

HOLMES COMMUNITY COLLEGE - Ridgeland Campus EMERGENCY PROTOCOLS

DIAL **601-605-3333** OR **911**

FIRE ALARM / BUILDING EVACUATION

- Fire HORN &/or STROBES indicate the fire alarm or building evacuation. Everyone MUST evacuate.
- Do not assume the alarm is false.
- If you see fire/smoke before the alarm sounds go to the nearest alarm station to activate the alarm.
- Take your belongings with you and close doors behind you if possible.
- Do Not Use ANY Elevator.
- Assist Elderly or Disabled.
- Students and Staff should stay together outside the building.
- Move away from the building and stay at least 200 feet out or as directed.

MEDICAL EMERGENCY

- Call **601-605-3333** (HCC CAMPUS POLICE) or **911**.
- Render first aid or assistance if properly trained to do so.
- Report all medical emergencies, accidents, or injuries to **601-605-3333** (HCC CAMPUS POLICE).
- AEDs (defibrillators) are located on each campus through the EMS Program or HCC CAMPUS POLICE.

TORNADO WARNING

- Listen for siren (long steady wail) or other warning message.
- Take shelter on the lowest floor of the building in an interior space with no windows.
- Use an interior hallway if no interior room exists staying away from glass windows and doors.
- Assist students, visitors, handicapped to shelter areas.
- Stay in shelter until advised of the all clear.

HOSTILE or DISRUPTIVE BEHAVIOR

- Stay Calm! Get YOURSELF and OTHERS away from the problem area and notify **601-605-3333** (HCC CAMPUS POLICE).
- Do not confront the subject or block his/her exit as it could be dangerous.
- Get to an area where you can lock the door. Follow LOCKDOWN procedures.

**REPORT ALL INCIDENTS
AND SUSPICIOUS PEOPLE
TO HCC CAMPUS POLICE.**



CAMPUS LOCKDOWN

- The Emergency Siren is two rapid tones, (one high and one low). Siren will be followed by an announcement by officials to lockdown.
- YOU may be asked to secure yourself in a locked area when it is unsafe due to a POLICE emergency or Armed Response to an incident in or around.
- If you feel threatened or see an armed person do not wait for the alarm. Secure yourself and others with you safely then call **601-605-3333** (HCC CAMPUS POLICE).
- All students, visitors, employees must stay in their current location or an area designated for lockdown.
- If in a hall or open area in the building, seek the nearest office or classroom.
- If outside, leave the campus on foot quickly or get to the nearest cover and stay down flat. Keep your hands out from your body and visible to responding law enforcement officers.
- Secure any door, turn off lights and get down on the floor at the wall furthest from the door. Turn cell phones on silent and all computers and equipment off.
- DO NOT UNLOCK THE DOOR until given the all clear by Authorities or POLICE!!!

BOMB OR BOMB THREAT

- If you observe a suspicious device do not touch or move it.
- Clear the area and call **601-605-3333** (HCC CAMPUS POLICE) immediately.
- If you are advised of a bomb by phone:
 - note the date, time, location of the call.
 - ask the caller where, when, how, why the bomb was placed.
 - note the age, gender, speech pattern, attitude, background noise, nationality, accent, etc.
 - check the caller ID on your phone and note where the call came from if possible.
- If advised of a bomb in writing or e-mail:
 - try not to handle the letter, save the original.
 - note the date, time, location, return address or e-mail address.