

Holmes Community College

Goodman * Grenada * Ridgeland

Department of Public Safety

Emergency Response and Evacuation Procedures

While the college cannot anticipate any and all emergencies it can reduce to a few plans the things we do to respond to those emergencies as a college. The college has developed four distinct action plans for any hazard we may face. They are as follows:

Action Plan 1 – Evacuate Building

Using the building fire evacuation procedures we will evacuate the building to the nearest exit, stay in a group and remain 200 feet or more from the building to allow emergency personnel to work.

Action Plan 2 – Evacuate the Campus or larger area

Using the full campus evacuation procedure in this policy we will follow instructions of emergency personnel and college officials for either a personal evacuation by private car or an assisted evacuation by college or public transportation. Flexibility is critical in a full evacuation as routes may be altered to the type and scope of the emergency.

Action Plan 3 – Lockdown the campus

In the event of an armed intruder or shooter on the campus the college will lock down its facilities using the procedure in this policy. It is critical in such a case you follow every instruction to maximize the safety of everyone and denying the gunman victims or hostages. Even if you know the gunman you should not intervene unless asked by the law incident commander or college official.

Action Plan 4 – Shelter from Severe weather

When notified of a severe weather event follow weather procedures and official instruction. Seek shelter indoors and away from windows and outside walls. A smaller interior room such as a bathroom is best.

Active Shooter or Armed Intrusion (Action Plan 3- Lockdown)

Overhead Siren will sound a on and off air horn. A demonstration of the alert is provided on the Department of Public Safety's home page under Mass Alert System. Click on Lockdown to hear the alert siren.

If you see a person on campus with a gun, seek shelter and report it immediately to College Police or 911. If you witness or hear a shooting, seek shelter FIRST and report it immediately to College Police or 911.

In the event of a shooting on the campus or a campus-wide emergency announcement of "lockdown (Action Plan 3)" Students, employees and guests should take the following actions:

Classrooms: Remain in place and LOCK the classroom. Move away from windows and doors. Get behind sturdy furniture or desks. Close Blinds and cover door windows if possible. Await instructions from the College Police. **DO NOT UNSECURE YOUR ROOM AT ANY TIME.**

Hallways and Sidewalks: Seek shelter in a classroom or other "safe" lockable location. Await instructions.

Open Areas: Flee the area using vehicles or sturdy objects as protection. If unable to flee lie flat and stay close to the ground. If you encounter Law enforcement keep your hands high and visible.

If you are in the path of the shooter: Seek shelter in a lockable area or behind sturdy cover as quickly as possible for yourself and others. Try and remain in groups so that evacuation is easier. **DO NOT APPROACH THE SHOOTER OR RESPONDING LAW ENFORCEMENT.** In all cases, remain in place while it is safe to do so until you are evacuated by Law Enforcement, either physically or by instruction. Law Enforcement will engage the shooter directly; enforce the lockdown and securing the campus. Follow all instructions of any law enforcement officer and keep your hands visible. **DO NOT CONFRONT A SHOOTER OR ATTEMPT TO STOP THEM** even if it is someone you know.

BOMB THREAT

(Action Plan 1 evacuate building or AP2 entire campus)

Do not treat a bomb threat as a joke!

1. REPORT

If you receive a telephone call reporting a bomb threat, get as much information as possible and report the threat immediately to the College Police Department on campus. The College Police will coordinate the response of other Police, Fire, and EMS agencies and the search of any buildings or grounds.

2. EVACUATE

When told to evacuate (action plan 1), everyone must leave the building immediately without exception. USE the fire evacuation plan for exiting quickly. Stay with your class or other organized group as you exit the building.

3. COUNT

Once outside, stay with your class/group to insure that each member is present and accounted for.

4. STAY AWAY

Stay at least 500 feet away from the building in a safe area. Do not return to the building for any reason until instructed to do so by a college official.

Full Campus Evacuation (Action Plan 2)

In the event of an emergency that requires the evacuation the entire campus. You will be advised over the campus emergency notification horns. In your car should tune to an Emergency Broadcast Radio Station for information and instruction where immediate access to College or Police officials is not practical or safe. FOLLOW all instructions from Emergency Personnel, Law Enforcement Officers or College Officials. Evacuation routes will depend on location of the emergency and transportation may be provided out of the area.

Campus Evacuation Points: (unless effected by the emergency)

Goodman CAMPUS:

- 1) Main Entrance Coliseum
- 2) Motel Dorm Parking Lot
- 3) Student Center/Police Department Entrance “the can”

Grenada CENTER:

- 1) Main Entrance Academic building
- 2) Main Entrance Tech Building
- 3) Upper level parking lot Library

Ridgeland CAMPUS:

- 1) Ridgeland Hall South Entrance
 - 2) McGowan Workforce Training Center Main Entrance
 - 3) Student Union and Bookstore West Entrance
- Method of Evacuation: 1) Private vehicles 2) College vehicles
3) Public Transportation

EARTHQUAKE (Action Plan 2- evacuate campus)

An earthquake may start with gentle or VIOLENT shaking and may increase in intensity to the point that it is hard to stand. Earthquakes can be followed by aftershocks as strong as or stronger than the original quake.

Remember that most earthquakes last only a few seconds. Do not try to run because you could be thrown down.

1. If you are indoors, stay there. Get under a desk or table or stand in a doorway or corner. Until the shaking stops, stay clear of windows, bookcases, cabinets, mirrors, or anything that could be thrown on you.
2. Once the shaking has stopped, leave the building by following the Emergency Campus Evacuation Plan. (DO NOT USE ELEVATOR)
3. As you leave the building, be watchful of debris, broken gas lines, fallen electrical wires and other damages.
4. If you are outdoors, move quickly into the open away from any buildings, trees, walls, and power lines.
5. Once the shaking has stopped, do not approach or enter any building.

Wait for instructions from school officials, Emergency personnel, or announcements from local radio stations.

FIRE (Action Plan 1- evacuate building[s])

When a fire is discovered in any building on campus, take the following steps immediately.

1. Warn others. Sound the fire alarm immediately. The fire alarm consists of pull alarm boxes.

2. Leave the building by following the Emergency Evacuation Plan. DO NOT USE ELEVATOR.

Close all classroom/office doors as you exit the building.

3. Once outside, proceed to a clear area that is at least 500 feet away from the affected building.

4. Stay with your class/group to insure that each member is present and accounted for.

5. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. DO NOT approach working firefighters.

6. DO NOT return to an evacuated building unless told to do so by a college official.

TIMELY WARNING REPORTS

In the event a situation which affects the safety of the campus community occurs, and at the direction of the Director of Public Safety, the campus will be alerted through a timely warning alert. It will be distributed through campus email and the RAVE Alert system if necessary. Anyone with information that should be considered for a timely warning alert should notify your Holmes Community College Campus Police by calling or meeting with an officer in person.

RAVE ALERTS

The RAVE alert system allows students/ Faculty/ Staff to be notified via text message and/or email quickly in the event of an emergency on or around campus. Holmes Community College has created a well-defined set of situations that would prompt a RAVE Alert notification. RAVE alerts will only be activated when there is a critical need to transmit urgent information to the campus community. Here are some examples:

On-going safety threats in which an armed or dangerous criminal is at large on campus.

Major facility emergencies or evacuation. This may include a large scale gas leak, fire, or hazardous material spill, occurring either on campus or near enough to campus to cause a credible threat to members of the campus community.

Severe weather or illness. This may include a threat from a tornado requiring those on campus to take shelter, a closing due to anticipated weather issues, or an outbreak of wide spread illness on campus.

All students, faculty and staff of Holmes Community College are encouraged to log into the Holmes Community College website and sign up for RAVE alerts. It's free and simple to do.

CAMPUSES THREE YEAR CRIME STATISTICS

This information is presented pursuant to the requirements of the Crime Awareness and Campus Security Act of 1990 (P.L. 101-542, as amended by P.L. 102-26 and P.L. 102-235).

During the periods indicated, the following offenses were reported to have occurred on Holmes Community College Campuses, Center and Satellite facilities:

	Goodman			Ridgeland			Grenada			Attala		
Offense Classification	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder	0	0	0	0	0	0	0	0	0	n/a	n/a	0
Robbery	0	1	0	1	0	0	0	0	0	n/a	n/a	0
Sex Offenses:												
Forcible- Non Forcible	0	0	0	0	0	0	0	0	0	n/a	n/a	0
Burglary	3	1	7	1	0	0	1	0	1	n/a	n/a	0
Motor Vehicle Theft	0	3	2	0	0	0	0	0	0	n/a	n/a	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	n/a	n/a	0
Arson	0	0	0	0	0	0	0	0	0	n/a	n/a	0
Larceny/Theft	4	23	16	3	3	3	0	1	0	n/a	n/a	0
Simple Assault	1	4	1	1	0	0	0	1	0	n/a	n/a	0
Intimidation	1	1	2	1	2	0	0	1	0	n/a	n/a	0
Vandalism/ Destruction of Property	3	5	2	2	0	0	0	0	0	n/a	n/a	0