tr>
<td>Computer disasters</td>
<td>Earthquakes</td>
<td>Sniper Situations</td>
</tr>
<tr>
<td>Civil violence and unrest</td>
<td>Lightning</td>
<td>Suicide</td>
</tr>
<tr>
<td>Water damage</td>
<td></td>
<td>Fraud, embezzlement,</td>
</tr>
<tr>
<td>Mechanical equipment failures</td>
<td></td>
<td>theft, financial</td>
</tr>
<tr>
<td>Bombing</td>
<td></td>
<td>Demonstrations, boycotts,</td>
</tr>
<tr>
<td>Weapons of Mass Destruction</td>
<td></td>
<td>sit-ins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Strike/work stoppage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Active Shooter/Workplace</td>
</tr>
<tr>
<td></td>
<td></td>
<td>violence</td>
</tr>
</tbody>
</table>
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, Friends of JSCC, etc.)
- Tennessee Board of Regents (TBR)
- Local news media
- Regional and national news media (depending upon the situation)
- Local Government Officials
- Local Law Enforcement
- Local First Responders
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, 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, will follow the TBR policy 5:01:01:18 with the management of employees and resources during the emergency situation.

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) **AREA 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 Classroom Room 131. If this site is unavailable, the McWherter building Room 137B will serve as the command post. At least one uniformed officer is to staff the Command Post at all times until the emergency situation has been resolved. A staging area for outside and local agency assistance shall be established by the Director of Environmental Health & Safety for operations. A designated room with facilities to accommodate multiple telephones and electrical equipment will be required.

C. **CAMPUS EMERGENCY RESPONSE TEAM**

Team members are to be kept in constant communication thru two-way radios 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 Financial and Administrative Affairs

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 Response 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, Jackson-Madison Co Emergency Management Agency (JMCEMA), 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.
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.

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.

Establishes contact with news media for dissemination of information as directed by the College President and the Crisis Management Team.

Establishes media information area and maintains contact with local radio and TV stations for public announcements.

Arranges for photographic and audio-visual services as necessary.

Advises the College President and Crisis Management Team of all news concerning the extent of the disaster affecting the campus.

Disseminates information for Social Media.

**Damage Control**

Director of Physical Plant or designee(s)

Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and/or equipment protection.

Provides vehicles, equipment and operators for movement of personnel and supplies. Assigns vehicles as required to the Emergency Response Team for emergency use.

Obtains the assistance of utility companies as required for emergency operations.

Furnishes emergency power and lighting systems as required.

Surveys habitable space and relocates essential services and functions.

Provides facilities for an emergency generator and fuel during actual emergency or disaster periods.

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)

Assists with psychological strategies to implement for both students and employees after the crisis has passed.

Coordinates Crisis Management (debriefing, grief counseling and follow up activities, advisement of EAP services for employees)

**JSCC WILL MAKE EVERY EFFORT TO ACCOUNT FOR ALL STUDENTS THAT ARE SCHEDULED TO BE ON CAMPUS DURING A CRISIS EVENT.**
Information Technology (OIT)

Director of Information Technology 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 40 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 CERT, 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 emergency response team will assign/designate personnel to 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.A) of this handbook. IMPORTANT REMINDER: Two-way radios, pagers and cellular phones should not be used at any time during a bomb threat. Bull-horns and designated runners can also 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 computer screen notification (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 Response Team) The Emergency Director will initiate the notification system by first calling the Campus Emergency Response 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 Police 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 the 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 are located in the Student Center – Room 160 and can be reach at Ext. 50244, 50420 or 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/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.

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. A claim must be filed with worker’s compensation carrier the same day as the accident. Contact HR Office for toll free number to file the claim.

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 Human Resource Director when the symptoms become apparent to the employee. All off campus sites should
communicate with the Human Resource Director at JSCC and follow the same procedure.

C. Initial evaluation of the injury should be made by Campus Police. The Human Resource Director may initiate medical attention via panel physicians. Minor first aid incidents do not have to be initially reported to Corvel, but should be documented by the persons rendering first aid and copied to the Human Resource Director and Campus Police.

D. Any incident that requires medical attention above and beyond first aid, or after first aid does not improve, will be reported by the injured employee or Human Resource Director to Corvel as the employer’s first report of work injury or illness. Any injury information will be obtained by the Human Resource Director from the employee or Campus Police. At this time, the employee may select a panel physician for further care. First Report of injury to Corvel should occur within 24 hours of employee injury or accident.

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. OSHA Work-Related injury and illness Log completed and maintained by the Health & Safety Coordinator. Summary of Work-Related illness and injury will be posted by the Health & Safety Coordinator each year in compliance with OSHA standards.

Serious Injury/Illness – Life Threatening Injury

A. Initial response by Campus Police

B. Activate Community Emergency Medical Service and transport by ambulance.

C. Initial evaluation of injury and documentation by Campus Police.

D. First Report of injury initiated by Human Resource Director to Corvel. Campus Police will send injury-related information to the Human Resource Director for reporting purposes and review.

E. OSHA Work-Related injury and illness Log completed and maintained Human Resource Director in the Corvel on-line system. Summary of Work-Related illness and injuries will be posted by the Human Resource Director each year in compliance with OSHA standards.

Injury/Illness at an Off-Site Campus

A. If the injury/illness occurs during normal working hours, notify Campus Police or the Human Resource Director. At the Humboldt Center, Savannah Center, Lexington center and Paris Center Cite Director will evaluate the injury and complete an incident report, which will be forwarded to the Human Resource Director.

B. First Report of injury will be initiated by the injured employee or Human Resource to Corvel.
C. 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. OSHA Work-Related injury and illness Log completed and maintained by the Human Resource Director in the Corvel online system. Summary of Work-Related illness and injuries will be posted by the Human Resource Director each year in compliance with OSHA standards.

E. In the event of a medical emergency, activate the Community Emergency Medical Services and transport the employee to the nearest emergency facility by ambulance.

F. Notify the Human Resource Director of the medical emergency by Site Director. Incident should be documented by Campus Police or Site Director and forwarded to the Human Resource Director for the First Report of Work injury and illness.

   Non-Life Threatening injuries/illness are reported to the Human Resource Director immediately, if occurring on the main campus during normal business hours, it should be reported to Campus Police.

   **In case of minor injury/illness at one of the JSCC off campus sites,** the instructor will be the designated person to notify parent, spouse or allow a friend to drive the individual home, to medical facility or private physician. The individual will complete an accident report and return it to the Human Resource Director.
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 and have an immediate press release ready.
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 and Marketing 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.
7. Monitor social media in order to keep inaccurate (rumor) information under control.

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 Response 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/Campus Police Department 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 and Marketing 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 and buckled in for the shelter it offers. If near a bridge, stay off the bridge or get off of it immediately.
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, EVACUATE BUILDING IMMEDIATELY, THEN CONTACT EMERGENCY SERVICES. If on main campus dial (731)225-5952, off campus site (Humboldt, Savannah, Lexington, Paris), call 911.

1. Activate the fire alarm.
2. Building leaders evacuate and if possible, rescue anyone who might be in danger of fire or smoke inhalation
   • Evacuate building, then notify Campus police on main campus at (731)225-5952 or the local emergency services at 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 attempting to stay upwind from possible chemicals burning.
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 tornadoses 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. Some tornados are rain wrapped. Meaning when wind grabs the rain and/or hail falling from a supercell thunderstorm and it all gets caught up in the rotating winds of the tornado. This makes it extremely hard to see and is very dangerous.

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 (Building 4)

Seek shelter in the vaults located in the Business and Finance and Records Office, use restrooms and accounts payable office. **Stay away from windows.**

Nelms Classroom Building (Building 10)

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. **Stay away from windows.**

Student Center (Building 3)

Utilize restrooms, interior hallways and office and computer lab areas in center of building. Restrooms may also be used. **Stay away from windows.**

Gymnasium (Building 6)

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

Library (Building 5)

DO NOT USE ELEVATORS! Report to 1st floor and crouch down in restrooms, interior hallways, under and in stairwells and offices. **Stay away from windows.**

Maintenance and Operations (Building 8)

Utilize restroom and central office area. **Stay away from windows!**
**Music and Arts (Building 7)**
Utilize restrooms if unable to reach gymnasium. **Stay away from windows.**

**McWherter Center (Building 12)**
DO NOT USE ELEVATOR! Crouch down along hallway in 1st floor areas or bathrooms. **Stay away from skylight lobby area and windows!**

**Science (Building 11)**
DO NOT USE ELEVATOR! Seek shelter in stairwells or side rooms. **Stay away from windows.**

**Ayers Health Sciences (Building 1)**
DO NOT USE ELEVATORS! Report to 1st floor and crouch down in restrooms or interior hallways and offices. **Stay away from windows.**

**Jim Moss Center for Nursing (Building 2)**
DO NOT USE ELEVATOR! Crouch down along hallway in 1st floor areas or bathrooms. **Stay away from windows.**

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

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

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

**Paris Center**
Seek shelter in restrooms, interior hallways, basement 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 chief second police officer.

(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 (731)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 (731)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. Be mindful to evacuate uphill and upwind of affected area as well.
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

(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 (731)225-5952 and/or Dial 9 then 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) While on the phone with the individual, try to get someone’s attention discreetly and let them know to contact Campus Police immediately (Write it on a piece of paper, text a colleague, etc.).

(5) 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.

(6) Upon notification, 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 buildings(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

(9) If requested, assist emergency crews as necessary.

(Please review the form below to help better prepare yourself in an event that you receive a call.)
**Bomb Threat Reporting Information**

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

BACKGROUND SOUNDS:

street noises  factory machines

crockery (plates, cups, etc.)  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 the 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/AED Report to be turned in to supervisor. (see page 47 for form)

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 46 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 / Active Shooter

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. 50244 or dial 9 then 911. Off Campus call 911.

UPON NOTIFICATION OF AN ACTIVE SHOOTER

- Campus police would be in route to the last known location of the suspect
- The Director of Environmental Health & Safety will also be in route but not before contact is made with the public relations director to enact lockdown notification
- With the College President the director of public relations determines when the media should be contacted, prepares statement(s) to be released for public information about the situation.
- When law enforcement arrives on the scene they will proceed on a search to locate the suspect.

(1) HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY
Should gunfire or explosives be discharged on campus, quickly determine the most reasonable way to protect your own life (RUN, HIDE or FIGHT). Remember that students, vendors and guests are likely to follow the lead of employees during an active shooter situation.

a. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

• Have an escape route and plan in mind
• Evacuate regardless of whether others agree to follow
• Leave your belongings behind
• Help others escape, if possible
• Prevent individuals from entering an area where the active shooter may be
• Keep your hands visible
• Follow the instructions of any police officers
• Do not attempt to move wounded people
• Call 911 when you are safe, if still on campus and using office phones, dial 9 then 911

b. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

• Be out of the active shooter’s view
• Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
• Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

• Lock the door
• Blockade the door with heavy furniture if the active shooter is nearby
• Lock the door
• Silence your cell phone and/or pager
• Turn off any source of noise (i.e., radios, televisions)
• Hide behind large items (i.e., cabinets, desks)
• Remain quiet

If evacuation and hiding out are not possible:
• Remain calm
• Dial 911, if possible, to alert police to the active shooter’s location
• If you cannot speak, leave the line open and allow the dispatcher to listen

c. **FIGHT**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
• Acting as aggressively as possible against him/her
• Throwing items and improvising weapons
• Yelling
• Committing to your actions

After the disturbance, do not exit the area until told to do so by Campus Officials or Emergency personal. Seek emergency first aid if necessary.

(2) **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 JSUCC business as normally as possible.

(2) If demonstrators are asked to leave but refuse to leave by regular facility closing time, the Director of Environmental 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 JSUCC facilities or interferes with the operation of JSUCC:

(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 advised 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 Campus Police except in extreme emergencies.
The College President will be consulted before Campus Police intervene.

(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 (731)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 Campus Police Department at (731)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.

With all problems, **immediately report the issue as soon as you are safely removed from the area affected.**
N. Elevator Malfunction

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

(1) Background

JSCC has six (6) elevators on its main campus located in the McWherter Building, Nelms Classroom Building, Science Building, Library, and Jim Moss Center for Nursing and the Ayers Health Sciences. 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.

Campus Police Department will be responsible for contacting the Physical Plant who will contact United Elevator Services. Depending on the severity of the malfunction and safety to person/s, the Jackson Fire Department will be notified for rescue efforts.
Emergency Management Organizational Chart

1. Incident Name: 
2. Operational Period: Date From: 
   Time From: 
   Date To: 
   Time To: 
3. Organization Chart

   Incident Commander(s)
   Dr. Allena Hamilton
   Liaison Officer
   Dr. Larry Bailey
   Safety Officer
   Mr. Tim Dellinger
   Public Information Officer
   Mr. John McCoomen

   Operations Section
   Chief
   Mr. Shane Young
   Staging Area
   Manager

   Planning Section
   Chief
   Dr. Bobby Smith
   Logistics Section
   Chief
   Mr. Brian Garn
   Financial/Admin
   Section Chief
   Mr. Tim Dellinger

   Resources Unit Ldr.
   Situation Unit Ldr.
   Documentation Unit Ldr.
   Demobilization Unit Ldr.
   Support Branch Dir.
   Supply Unit Ldr.
   Facilities Unit Ldr.
   Ground Spt. Unit Ldr.
   Time Unit Ldr.
   Procurement Unit Ldr.
   Comp/Claims Unit Ldr.
   Cost Unit Ldr.

   Service Branch Dir.
   Comm Unit Ldr.
   Medical Unit Ldr.
   Food Unit Ldr.

ICS 207 IAP Page 4. Prepared by: Name: Position/Title: Signature: Date/Time: 

Revised January 2019
<table>
<thead>
<tr>
<th>Buildings</th>
<th>Name</th>
<th>Office#</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Emergency Manager (Pres)</td>
<td>Allana Hamilton</td>
<td>50333</td>
</tr>
<tr>
<td>College Emergency Manager (EHS)</td>
<td>Shane Young</td>
<td>50244</td>
</tr>
<tr>
<td>College Emergency Manager (VP)</td>
<td>Tim Dellinger</td>
<td>52610</td>
</tr>
<tr>
<td>Administration Team Leader</td>
<td>Jenifer Cherry</td>
<td>50822</td>
</tr>
<tr>
<td>Administration Team Leader</td>
<td>Amy West</td>
<td>52643</td>
</tr>
<tr>
<td>Student Services Team Leader</td>
<td>Linda Nickell</td>
<td>50354</td>
</tr>
<tr>
<td>Science Bldg. Team Leader</td>
<td>Wesley Smith</td>
<td>50525</td>
</tr>
<tr>
<td>Science Bldg. Team Leader</td>
<td>Claude Bailey</td>
<td>50204</td>
</tr>
<tr>
<td>Classroom Bldg. Team Leader</td>
<td>Linda Shirley</td>
<td>50246</td>
</tr>
<tr>
<td>Classroom Bldg. Team Leader</td>
<td>Ronnie Goff</td>
<td>52630</td>
</tr>
<tr>
<td>Classroom Bldg. Team Leader</td>
<td>Jessica Reece</td>
<td>50277</td>
</tr>
<tr>
<td>Library Team Leader</td>
<td>Robyn Hicks</td>
<td>50327</td>
</tr>
<tr>
<td>Library Team Assistant</td>
<td>Veronica Jones</td>
<td>52614</td>
</tr>
<tr>
<td>Maintenance Team Leader</td>
<td>Preston Turner</td>
<td>52619</td>
</tr>
<tr>
<td>Maintenance Team Leader</td>
<td>Glory Griffin</td>
<td>52617</td>
</tr>
<tr>
<td>McWherter Bldg. Team Leader</td>
<td>Terri Messer</td>
<td>50326</td>
</tr>
<tr>
<td>McWherter Bldg. Team Assistant</td>
<td>Roger James</td>
<td>50407</td>
</tr>
<tr>
<td>Gymnasium Team Leader</td>
<td>Steve Cornelison</td>
<td>50239</td>
</tr>
<tr>
<td>Gymnasium Team Assistant</td>
<td>Deron Hines</td>
<td>52649</td>
</tr>
<tr>
<td>Music and Arts Team Leader</td>
<td>Lisa Smith</td>
<td>50223</td>
</tr>
<tr>
<td>Jim Moss Nursing Bldg. Leader</td>
<td>Monica Ray</td>
<td>50463</td>
</tr>
<tr>
<td>Jim Moss Nursing Bldg. Leader</td>
<td>Connie Geary</td>
<td>52622</td>
</tr>
<tr>
<td>Ayers Health Science Bldg. Leader</td>
<td>Leah Gray</td>
<td>52606</td>
</tr>
<tr>
<td>Ayers Health Science Bldg. Leader</td>
<td>Kenneth Oxford</td>
<td>50726</td>
</tr>
</tbody>
</table>
Main Campus Assembly Points

Assembly Point #1........McWherter
Assembly Point #2......Library/Gym/Music & Art
Assembly Point #3.........Administration
Assembly Point #4........Union/Nursing/Health Science
Assembly Point #5........Classroom bldg./Science
Humboldt Center Assembly Point
Lexington Center Assembly Point
AED LOCATIONS ON CAMPUS

Administrative Building

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

Nelms Classroom Building

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

Student Center

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.

Jim Moss Nursing Building

AED can be located on the First Floor common area across from elevator.

Ayers Health Science Building

AED can be located on the first floor next to the Main entrance.

JSCC Campus Police

AED can be located with security being mobile

ALL OFF CAMPUS LOCATIONS HAVE AN AED IN THEIR MAIN OFFICE
Jackson State Community College
Department of Campus Safety and Security
2046 North Parkway, Jackson TN 38305
(731)424-3520 ext. 50244 or (731)225-5952

Name of Injured___________________________DOB____________Status_____________________________
Address___________________________City________State_______Zip________Phone_____________________
Date Occurred____________________Time Occurred________________Location_________________________
Description of Injury_____________________________________________________________________________
______________________________________________________________________________________________
First Aid Rendered____________________________________________________________________________________________
______________________________________________________________________________________________
Patient Taken To________________________________________________________________________________
By: Ambulance________________Unit#_____________Other____________________________________________
Physician at Scene: Yes___No____Name_____________________________________

Narrative
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Reporting Officer (Print) ____________________________________Date________________________
Signature_________________________________________________________Date_________________________
MOU AGREEMENTS

MEMORANDUM OF UNDERSTANDING/MUTUAL ASSISTANCE AGREEMENT
Between THE CITY OF JACKSON, TENNESSEE and
JACKSON STATE COMMUNITY COLLEGE

This Memorandum of Understanding/Mutual Assistance Agreement (the
"Agreement") is entered into and made effective this the 20th day of October, 2014, by and
between the City of Jackson, Tennessee, a municipal corporation of the State of Tennessee
("City") and the Jackson State Community College, a public Community College within the
Tennessee Board of Regents system ("College").

WITNESSETH:

WHEREAS, pursuant to applicable laws, and as further defined in this Agreement, the
parties are each charged with enforcement of the laws of the State of Tennessee and City of
Jackson ordinances, and with respect to the College only, the Tennessee Board of Regents and
College policies, procedures, rules and regulations;

WHEREAS, City of Jackson Police Department ("JPD") is responsible for law
enforcement in the City as an agency of City, and JS CC Campus Police ("JS CC Campus Police")
is responsible for law enforcement in and around College's campus ("Campus" as more
particularly described in Exhibit "A" attached hereto) as an agency of College; and

WHEREAS, the parties desire to clarify their roles and responsibilities regarding law
enforcement and jurisdiction in and around College's Campus, and to enter into this Agreement,
as authorized pursuant to Tennessee Code Annotated §49-7-118(e).

NOW, THEREFORE, in consideration of the premises recited herein, the parties agree
as follows:

1. Mutual Assistance/Jurisdiction. As set forth hereinafter, the parties agree to timely and
reasonably assist one another in the enforcement of applicable state and local laws, regulations
and ordinances in and around the College's Campus (as more particularly described in the map
attached to this Agreement as Exhibit "A" ("Enforcement Area"). The JSC C Campus Police's
agreement to provide mutual assistance hereunder shall be limited to those situations where
sufficient available personnel exist to provide such assistance.

The JPD shall also be responsible for the enforcement of applicable laws, regulations and
ordinances in all other areas within the City of Jackson which are subject to JPD jurisdiction.

2. Duties and Law Enforcement.

a. JS CC Campus Police. As limited by available personnel, JSC C Campus Police
shall patrol and timely and reasonably respond to requests for police assistance and/or reports of
criminal activity within the Enforcement Area. JSC C Campus Police shall provide assistance to
JPD in and around the Enforcement Area upon reasonable request from the JPD. If a JSC C

1
Campus Police officer witnesses or is alerted to the commission of a crime outside of the Enforcement Area, JSCC Campus Police shall take any and all necessary and appropriate action(s) to prevent further harm or risk of injury to others, including, but not limited to, direct intervention, pursuit, arrest, and/or report to JPD. The procedures and means by which JSCC Campus Police provides its police services, including staffing or personnel and shift scheduling, shall be in the sole and absolute discretion of JSCC Campus Police. Notwithstanding the provisions of this Paragraph 2.a., JSCC Campus Police shall respond to parking violations, traffic violations, and accidents pursuant to the terms set out below.

b. **JPD.** JPD shall patrol and timely and reasonably respond to requests for police assistance and/or reports of criminal activity within the JPD’s jurisdiction, including the Enforcement Area. If a JPD officer witnesses or is alerted to the commission of a crime within the Enforcement Area, JPD shall take any and all necessary and appropriate action(s) to prevent further harm or risk of injury to others, including, but not limited to, direct intervention, pursuit, arrest, and/or report to JSCC Campus Police. The JSCC Campus Police shall provide assistance to JPD upon reasonable request from the JPD, subject to staffing constraints. The procedures and means by which JPD provides its police services, including staffing or personnel and shift scheduling, shall be in the sole and absolute discretion of JPD. Notwithstanding the provisions of this Paragraph 2.b., JPD shall respond to parking violations, traffic violations, and accidents pursuant to the terms set out below.

c. **Parking Violations.** Both JSCC Campus Police and JPD may issue traffic citations for violations of parking regulations in the Enforcement Area. However, the previous sentence notwithstanding, only JPD may issue traffic citations regarding parking in front of any private residences located in the Enforcement Area. JPD shall also be responsible for the enforcement of parking regulations outside of Enforcement Area and may call upon JSCC Campus Police for aid or assistance involving parking violations in and around the Enforcement Area, as needed, and subject to staffing constraints.

d. **Traffic Violations.** Both JSCC Campus Police and JPD shall have responsibility for enforcement of traffic regulations on city streets located in the Enforcement Area, including issuance of traffic summons for moving violations. Both JPD and JSCC Campus Police may call upon the other for aid or assistance involving traffic situations within the Enforcement Area, as needed, to protect the public. JPD shall also be responsible for the enforcement of traffic regulations outside of Enforcement Area and may call upon JSCC Campus Police for aid or assistance involving traffic situations in and around the Enforcement Area, as needed, to protect the public, and subject to staffing constraints.

e. **Vehicular Accidents.** Both JSCC Campus Police and JPD may investigate vehicular accidents occurring within the Enforcement Area and may issue Tennessee Uniform Traffic Crash Reports and traffic summons for moving violations associated with vehicular accidents occurring within the Enforcement Area. If the accident involves a serious bodily injury or a fatality and the JSCC Campus Police responds, JSCC Campus Police shall notify and request aid and assistance from JPD, which shall respond in a timely manner. Both JPD and JSCC Campus Police shall provide aid or assistance in investigating vehicular accidents occurring within the Enforcement Area, if requested by the other. The JSCC Campus Police’s
obligation to respond to such a request for assistance shall be subject to availability of personnel. The services of the Tennessee Highway Patrol may also be requested by either JPD or JSCC Campus Police. JPD shall also be responsible for the investigation of traffic accidents and may issue Tennessee Uniform Traffic Crash Reports and traffic summons for moving violations associated with vehicular accidents occurring outside of the Enforcement Area, but may request JSCC Campus Police' assistance when deemed necessary and reasonable.

3. **Emergencies.** Emergency calls that are made from any telephone within the College’s telephone system (“College Telephones”) are not automatically routed to JSCC Campus Police Dispatch for response by JSCC Campus Police. Emergency calls created by dialing 911 from a Campus Telephone are received by a 911 operator at City of Jackson Central Dispatch, and routed to the appropriate government agency for response. Such response may include contacting the JSCC Campus Police, JPD, City Fire Department for fire or medical assistance, or other agency as deemed necessary. Emergency calls made from private residences, including those located within the Enforcement Area, or from other non-College telephones are also received by the 911 operator and routed to the appropriate government agency for response.

JSCC Campus Police shall timely and reasonably respond to all emergency calls requiring police services or assistance routed to its attention by Central Dispatch. A JSCC Campus Police Dispatcher shall immediately notify JPD or other appropriate City agency of any emergency calls received by the JSCC Campus Police Dispatcher from any telephones (Campus Telephone or otherwise) requesting protection, aid or assistance whether located in or out of the Enforcement Area; and, if available, JSCC Campus Police shall respond to protect, aid or assist the party in need. Subject to the terms of the preceding sentence, JPD shall respond to all emergency calls received by it requiring police services or assistance, including emergency calls concerning or relating to the Enforcement Area.

In the event that JPD responds to an emergency call concerning property located in or around the Enforcement Area, JPD may contact JSCC Campus Police for assistance; and JSCC Campus Police shall immediately respond to provide such assistance as necessary, subject to availability of personnel. Either party shall respond in a timely manner to a request for aid or assistance made by the other.

In the event JSCC Campus Police officers are required to operate their vehicles in an emergency mode outside of the Enforcement Area, JSCC Campus Police shall advise JPD and Central Dispatch as to the nature of the emergency and the route taken by the JSCC Campus Police officer. For purposes of this Agreement, emergency mode includes, but is not limited to: pursuit of a criminal or suspect, responding to a report of criminal activity, responding to a traffic accident involving serious bodily injury, responding to any other request where the public’s immediate health, safety or welfare is in danger.

4. **Information Sharing and Information.** Investigative information and intelligence on matters of mutual concern will be delivered by the agency receiving such information to the other agency in a timely manner. Mutual assistance, or other expertise as required, may be requested. JSCC Campus Police may be called on to participate in various JPD Task Forces, Saturation Teams, etc. (unsolved homicides, drug interdiction or drug enforcement, area
burglaries), where JSCC Campus Police has a direct interest or its expertise is needed. In the event of JSCC Campus Police's participation in such joint endeavors with JPD, the terms of this Agreement shall supplement any other agreement with JPD regarding JSCC Campus Police's participation.

College shall transmit to JPD information involving criminal acts occurring within the Enforcement Area, when such information is required to be reported pursuant to state and/or federal reporting requirements, for inclusion in JPD's applicable criminal reports. JPD shall retain primary responsibility for the investigation of the criminal acts reported to them pursuant to this Paragraph 4.

5. **Reliability of Response.** The parties agree that adherence to the terms of this Agreement will permit each agency to reasonably rely on the other for assistance as stated herein and should help to insure that all calls to the JPD and/or JSCC Campus Police receive an appropriate and reliable response. This assistance should benefit both agencies in control and prevention of crimes in the Campus area.

6. **Party Responsibility.** Notwithstanding anything to the contrary herein, this Agreement shall not be construed to permit either party to reduce its staffing in such a way to unreasonably interfere with its law enforcement duties and responsibilities.

7. **Legal Status and Liability.** Pursuant to Tennessee Code Annotated §49-7-118(e)(2), when acting pursuant to this Agreement, JSCC Campus Police officers shall have the same legal status and immunity from suit as officers of the agency the officer is assisting. In addition, in accordance with Tenn. Code Ann. §49-7-118(e)(2), the parties expressly agree that all applicable legal immunities available to officers of JPD shall apply to officers of JSCC Campus Police when, based upon probable cause, and following notification to JPD dispatch, JSCC Campus Police engage in pursuit, pursuant to JSCC Campus Police policy, of individuals suspected of commission of criminal or traffic violations even if such pursuit extends beyond the boundaries of the Enforcement Area. The terms and parameters of an authorized vehicle pursuit by JSCC Campus Police shall be defined as stated in JSCC Campus Police Policies and Procedures Manual, General Orders, and /or Standard Operating Procedures. Liability coverage for officers employed by JSCC Campus Police shall be in accordance with the provisions of Tenn. Code Ann. §§9-8-101 – 407 (Board of Claims and Claims Commission of the State of Tennessee).

    Notwithstanding any provision found herein to the contrary, the parties acknowledge that JPD and JSCC Campus Police are separate and distinct entities and that neither shall be deemed to be the agent of the other. The parties hereby agree that the acts or omissions of either party shall not be attributable to the other party.

8. **Effective Date, Amendment and Termination.** This Agreement shall be effective upon execution by an authorized representative of each party hereto and may be amended at any time by written agreement executed by authorized representatives of each party. Further, this Agreement may be terminated by either party upon thirty (30) days prior written notification to the other party.
9. **Severability.** The terms of this Agreement are severable, and should any term be declared invalid or become inoperative for any reason, such invalidity or failure shall not affect the validity of any other term hereof.

10. **Conformance With Law.** The parties shall at all times during the term of this Agreement strictly adhere to all applicable Federal, State, and local laws and implementing regulations relating in any way to their performance under this Agreement.

11. **Notices.** Any notice required or permitted to be served under this Agreement shall be in writing and shall be personally served or sent by U.S. certified mail, postage and fees prepaid, addressed to the party to whom such notice is to be given at the address set forth below, or at such other address as has been previously furnished, in writing to the other party. Such notice shall be deemed to have been given when deposited in the mail with the United States Postal Service.

   **IPD:**
   
   Gill Kendrick, Chief  
   Jackson Police Department  
   234 Institute Street  
   Jackson, TN 38301

   **College:**
   
   Bruce Blanding, President  
   Jackson State Community College  
   2046 North Parkway  
   Jackson, TN 38301

   **With copies to:**
   
   Lewis Cobb, City Attorney  
   Spragins, Barnett & Cobb, PLC  
   312 E. Lafayette Street  
   Jackson, TN 38301

   Horace Chase, Vice President  
   Financial and Administrative Affairs  
   Jackson State Community College  
   2046 North Parkway  
   Jackson, TN 38301

   Thom Corley, Legal Advisor  
   Jackson Police Department  
   234 Institute Street  
   Jackson, TN 38301

   Darren Billings, Director  
   Environmental Health & Safety  
   2046 North Parkway  
   Jackson, TN 38301

12. **Paragraph Captions.** The captions of the paragraphs are set forth only for the convenience and preference of the parties and are not intended to in any way define, limit, or describe the scope of this Agreement.

13. ** Entire Agreement.** This Agreement represents the entire agreement between the parties and there are no oral or collateral agreements or understandings.

14. **Binding Effect.** This Agreement shall inure to the benefit of, and be binding upon, the parties and their legal representatives, successors and assigns; provided, however, that nothing in
this paragraph shall be construed to permit the assignment of this Agreement without the written permission of the other party, such permission not to be unreasonably withheld.

15. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument.

16. **Presumption.** The parties to this Agreement and their attorneys have had full opportunity to review and participate in the drafting of the final form of this Agreement. Accordingly, this Agreement shall be construed without regard to any presumption or other rule of construction against the party causing the Agreement to be drafted.

17. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Tennessee.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK
IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by the parties' duly authorized representatives on the dates indicated.

JACKSON STATE COMMUNITY COLLEGE

By: Allana R. Hamilton
    Dr. Allana Hamilton, President

Date: May 21, 2018

CITY OF JACKSON, TENNESSEE

By: Jerry Gist, Mayor
    City of Jackson, Tennessee

Approved: Julian Wiser, Chief
           Jackson Police Department

Thom Corley, Counsel
Jackson Police Department

Date: June 6, 2018
MEMORANDUM OF UNDERSTANDING
Between
Jackson State Community College Humboldt, TN and Humboldt Police Department Humboldt, TN

The parties to this Agreement are Jackson State Community College Humboldt, TN (JSCC) and Humboldt Police Department, Humboldt, TN

WHEREAS, JSCC is a public higher education institution of the state of Tennessee, governed by the Tennessee Board of Regents (TBR), of which the main campus is located within the City of Jackson TN with satellite locations in Humboldt, TN, Lexington, TN, and Savannah, TN.

WHEREAS, JSCC maintains a Safety and Security Office on its main campus, which employs licensed peace officers and other security personnel with the responsibility of providing for the safety and security needs of the campus community;

WHEREAS, JSCC and Humboldt PD have determined that their collective responsibilities to provide for the safety and security of employees, students and visitors of JSCC and of the citizens and visitors of the City of Humboldt are served by an agreement between them outlining responsibilities with respect to the JSCC campus property;

NOW, THEREFORE, the parties agree as follows:

1. CAMPUS:
   The JSCC campus is defined for purposes of this Agreement as property owned, leased or used by JSCC, a state governmental entity, and more specifically, it means the premises of the campus property, i.e., Humboldt campus, located in City of Humboldt. It does not include properties owned, leased or used by JSCC at other locations within the City of Humboldt.

2. DESIGNATED LIAISON OFFICERS:
   Each party shall designate a primary liaison officer to serve in that capacity for communications between the parties, and shall further designate, if deemed appropriate by either party, a secondary liaison officer to act in times when the primary liaison officer is unavailable.

3. JSCC SAFETY AND SECURITY OFFICE RESPONSIBILITIES:
   a. JSCC licensed peace officers shall comply with standards established by the Tennessee Peace Officers Standards and Training ("POST") Board for licensed peace officers in the state of Tennessee; and with state laws, city ordinances, and the policies and procedures of JSCC and TBR.
   b. JSCC security personnel shall comply with state laws, city ordinances, and the policies and procedures of JSCC and TBR.
   c. JSCC will provide to Humboldt PD a listing of employee names and positions held within the JSCC Safety and Security Office, and shall promptly provide updates to this listing as changes occur within the JSCC Office.
   d. JSCC licensed peace officers shall initiate traffic stops on campus property, and may handle investigations into crimes involving persons and property which occur on campus. If a JSCC Peace officer determines that any incident requires investigative expertise or
operational resources beyond their abilities or capacity, they will notify Humboldt PD immediately and request that Humboldt PD assume responsibility. JSCC staff will promptly provide Humboldt PD all available information and detailed reports, including those relating to their observations and actions prior to referral.
e. Additionally, JSCC officers have exclusive responsibility to address violations of student and employee codes of conduct, and violations of TBR and JSCC policies which by their nature or by requirement necessitate the involvement of JSCC officers.
f. In every case where JSCC Peace officers make a criminal arrest or initiate criminal process, they will notify the Humboldt PD of their actions in a timely manner, and pursuant to the manner as agreed to by the parties. Copies of all documents and reports relating to the matter will be provided to Humboldt PD upon request.
g. JSCC Peace officers shall cooperate fully with the Humboldt PD relative to the investigation of crimes on JSCC properties.
h. JSCC Peace officers will not initiate or conduct any traffic stops or criminal investigations at locations off campus, excepting at direction of Humboldt PD and concerning a crime in-progress and begun or occurring in part on campus.

4. HUMBOLDT POLICE DEPARTMENT RESPONSIBILITIES:
   a. Humboldt PD shall have primary responsibility for handling police related activities occurring within the campus as follows:
      i. Crimes of violence resulting in serious bodily injury or death, including actual and attempted homicide, sex offenses (subject to discussion in section 6 below), robbery, burglary, weapons violations, assaults involving weapons, suicides, suspicious or unattended deaths and industrial accidents. JSCC officers shall immediately refer any such crimes to the Humboldt PD for investigation.
      ii. Missing person cases. JSCC Peace officers shall initiate the report of these cases to and request assistance from Humboldt PD for investigation.
   b. Humboldt PD may monitor traffic and initiate traffic stops on city streets located within the campus.
   c. Nothing herein is intended to restrict Humboldt PD from initiating and conducting investigations into suspected, reported or actual criminal activity occurring on campus.
   d. Prior to coming on the JSCC campus or other JSCC properties to investigate suspected, reported or actual criminal activity Humboldt PD shall make a reasonable effort to notify the JSCC Safety and Security office of its planned activity. The Humboldt PD shall comply with all measures requested by the JSCC officials to avoid disruption of the educational and other campus activities and of students and which the Humboldt PD determines, in its sole discretion, are reasonable; provided however, that in the event of an emergency involving threat to life or property or if the need for immediate action makes it impossible or impracticable to first notify JSCC Safety and Security, the Humboldt PD may act in its discretion and make the required notification as soon thereafter as possible.

5. INFORMATION SHARING:
   a. The parties agree that information, including public safety information, criminal intelligence and criminal history information, will be shared regularly and proactively between the Humboldt PD and JSCC Peace officers, in a manner consistent with all applicable laws, to assist with providing and securing a safe campus and community. Further, that certain information exchanged between the parties will be maintained as confidential unless its release is authorized by the party disclosing the information, is
required by law or court order, or is necessary under circumstances involving a health or safety emergency.

b. The information and records shared under this Agreement may, when appropriate, include any information or records permitted to be released under any exception to the privacy protections of the Family Educational Rights and Privacy Act ("FERPA"). It is noted that FERPA applies to "education records," which include records relative to students and created by JSCC and information derived from tangible records; it does not protect the confidentiality of information in general and does not apply to disclosure of information derived from a source other than an education record (even if education records exist which contain that information). As a general rule, information that is obtained through personal knowledge or observation and not from an education record is not covered by FERPA. Thus, verbal reports involving criminal activity may be reported to the Humboldt PD as necessary or appropriate for the Humboldt PD to conduct its investigation.

c. When deemed appropriate, JSCC Peace officers and Humboldt PD will exchange police investigatory information and copies of police incident reports reporting any alleged offense of violence or sex offense including non-public information.

6. TREATMENT OF REPORTS OF SEX OFFENSES:

a. For purposes of this Agreement, the definition of "sex offenses" includes those as set out in Title IX. This definition includes forcible and nonforcible sex offenses (e.g., rape, forcible sodomy, sexual assault with an object, forcible fondling, statutory rape, sexual contact with person incapable of consenting to the activity).

b. JSCC will address reports of sexual offenses in a manner consistent with federal and state laws, which must include consideration of the wishes of the complainant. A complainant involved in a sexual offense shall be encouraged to make a report of the incident to the Humboldt PD. However, should the complainant wish not to report the incident to the Humboldt PD, JSCC will execute a form in which the complainant indicates her/his unwillingness to participate with a criminal investigation, and barring extraordinary circumstances which would necessitate disclosure of the complainant’s identity, her/his identity shall be kept confidential. JSCC officers must report the crime pursuant to federal laws, and will therefore provide the Humboldt PD with the required specifics of the crime, but will not reveal the identity of the complainant, except if permission to do so is provided by the complainant. It is understood that this will inhibit or prohibit the ability of the Humboldt PD to investigate the report, as there will be no or limited opportunity to interview or to timely interview the complainant or to gather other physical evidence.

7. MISCELLANEOUS PROVISIONS:

a. Annual review and Amendments. This Agreement will be reviewed no less than annually by the parties. Changes may be made at any time upon mutual agreement by the authorized officials of each party.

b. Term and Termination. The term of this Agreement is for one year, beginning on date last executed, and shall automatically renew for successive one year terms unless terminated by either party. Either party may terminate this Agreement upon 180 days’ notice to the other.

c. Independent Relationship. Neither party has the power or authority to create any obligation on behalf of the other, express or implied. Neither party is responsible for the manner in which each party conducts its operation. The officers, agents, employees and
representatives of each party shall not be construed as employees, agents or representatives of the other for any purpose.

d. Separation of College Disciplinary Proceedings. It is understood that JSCC officials retain the sole prerogative to invoke disciplinary proceedings against students and employees for violations of JSCC rules and policies, and to impose sanctions as a result of the outcome of those proceedings, separately from any law enforcement involvement or investigation or criminal charges or prosecution that may be warranted.

e. Duplicate Originals. This Agreement is executed in two counterparts each one of which shall be deemed an original for each party.

Jackson State Community College

By Allana Hamilton
Signed and entered into this 28th day of August, 2017
President, Dr. Allana Hamilton

City of Humboldt

By Marvin Sikes
Signed and entered into this 17th day of July, 2017
Mayor of Humboldt, Marvin Sikes

By Chief R. Ellis
Signed and entered into this 17th day of July, 2017
Humboldt Chief of Police, Rob Ellis
MEMORANDUM OF UNDERSTANDING
Between
Jackson State Community College Lexington, TN and Lexington Police Department Lexington, TN

The parties to this Agreement are Jackson State Community College Lexington, TN (JSCC) and Lexington Police Department, Lexington, TN

WHEREAS, JSCC is a public higher education institution of the state of Tennessee, governed by the Tennessee Board of Regents (TBR), of which the main campus is located within the City of Jackson TN with satellite locations in Humboldt, TN, Lexington, TN, and Savannah, TN.

WHEREAS, JSCC maintains a Safety and Security Office on its main campus, which employs licensed peace officers and other security personnel with the responsibility of providing for the safety and security needs of the campus community;

WHEREAS, JSCC and Lexington PD have determined that their collective responsibilities to provide for the safety and security of employees, students and visitors of JSCC and of the citizens and visitors of the City of Lexington are served by an agreement between them outlining responsibilities with respect to the JSCC campus property;

NOW, THEREFORE, the parties agree as follows:

1. CAMPUS:
The JSCC campus is defined for purposes of this Agreement as property owned, leased or used by JSCC, a state governmental entity, and more specifically, it means the premises of the campus property, i.e., Lexington campus, located in City of Lexington. It does not include properties owned, leased or used by JSCC at other locations within the City of Lexington.

2. DESIGNATED LIASON OFFICERS:
Each party shall designate a primary liaison officer to serve in that capacity for communications between the parties, and shall further designate, if deemed appropriate by either party, a secondary liaison officer to act in times when the primary liaison officer is unavailable.

3. JSCC SAFETY AND SECURITY OFFICE RESPONSIBILITIES:
   a. JSCC licensed peace officers shall comply with standards established by the Tennessee Peace Officers Standards and Training ("POST") Board for licensed peace officers in the state of Tennessee; and with state laws, city ordinances, and the policies and procedures of JSCC and TBR.
   b. JSCC security personnel shall comply with state laws, city ordinances, and the policies and procedures of JSCC and TBR.
   c. JSCC will provide to Lexington PD a listing of employee names and positions held within the JSCC Safety and Security Office, and shall promptly provide updates to this listing as changes occur within the JSCC Office.
   d. JSCC licensed peace officers shall initiate traffic stops on campus property, and may handle investigations into crimes involving persons and property which occur on campus. If a JSCC Peace officer determines that any incident requires investigative expertise or operational resources beyond their abilities or capacity, they will notify Lexington PD
immediately and request that Lexington PD assume responsibility. JSCC staff will promptly provide Lexington PD all available information and detailed reports, including those relating to their observations and actions prior to referral.

e. Additionally, JSCC officers have exclusive responsibility to address violations of student and employee codes of conduct, and violations of TBR and JSCC policies which by their nature or by requirement necessitate the involvement of JSCC officers.

f. In every case where JSCC Peace officers make a criminal arrest or initiate criminal process, they will notify the Lexington PD of their actions in a timely manner, and pursuant to the manner as agreed to by the parties. Copies of all documents and reports relating to the matter will be provided to Lexington PD upon request.

g. JSCC Peace officers shall cooperate fully with the Lexington PD relative to the investigation of crimes on JSCC properties.

h. JSCC Peace officers will not initiate or conduct any traffic stops or criminal investigations at locations off campus, excepting at direction of Lexington PD and concerning a crime in progress and begun or occurring in part on campus.

4. LEXINGTON POLICE DEPARTMENT RESPONSIBILITIES:
   a. Lexington PD shall have primary responsibility for handling police related activities occurring within the campus as follows:
      i. Crimes of violence resulting in serious bodily injury or death, including actual and attempted homicide, sex offenses (subject to discussion in section 6 below), robbery, burglary, weapons violations, assaults involving weapons, suicides, suspicious or unattended deaths and industrial accidents. JSCC officers shall immediately refer any such crimes to the Lexington PD for investigation.
      ii. Missing person cases. JSCC Peace officers shall initiate the report of these cases to and request assistance from Lexington PD for investigation.

b. Lexington PD may monitor traffic and initiate traffic stops on city streets located within the campus.

c. Nothing herein is intended to restrict Lexington PD from initiating and conducting investigations into suspected, reported or actual criminal activity occurring on campus.

d. Prior to coming on the JSCC campus or other JSCC properties to investigate suspected, reported or actual criminal activity Lexington PD shall make a reasonable effort to notify the JSCC Safety and Security office of its planned activity. The Lexington PD shall comply with all measures requested by the JSCC officials to avoid disruption of the educational and other campus activities and of students and which the Lexington PD determines, in its sole discretion, are reasonable; provided however, that in the event of an emergency involving threat to life or property or if the need for immediate action makes it impossible or impracticable to first notify JSCC Safety and Security, the Lexington PD may act in its discretion and make the required notification as soon thereafter as possible.

5. INFORMATION SHARING:
   a. The parties agree that Information, including public safety information, criminal intelligence and criminal history information, will be shared regularly and proactively between the Lexington PD and JSCC Peace officers, in a manner consistent with all applicable laws, to assist with providing and securing a safe campus and community. Further, that certain information exchanged between the parties will be maintained as confidential unless its release is authorized by the party disclosing the information, is
required by law or court order, or is necessary under circumstances involving a health or safety emergency.

b. The information and records shared under this Agreement may, when appropriate, include any information or records permitted to be released under any exception to the privacy protections of the Family Educational Rights and Privacy Act ("FERPA"). It is noted that FERPA applies to "education records," which include records relative to students and created by JSCC and information derived from tangible records; it does not protect the confidentiality of information in general and does not apply to disclosure of information derived from a source other than an education record (even if education records exist which contain that information). As a general rule, information that is obtained through personal knowledge or observation and not from an education record is not covered by FERPA. Thus, verbal reports involving criminal activity may be reported to the Lexington PD as necessary or appropriate for the Lexington PD to conduct its investigation.

c. When deemed appropriate, JSCC Peace officers and Lexington PD will exchange police investigatory information and copies of police incident reports reporting any alleged offense of violence or sex offense including non-public information.

6. TREATMENT OF REPORTS OF SEX OFFENSES:

a. For purposes of this Agreement, the definition of “sex offenses” includes those as set out in Title IX. This definition includes forcible and nonforcible sex offenses (e.g., rape, forcible sodomy, sexual assault with an object, forcible fondling, statutory rape, sexual contact with person incapable of consenting to the activity).

b. JSCC will address reports of sexual offenses in a manner consistent with federal and state laws, which must include consideration of the wishes of the complainant. A complainant involved in a sexual offense shall be encouraged to make a report of the incident to the Lexington PD. However, should the complainant wish not to report the incident to the Lexington PD, JSCC will execute a form in which the complainant indicates her/his unwillingness to participate with a criminal investigation, and barring extraordinary circumstances which would necessitate disclosure of the complainant’s identity, her/his identity shall be kept confidential. JSCC officers must report the crime pursuant to federal laws, and will therefore provide the Lexington PD with the required specifics of the crime, but will not reveal the identity of the complainant, except if permission to do so is provided by the complainant. It is understood that this will inhibit or prohibit the ability of the Lexington PD to investigate the report, as there will be no or limited opportunity to interview or to timely interview the complainant or to gather other physical evidence.

7. MISCELLANEOUS PROVISIONS:

a. Annual review and Amendments. This Agreement will be reviewed no less than annually by the parties. Changes may be made at any time upon mutual agreement by the authorized officials of each party.

b. Term and Termination. The term of this Agreement is for one year, beginning on date last executed, and shall automatically renew for successive one year terms unless terminated by either party. Either party may terminate this Agreement upon _180___ days’ notice to the other.

c. Independent Relationship. Neither party has the power or authority to create any obligation on behalf of the other, express or implied. Neither party is responsible for the manner in which each party conducts its operation. The officers, agents, employees and
representatives of each party shall not be construed as employees, agents or representatives of the other for any purpose.

d. Separation of College Disciplinary Proceedings. It is understood that JSCC officials retain the sole prerogative to invoke disciplinary proceedings against students and employees for violations of JSCC rules and policies, and to impose sanctions as a result of the outcome of those proceedings, separately from any law enforcement involvement or investigation or criminal charges or prosecution that may be warranted.

e. Duplicate Originals. This Agreement is executed in two counterparts each one of which shall be deemed an original for each party.

Jackson State Community College

By: Allana Hamilton Signed and entered into this 28th day of August, 2017
President, Dr. Allana Hamilton

City of Lexington

By: David Jowers Signed and entered into this 25th day of July, 2017
Mayor of Lexington, David Jowers

By: Roger Loftin Signed and entered into this 26th day of July, 2017
Lexington Chief of Police, Roger Loftin
MEMORANDUM OF UNDERSTANDING

Between
Jackson State Community College Savannah, TN and Savannah Police Department Savannah, TN

The parties to this Agreement are Jackson State Community College Savannah, TN (JSUCC) and Savannah Police Department, Savannah, TN.

WHEREAS, JSUCC is a public higher education institution of the state of Tennessee, governed by the Tennessee Board of Regents (TBR), of which the main campus is located within the City of Jackson TN with satellite locations in Humboldt, TN, Lexington, TN, and Savannah, TN.

WHEREAS, JSUCC maintains a Safety and Security Office on its main campus, which employs licensed peace officers and other security personnel with the responsibility of providing for the safety and security needs of the campus community;

WHEREAS, JSUCC and Savannah PD have determined that their collective responsibilities to provide for the safety and security of employees, students and visitors of JSUCC and of the citizens and visitors of the City of Savannah are served by an agreement between them outlining responsibilities with respect to the JSUCC campus property;

NOW, THEREFORE, the parties agree as follows:

1. CAMPUS:
   The JSUCC campus is defined for purposes of this Agreement as property owned, leased or used by JSUCC, a state governmental entity, and more specifically, it means the premises of the campus property, i.e., Savannah campus, located in City of Savannah. It does not include properties owned, leased or used by JSUCC at other locations within the City of Savannah.

2. DESIGNATED LIAISON OFFICERS:
   Each party shall designate a primary liaison officer to serve in that capacity for communications between the parties, and shall further designate, if deemed appropriate by either party, a designated on-duty supervisor to act in times when the primary liaison officer is unavailable.

3. JSUCC SAFETY AND SECURITY OFFICE RESPONSIBILITIES:
   a. JSUCC licensed peace officers shall comply with standards established by the Tennessee Peace Officers Standards and Training ("POST") Board for licensed peace officers in the state of Tennessee; and with state laws, city ordinances, and the policies and procedures of JSUCC and TBR.
   b. JSUCC security personnel shall comply with state laws, city ordinances, and the policies and procedures of JSUCC and TBR.
   c. JSUCC will provide to Savannah PD a listing of employee names and positions held within the JSUCC Safety and Security Office, and shall promptly provide updates to this listing as changes occur within the JSUCC Office.
   d. JSUCC licensed peace officers shall initiate traffic stops on campus property, and may handle investigations into crimes involving persons and property which occur on campus. If a JSUCC Peace officer determines that any incident requires investigative expertise or operational resources beyond their abilities or capacity, they will notify Savannah PD.

1 Page
Immediately and request that Savannah PD assume responsibility. JSCC staff will promptly provide Savannah PD all available information and detailed reports, including those relating to their observations and actions prior to referral.

e. Additionally, JSCC officers have exclusive responsibility to address violations of student and employee codes of conduct, and violations of TBR and JSCC policies which by their nature or by requirement necessitate the involvement of JSCC officers.

f. In every case where JSCC Peace officers make a criminal arrest or initiate criminal process, they will notify the Savannah PD of their actions in a timely manner, and pursuant to the manner as agreed to by the parties. Copies of all documents and reports relating to the matter will be provided to Savannah PD upon request.

g. JSCC Peace officers shall cooperate fully with the Savannah PD relative to the investigation of crimes on JSCC properties.

h. JSCC Peace officers will not initiate or conduct any traffic stops or criminal investigations at locations off campus, excepting at direction of Savannah PD and concerning a crime in progress or begun or occurring in part on campus.

4. SAVANNAH POLICE DEPARTMENT RESPONSIBILITIES:

a. Savannah PD shall have primary responsibility for handling police related activities occurring within the campus as follows:

i. Crimes of violence resulting in serious bodily injury or death, including actual and attempted homicide, sex offenses (subject to discussion in section 5 below), robbery, burglary, weapons violations, assaults involving weapons, suicides, suspicious or unattended deaths and industrial accidents. JSCC officers shall immediately report any such crimes to the Savannah PD for investigation.

ii. Missing person cases. JSCC Peace officers shall initiate the report of these cases to and request assistance from Savannah PD for investigation.

b. Savannah PD may monitor traffic and initiate traffic stops on city streets located within the campus.

c. Nothing herein is intended to restrict Savannah PD from initiating and conducting investigations into suspected, reported or actual criminal activity occurring on campus.

d. Prior to coming on the JSCC campus or other JSCC properties to investigate suspected, reported or actual criminal activity Savannah PD shall make a reasonable effort to notify the JSCC Safety and Security office of its planned activity. The Savannah PD shall comply with all measures requested by the JSCC officials to avoid disruption of the educational and other campus activities and of students and which the Savannah PD determines, in its sole discretion, are reasonable; provided however, that in the event of an emergency involving threat to life or property or if the need for immediate action makes it impossible or impracticable to first notify JSCC Safety and Security, the Savannah PD may act in its discretion and make the required notification as soon thereafter as possible.

5. INFORMATION SHARING:

a. The parties agree that information, including public safety information, criminal intelligence and criminal history information, will be shared regularly and proactively between the Savannah PD and JSCC Peace officers, in a manner consistent with all applicable laws, to assist with providing and securing a safe campus and community. Further, that certain information exchanged between the parties will be maintained as confidential unless its release is authorized by the party disclosing the information,
required by law or court order, or is necessary under circumstances involving a health or safety emergency.

b. The information and records shared under this Agreement may, when appropriate, include any information or records permitted to be released under any exception to the privacy protections of the Family Educational Rights and Privacy Act ("FERPA"). It is noted that FERPA applies to "education records," which include records relative to students and created by JSCC and information derived from tangible records; it does not protect the confidentiality of information in general and does not apply to disclosure of information derived from a source other than an education record (even if education records exist which contain that information). As a general rule, information that is obtained through personal knowledge or observation and not from an education record is not covered by FERPA. Thus, verbal reports involving criminal activity may be reported to the Savannah PD as necessary or appropriate for the Savannah PD to conduct its investigation.

c. When deemed appropriate, JSCC Peace officers and Savannah will exchange police investigatory information and copies of police incident reports reporting any alleged offense of violence or sex offense including non-public information.

6. TREATMENT OF REPORTS OF SEX OFFENSES:
   a. For purposes of this Agreement, the definition of "sex offenses" includes those as set out in Title IX. This definition includes forcible and non-forcible sex offenses (e.g., rape, forcible sodomy, sexual assault with an object, forcible fondling, statutory rape, sexual contact with person incapable of consenting to the activity).
   b. JSCC will address reports of sexual offenses in a manner consistent with federal and state laws, which must include consideration of the wishes of the complainant. A complainant involved in a sexual offense shall be encouraged to make a report of the incident to the Savannah PD. However, should the complainant wish not to report the incident to the Savannah PD, JSCC will execute a form in which the complainant indicates her/his unwillingness to participate with a criminal investigation, and barring extraordinary circumstances which would necessitate disclosure of the complainant's identity, her/his identity shall be kept confidential. JSCC officers must report the crime pursuant to federal laws, and will therefore provide the Savannah PD with the required specifics of the crime, but will not reveal the identity of the complainant, except if permission to do so is provided by the complainant or a judicial subpoena or search warrant is issued for the release of said information. It is understood that JSCC will inhibit or prohibit the ability of the Savannah PD to investigate the report, as there will be no or limited opportunity to interview or to timely interview the complainant or to gather other physical evidence.

7. MISCELLANEOUS PROVISIONS:
   a. Annual review and Amendments. This Agreement will be reviewed no less than annually by the parties. Changes may be made at any time upon mutual agreement by the authorized officials of each party.
   b. Term and Termination. The term of this Agreement is for one year, beginning on date last executed, and shall automatically renew for successive one year terms unless terminated by either party. Either party may terminate this Agreement upon _______ days' notice to the other.
   c. Independent Relationship. Neither party has the power or authority to create any obligation on behalf of the other, express or implied. Neither party is responsible for the manner in which each party conducts its operation. The officers, agents, employees and
representatives of each party shall not be construed as employees, agents or representatives of the other for any purpose.
d. Separation of College Disciplinary Proceedings. It is understood that JSCC officials retain the sole prerogative to invoke disciplinary proceedings against students and employees for violations of JSCC rules and policies, and to impose sanctions as a result of the outcome of those proceedings, separately from any law enforcement involvement or investigation or criminal charges or prosecution that may be warranted.
e. Duplicate Originals. This Agreement is executed in two counterparts each one of which shall be deemed an original for each party.

Jackson State Community College
By \underline{Allama Hamilton} Signed and entered into this \underline{November} day of \underline{2017}
President, Dr. Allama Hamilton

City of Savannah
By \underline{Robert E. Shutt} Signed and entered into this \underline{December} day of \underline{2017}
Mayor of Savannah, Robert E. Shutt

By \underline{Michael Pitts} Signed and entered into this \underline{October} day of \underline{2017}
Savannah Chief of Police, Michael Pitts
MEMORANDUM OF UNDERSTANDING
Between
Jackson State Community College Paris, TN and Paris Police Department Paris, TN

The parties to this Agreement are Jackson State Community College Paris, TN (JSCC) and Paris Police Department, Paris, TN.

WHEREAS, JSCC is a public higher education institution of the state of Tennessee, governed by the Tennessee Board of Regents (TBR), of which the main campus is located within the City of Jackson TN with satellite locations in Paris, TN, Humboldt, TN, Lexington, TN, and Savannah, TN.

WHEREAS, JSCC maintains a Safety and Security Office on its main campus, which employs licensed peace officers and other security personnel with the responsibility of providing for the safety and security needs of the campus community;

WHEREAS, JSCC and Paris PD have determined that their collective responsibilities to provide for the safety and security of employees, students and visitors of JSCC and of the citizens and visitors of the City of Paris are served by an agreement between them outlining responsibilities with respect to the campus property;

NOW, THEREFORE, the parties agree as follows:

1. CAMPUS
   The JSCC campus is defined for purposes of this Agreement as property owned, leased or used by JSCC, a state governmental entity, and more specifically, it means the premises of the campus property, i.e., Paris campus, located in City of Paris. It does not include properties owned, leased or used by JSCC at other locations within the City of Paris.

2. DESIGNATED LIAISON OFFICERS:
   Each party shall designate a primary liaison officer to serve in that capacity for communications between the parties, and shall further designate, if deemed appropriate by either party, a secondary liaison officer to act in times when the primary liaison officer is unavailable.

3. JSCC SAFETY AND SECURITY OFFICE RESPONSIBILITIES:
   a. JSCC licensed peace officers shall comply with standards established by the Tennessee Peace Officers Standards and Training ("POST") Board for licensed peace officers in the state of Tennessee, and with state laws, city ordinances, and the policies and procedures of JSCC and TBR.
   b. JSCC security personnel shall comply with state laws, city ordinances, and the policies and procedures of JSCC and TBR.
   c. JSCC will provide to Paris PD a listing of employees' names and positions held within the JSCC Safety and Security Office, and shall promptly provide updates to this listing as changes occur within the JSCC Office.
   d. JSCC license peace officers shall initiate traffic stops on campus property, and may handle investigations into crimes involving persons and property which occur on campus. If a JSCC Peace officer determines that any incident requires investigative expertise or operational resources beyond their abilities or capacity, they will notify Paris PD immediately and request that Paris PD assume responsibility. JSCC staff will promptly provide Paris PD all available information and detailed reports, including those relating to their observations and actions prior to referral.
   e. Additionally, JSCC officers have exclusive responsibility to address violations of students and employees code of conduct, and violations of TBR and JSCC policies which by their nature or by requirement necessitate the involvement of JSCC officers.
   f. In every case where JSCC Peace officers make a criminal arrest or initiate criminal process, they will notify the Paris PD of their actions in a timely manner, and pursuant to the manner as agreed to by the parties. Copies of all documents and reports relating to the matter will be provided to Paris PD upon request.
g. JSCC Peace officers shall cooperate fully with Paris PD relative to the investigation of crimes on JSCC properties.

h. JSCC Peace officers will not initiate or conduct any traffic stops or criminal investigations at locations off campus, excepting at direction of Paris PD and concerning a crime in-progress and begun or occurring in part on campus.

4. PARIS POLICE DEPARTMENT RESPONSIBILITIES:

a. Paris PD shall have primary responsibility for handling police related activities occurring within the campus as follows:

i. Crimes of violence resulting in serious bodily injury or death, including actual and attempted homicide, sex offenses (subject to discussion in section 6 below), robbery, burglary, weapons violations, assaults involving weapons, suicides, suspicious or unattended deaths and industrial accidents. JSCC officers shall immediately refer such crimes to the Paris PD for investigation.

ii. Missing person cases. JSCC Peace officers shall initiate the report of these cases to and request assistance from Paris PD for investigation.

b. Paris PD may monitor traffic and initiate traffic stops on city streets located within the campus.

c. Nothing herein is intended to restrict Paris PD from initiating and conducting investigations into suspected, reported or actual criminal activity occurring on campus.

d. Prior to coming on the JSCC campus or other JSCC properties to investigate suspected, reported or actual criminal activity Paris PD shall make a reasonable effort to notify the JSCC Safety and Security office of its planned activity. The Paris PD shall comply with all measures requested by the JSCC officials to avoid disruption of the educational and other campus activities and of students and which Paris PD determines, in its sole discretion, are reasonable; provided however, that in the event of an emergency involving threat to life or property or if the need for immediate action makes it impossible or impracticable to first notify JSCC Safety and Security, the Paris PD may act in its discretion and make the required notification as soon thereafter as possible.

5. INFORMATION SHARING:

a. The parties agree that information, including public safety information, criminal intelligence and criminal history information, will be shared regularly and proactively between the Paris PD and JSCC Peace officers, in a manner consistent with all applicable laws, to assist with providing and securing a safe campus and community. Further, that certain information exchanged between the parties will be maintained as confidential unless its release is authorized by the party disclosing the information, is required by law or court order, or is necessary under circumstances involving a health or safety emergency.

b. The information and records shared under this Agreement may, when appropriate, include any information or records permitted to be released under any exception to the privacy protections of the Family Educational Rights and Privacy Act ("FERPA"). It is noted that FERPA applies to "education records," which include records relative to students and created by JSCC and information derived from tangible records; it does not protect the confidentiality of information in general and does not apply to disclosure of information derived from a source other than an education record (even if education records exist which contain that information). As a general rule, information that is obtained through personal knowledge or observation and not from an education record is not covered by FERPA. Thus, verbal reports involving criminal activity may be reported to the Paris PD as necessary or appropriate for the Paris PD to conduct its investigation.

c. When deemed appropriate, JSCC Peace officers and Paris PD will exchange police investigation information and copies of police incident reports reporting any alleged offense of violence or sex offense including non-public information.

6. TREATMENT OF REPORTS OF SEX OFFENSES:

a. For purposes of this Agreement, the definition of "sex offenses" includes those as set out in Title IX. This definition includes forcible and non-forcible sex offenses (e.g., rape, forcible sodomy, sexual assault with an object, forcible fondling, statutory rape, sexual contact with person incapable of consenting to the activity).

64

Revised January 2019
b. JSCC will address reports of sexual offenses in a manner consistent with federal and state laws, which must include consideration of the wishes of the complainant. A complainant involved in a sexual offense shall be encouraged to make a report of the incident to the Paris PD. However, should the complainant wish not to report the incident to the Paris PD, JSCC will execute a form in which the complainant indicates her/his unwillingness to participate with a criminal investigation, and barring extraordinary circumstances which would necessitate disclosure of the complainant’s identity, her/his identity shall be kept confidential. JSCC officers must report the crime pursuant to federal laws, and will therefore provide the Paris PD with the required specifics of the crime, but will not reveal the identity of the complainant, except if permission to do so is provided by the complainant. It is understood that this will inhibit or prohibit the ability of the Paris PD to investigate the report, as there will be no or limited opportunity to interview or to timely interview the complainant or to gather other physical evidence.

7. MISCELLANEOUS PROVISIONS:
   a. Annual review and Amendments. This Agreement will be reviewed no less than annually by the parties. Changes may be made at any time upon mutual agreement by the authorized officials of each party.
   b. Terms and Termination. The term of this Agreement is for one year, beginning on date last executed, and shall automatically renew for successive one year terms unless terminated by either party. Either party may terminate this Agreement upon __180__ days’ notice to the other.
   c. Independent Relationship. Neither party has the power or authority to create any obligation on behalf of the other, express or implied. Neither party is responsible for the manner in which each party conducts its operation. The officers, agents, employees and representatives of each party shall not be construed as employees, agents or representatives of the other for any purpose.
   d. Separation of College Disciplinary Proceedings. It is understood that JSCC officials retain the sole prerogative to invoke disciplinary proceedings against students and employees for violations of JSCC rules and policies, and to impose sanctions as a result of the outcome of those proceedings, separately from law enforcement involvement or investigation or criminal charges or prosecution that may be warranted.
   e. Duplicate Originals. This Agreement is executed in two counterparts each one of which shall be deemed an original for each party.

Jackson State Community College

By ________________________ Signed and entered into this 9 day of Nov., 2018
President, Dr. Allana Hamilton

City of Paris

By ________________________ Signed and entered into this 20 day of Dec., 2018
Mayor of Paris, Carlos Gorrell

By ________________________ Signed and entered into this 20 day of Dec., 2018
Paris Chief of Police, Charles Elizondo
**PLANNED DRILLS/TRAINING**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 20, 2018</td>
<td>Tornado Drill</td>
<td>Entire Campus</td>
</tr>
<tr>
<td>September 21, 2018</td>
<td>Fire/Evacuation Drill</td>
<td>Entire Campus</td>
</tr>
<tr>
<td>February 15, 2019</td>
<td>Lift chair training</td>
<td>Building leaders / interested employees</td>
</tr>
<tr>
<td>October 19, 2018</td>
<td>Great Central US Shake Out (Earth Quake Drill)</td>
<td>Entire Campus</td>
</tr>
<tr>
<td>February 9, 2018</td>
<td>Basic First Aid</td>
<td>Building leaders / interested employees</td>
</tr>
<tr>
<td>January 18, 2019</td>
<td>AED Training</td>
<td>Building leaders / interested employees</td>
</tr>
<tr>
<td>January 30, 2019</td>
<td>Fire/Evacuation Drill</td>
<td>Entire Campus</td>
</tr>
<tr>
<td>January 31, 2019</td>
<td>Tornado Drill</td>
<td>Entire Campus</td>
</tr>
<tr>
<td>November 6, 2019</td>
<td>Fire Extinguisher Training</td>
<td>Building leaders / interested employees</td>
</tr>
<tr>
<td>February 22, 2019</td>
<td>Active shooter drill</td>
<td>Entire Campus</td>
</tr>
<tr>
<td>March 5, 2019</td>
<td>CERT Training</td>
<td>Building leaders / interested employees</td>
</tr>
</tbody>
</table>

(*) denotes a mandatory drill or training exercise
PROCLAMATION
Natural Disaster-State of Emergency

WHEREAS, severe weather has produced damage to Jackson State Community College which has affected the health welfare of our students, faculty, staff and caused damage to our property.

THEREFORE, in the interest of safety and welfare, I do herein declare pursuant to the statutes of the State of Tennessee, guidelines of the Tennessee Board of Regents and local ordinances/resolutions of the City of Jackson, Tennessee that a state of emergency exists as of ________________.

IT IS FURTHER ORDERED, that, due to the existence of this situation, Jackson State Community College’s Emergency Management Plan be placed into effect to coordinate, facilitate and effective response to and recovery from this emergency/disaster situation.

IT IS THEREFORE DECLARED that a “State of Emergency” exists at Jackson State Community College and that all assets of the College are to be made available for response to the needs of the campus.

__________________________________________
President, Jackson State Community College
## JSCC Record of Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Pages revised</th>
<th>Description of Revisions</th>
<th>Author</th>
<th>Follow-ups</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2019</td>
<td>2-3</td>
<td>Table of contents revised</td>
<td>S Young</td>
<td></td>
</tr>
<tr>
<td>1/2019</td>
<td>25-26</td>
<td>New Campus map with complete building names</td>
<td>S Young</td>
<td></td>
</tr>
<tr>
<td>1/2019</td>
<td>39</td>
<td>Addition of incident organizational chart</td>
<td>S Young</td>
<td></td>
</tr>
<tr>
<td>1/2019</td>
<td>40</td>
<td>Updated Building Coordinators list</td>
<td>S Young</td>
<td></td>
</tr>
<tr>
<td>1/2019</td>
<td>42</td>
<td>Updated AED locations</td>
<td>S Young</td>
<td></td>
</tr>
<tr>
<td>1/2019</td>
<td>43-65</td>
<td>Addition of MOU’s</td>
<td>S Young</td>
<td></td>
</tr>
<tr>
<td>1/2019</td>
<td>63</td>
<td>Addition of Scheduled trainings</td>
<td>S Young</td>
<td></td>
</tr>
<tr>
<td>1/2019</td>
<td>64</td>
<td>State of Emergency Declaration</td>
<td>S Young</td>
<td>Presidential Review &amp; corrections</td>
</tr>
</tbody>
</table>