

# TOUGALOO COLLEGE

Department of Campus Security

Emergency Management and Disaster Preparedness Plan

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## INTRODUCTION

*This Plan is intended as a guide. The College reserves the right to modify its actions both prior to and during an emergency to ensure the proper functioning of the College.*

This document and associated materials constitute the Emergency Management and Disaster Preparedness Plan (hereinafter referred to as the "Plan") of Tougaloo College. It refers to emergencies and disasters that occur on property owned, leased, or operated by Tougaloo College only, and serves as the official guide that the College will use in emergency preparedness and disaster planning.

This Plan is to be implemented in the event of a major emergency or disaster as declared by the President of the College.

The purposes of this Plan are:

- To protect the lives and property of the Tougaloo College community during emergencies.
- To preserve the orderly functioning of the College community during emergencies.
- To establish clear lines of authority and communication among College departments and with external constituencies during an emergency.
- To coordinate decision making and effective use of available manpower and resources in the event of an emergency.
- To identify the College's role in coordinating emergency operations with outside agencies.

Events which adversely affect the normal operations of the College are inevitable. In all emergency situations, the highest priority is given to the safety and security of the members of the College community. Although the protection of the College's buildings and property is an important consideration, the College's commitment is to first provide for the well-being of our students and employees.

### I. EMERGENCY PLAN ACTIVATION

A. This **Emergency Management and Disaster Preparedness Plan** will be activated under the following conditions:

- When civil authorities declare a State of Emergency that affects the College, locally, citywide, regionally, statewide or nationally.
- When the President or her designee declares a College Emergency.
- When an occurrence, potential or actual, seriously disrupts the overall operation of the College or threatens the health or safety of members of the College community.

**Note:** Unless otherwise directed by the President of the College, operational management of minor emergencies, i.e., incidents, potential or actual, which do not seriously affect the overall functioning of the College, depending upon the nature of the incident, rests with either the Office of Campus Security, or the Office of Facilities Management, in consultation with related department heads and in accordance with established protocols.

## **B. Definition of Major Emergency**

A major emergency is a situation of such scope and magnitude as to pose the potential for adverse consequences to life and/or property. A major emergency could cause the prolonged interruption of academic and other programs of the College. For planning purposes, it must be assumed that most major emergencies will arrive with little warning, develop rapidly, and be capable of causing substantial disruption of normal operating procedures.

**C. Types of emergencies and disasters** covered by the Emergency Management and Disaster Preparedness Plan include but are not limited to:

- ***Weather:*** Severe weather conditions may be sudden, unforeseen and occur before or after the National Weather Service issues Severe Weather Watches and Warnings. Examples of weather emergencies are hurricanes, tornadoes, severe thunder storms, floods, earthquakes and snow or ice storms.
- ***Civil Disorders:*** Acts of civil disorder include: vandalism, disorderly demonstrations, psychopathic attacks, terrorism, sabotage, bomb threats, hostage situation, declaration of war and other acts of violence.
- ***Other disasters:*** Other types disasters presenting a threat to life, personal safety and property include fire, hazardous materials, gas leaks, toxicity contamination, transportation accidents, explosions, accidental deaths, equipment malfunctions, prolonged utility outage and rain derailment

## **D. Activation of the Plan**

In the case of a perceived college-level emergency the Office of Campus Security should be notified. The Chief of Campus Security must notify the President of the College or her successive designees in the order that appears below. The President or the designee reached will declare if a College-level state of emergency exists and activation of the Plan is in order. If a state of emergency is declared, the Campus Emergency Response Team (CERT) will be notified. The Chief of Security or the Emergency Coordinator will establish an Emergency Command Post and immediately begin contacting all members of CERT. If conditions permit, all members of CERT are to report to the Centralized Emergency Command Center which is the Office of Information Technology, located in the basement of the Coleman Library.

### ***President's Successive Designees for Determination of College Emergency:***

Provost/Vice President for Academic Affairs

Vice President for Student Affairs/Dean of Students

Vice President for Facilities and Real Property Management

Chief of Security

Chief Information Officer

Vice President for Finance and Administration

## **II. Campus Emergency Response Team**

In the case of a State of Emergency declared by civil authorities, all designated emergency personnel should attempt to report for duty and assume their defined roles if permitted by civil authorities, whether or not they have received official notification from the College.

General Duties of the Campus Emergency Response Team:

A. Emergency Director – President of the College or designee

- The president or designee is responsible for the overall direction of the College's response to disasters.
- The president works with CERT and others in assessing the emergency and preparing the College's specific response.
- The president declares and ends the campus state of emergency when appropriate.

B. Emergency Coordinator – Vice President for Facilities and Real Property Management

- The coordinator is responsible for the overall coordination of the College emergency response.
- The coordinator initiates immediate contact with the president and college administrators and makes an assessment of the condition of the College.
- The coordinator notifies the members of CERT, advises the nature and scope of the emergency.
- The coordinator ensures that appropriate notification is made to off-campus staff as necessary.
- The coordinator performs other related duties as directed by the nature and scope of the disaster.

C. Damage Control – Vice President for Facilities and Real Property Management

- Provides equipment and personnel, performs shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required to the CERT for emergency use.
- Obtains the assistance of utility companies as required for emergency operations.
- Furnishes emergency power and lighting system such as generators as might be required,
- Surveys habitable space and relocates essential services and functions.
- Provides facilities for emergency generator 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.

#### D. Campus Public Safety and Communications – Chief of Security

- Assists in maintaining the Emergency Command Center in a state of constant readiness.
- Notifies and utilizes police, public safety and, if necessary, student aides in order to maintain safety and order.
- Notifies the vice president for facilities and real property management and other administrators of major emergencies.
- Monitors campus emergency warning and evacuation systems.
- Takes immediate and appropriate action to protect lives, property and to safeguard records as necessary.
- Obtains assistance from the city, county and federal government for radiological monitoring and first aid that might be required.
- Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- Provides and equips an alternate site for an Emergency Command Post.
- Maintains liaison with the vice president for facilities and real property management.
- Notifies and contacts appropriate outside organizations such as fire, police, emergency management services, etc.

#### E. Public Information – Director of External Relations

- Establishes liaison with the news media for dissemination of information as requested by the president or the vice president for institutional advancement.
- Establishes liaison with local radio and TV stations for the public announcements.
- Advises the president or designee of all news concerning the extent of disaster affecting the campus.
- Prepares news releases for approval and releases to media concerning the emergency.

### **III. Implementation of the Emergency Management and Disaster Preparedness Plan**

The Plan is brought into action by declaration of a state of emergency by the president of the College or, in the president's absence, by the Provost or the next highest ranking senior administrator that is currently available to the Campus Emergency Response Team (CERT). A guideline for the declaration of an emergency is in the Appendices. Once a declaration of a state of emergency has been activated, the primary members of the CERT, and other designated administrators are, for the duration of the emergency, relieved of normal, but non-emergency related duties to concentrate more fully on the tasks of responding to the emergency.

The president or her designee has the responsibility to decide if the Plan is to be activated, including the establishment of the Emergency Command Center, the recall of College officials or their alternates to campus during non-work hours, and the identification and recall of other College administrators who could assist in the emergency response effort.

The president maintains executive control of the Plan. Ground-level operational implementation and direction of the plan is the responsibility of the campus security supervisor on call and the other members of the CERT. College personnel and equipment will be utilized to provide priority protection for life, preservation of property, and restoration of the academic and other programs of the College. The manner in which College personnel and equipment are utilized will be determined by the relevant members of the CERT.

The president will determine when it is appropriate to deactivate the plan, after consultation with the CERT.

The president reserves the right to require employees to be available for work in the event of an emergency, to report promptly, and to remain as long as is deemed necessary.

Every administrator, dean and department chairperson may appoint a specific person as Building Captain/Facility Coordinator for every activity under their control and has the following general responsibilities prior to and during any emergency:

A. Emergency Preparedness

Building evacuation information will be distributed to all employees with follow-up discussions, on-the-job training or explanation as required.

B. Provisions will be made for training employees in emergency techniques such as fire extinguisher user, first aid, CPR and building evacuation procedures.

C. Emergency Situation

- Informs all employees under their direction of the emergency condition.
- Evaluate the impact of the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuations.
- Maintain emergency telephone communications with officials from their own building or from an alternate site if necessary and campus security.

D. Each faculty and staff supervisor has the responsibility to:

- Educate their students and/or employees on the College's emergency management and disaster preparedness procedures as well as evacuation procedures for their building and/or activity.
- Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this guide.
- Evaluate survey and estimate their assigned building facility or activity in order to determine the impact of damage to their facility. Report all safety hazards to the Campus Safety Coordinator. All work orders to reduce hazards and to minimize accidents should be promptly submitted to the Office of Facilities and Real Property Management.

E. A Building Captain is assigned to each campus building and is responsible for alerting the building occupants of all emergency level situations and coordinating the procedures the occupants are to follow.

***The Building Captains*** are:

Lawrence Kelly (Ext. 1107)	A. A. Branch Hall
Sanette Langston Smith (Ext. 7871)	Advancement Village
Gloria Watson (Ext. 6136)	Alumni House
Kathy Castillia (Ext. 7885)	Ballard Hall
Yvonne Bracey (Ext. 7924)	Berkshire Hall
Nicholas Judgeware (Ext. 7577)	Berkshire Hall (Residential)
Shannon Easter (Ext. 7737)	Blackmon Building
LaQuanda Fields (Ext.7732)	Blackmon Building
Ida Guice (Ext. 7860)	Social Science Center
Angela Harrion (Ext. 7928)	Galloway Hall
Venetia Miller (Ext. 7942)	Galloway Hall/Classrooms
Patrice Jacobs/Robert Payne (Ext.7701)	Health & Wellness Center
Michelle Fleming (Ext. 7759)	Holmes Hall
Camille Wilson (Ext. 7814)	Jamerson Hall
Nicole Harris (Ext.7783)	Kincheloe Hall
Minnie Watson (Ext. 7910)	Zenobia Coleman Library
Carolyn Davis (Ext. 7923)	Coleman Library/Basement
Candice Davis (Ext. 7026)	New Women Dorm
Melody Fisher (Ext. 8821)	Pope Cottage
Melinda Houston (Ext. 7115)	Renner Hall/First Floor
Felicia Thompson (Ext. 7855)	Renner Hall/Second Floor
Beverly Kelly (Ext. 7820)	Sarah A. Dickey
Regina Cochran (Ext. 4448)	Sponsored Programs
Eric Burton (Ext. 7848)	TRiO
Earl Sanders (Ext. 6186)	Warren Hall/StudentActivities
Corey Young (Ext. 7734)	Warren Hall/Dining Hall

F. If the emergency occurs during non-office hours, the individual(s) assuming the most responsibility will be in the following descending order:

- A member of the President's Administrative Cabinet
- Chief of Security
- Director of Residential Life
- The highest ranking official from the Campus Security team

G. The first member of the Campus Emergency Response Team to arrive on the campus assumes responsibility for directing activities after reporting to the Security Supervisor on duty until the President, her/his designee or a senior officer arrives. Alternates or staff of other senior officers will report to the Campus Emergency Response Team (CERT) member and/or senior officer on the scene. Once notification of the President or her designee has occurred, full responsibility for directing College efforts rests with the President or her designee and the CERT.

#### **IV. Emergency Command Center**

The Office of Information Technology, located in the basement of the Coleman Library, will serve as the primary Emergency Command Center. The office is equipped with an emergency response status board which will assist the campus safety supervisors in managing on campus emergency response efforts and observing the overall flow of emergency events to the point of completion. The emergency radio network is also located in the Emergency Command Center. Should the campus telephone system fail, the Emergency Command Center is the location to which runners should be sent with information and requests for assistance. The Campus Emergency Response Team meeting place will be also meet in Emergency Command Center.

The Emergency Command Center will have available copies of the Emergency Management Plan; access to telephones and computers with email and internet access; the College Press Release Stationery; access to photocopying equipment; access to radio and television; fax machine; contact information for Campus Emergency Response Team members and a contact List for all program directors/administrators, deans and department chairs.

In case of severe inclement weather conditions, specific areas of temporary retreat are designated for each campus building. Please the appendices for these designations.

#### **V. Emergency Operations Plan: Priority Tasks**

In any major emergency there are certain general tasks that must be performed. These are listed below in three priority categories: (Note: The Campus Emergency Response Team members will determine who will complete these tasks if necessary.)

## **Priority 1**

- Determination of nature and severity of situation.
- Shutdown of dangerous utilities.
- Notification of persons on emergency alert list.
- Provision of emergency power for Emergency Operations Center.
- Establishment of communications, both radio and telephone.
- Provision of medical aid.
- Application of fire suppression measures.
- Initiation of search and rescue operations.
- Control of hazardous substances.
- Establish liaison for needed assistance from off campus:
  - Local/state/federal law enforcement
  - Local fire/rescue units
  - Local hospitals/paramedic units
  - County/state health departments
  - Local political jurisdiction offices: mayor, supervisors, governor
  - County EOC and FEMA
  - Red Cross and Salvation Army

## **Priority 2**

- Survey of facilities/utilities and recertification for use as appropriate.
- Notification of the City of Jackson–Hinds County Emergency Management Department of any suspension or curtailment of activity.
- Notification of selected local radio and television stations of any suspension or curtailment of activity.
- Establishment and maintenance of media relations.
- Provision of shelter for campus residents
- Provision of food, drinking water, supplies, cooking, and distribution.
- Provision of sanitary sewer system.
- Dissemination of information on campus.
- Control of criminal activity.
- Provision of psychological assistance to trauma victims.

## **Priority 3**

- Survey of valuable materials and equipment (library, laboratories, medical and dental clinics)
- Survey of records, documents, and data.
- Survey of academic and other departmental requirements.
- Determination and consideration of financial concern.
- Determination and consideration of legal and liability concerns.
- Acquisition of necessary supplies and equipment and renewal of flows from outside sources.
- Resumption of full or limited academic and other programs and schedules.
- Notification of the City of Jackson–Hinds County Emergency Management Department and selected local radio and television stations of resumption of activity.

## **B. Emergency Operations Plan: Specific Responsibilities**

Specific responsibilities of the college administrators and the members of the Campus Emergency Response Team (CERT) during any major emergency are as follows:

### ***Senior Administrative Officers (President's Administrative Cabinet)***

Assist the members of the CERT in carrying out their responsibilities by aiding in the following:

- Acquisition of resources from outside the College
- Planning for displacement housing and food services
- Formulation of general public information
- Prioritization of salvage operations
- Decide if academic and other programs should be suspended temporarily
- Set date for resumption of full or limited academic and other programs
- Determine and consider financial, legal, and liability concerns
- Plan for short-term building replacement

### ***Campus Security Officers***

- Assess nature and severity of situation
- Activate notification of persons on the emergency alert list
- Implement Priority 1 tasks as needed
- Convene members of the CERT
- Direct (in cooperation with the CERT) implementation of Emergency Operations Plan, if major emergency is declared
- Direct campus safety department personnel and resources
- Coordinate search and rescue operations
- Coordinate with off-campus emergency agencies for needed services
- Maintain communications with CERT

### ***Vice President for Facilities and Real Property Management***

- Direct maintenance, housekeeping, and grounds personnel
- Coordinate restoration of all utilities
- Coordinate damage assessment, repair, and recertification for use of facilities, buildings, machinery, and other equipment
- Coordinate and manage standby systems for power generation, lights, heating, sanitation, and cleanup
- Maintain communications with the campus Emergency Command Center and other members of the CERT

### ***Office of Institutional Advancement - (Communications Unit)***

- Gather, process, and disseminate all College related media information for off campus consumption
- Establish a campus media headquarters to which all off campus media persons would go for inquiries
- Function as official media contact for the College
- Provide media relations advice to the president and other members of the CERT
- Maintain communications with the campus Emergency Command Center and other members of the CERT

### ***Vice President for Student Affairs/Dean of Students***

- Direct residence life staff in emergency tasks for shelter and welfare of residents of campus housing and other students
- Coordinate temporary relocation and shelter of displaced students
- Answer and further handle inquires of parents and other relatives
- Coordinate inquiries concerning missing persons
- Direct medical personnel and infirmary tasks
- Arrange for counseling services for those suffering from psychological trauma
- Organize and direct student volunteers
- Function as official organ of information for students on campus
- Maintain communications with the campus Emergency Command Center and other members of the CERT

### ***Director of Food Service***

- Maintain an inventory of food and beverages suitable for a major emergency situation, conserve, and allocate
- Prepare and serve food as needed
- Arrange for recovery of portable water from campus sources or importation of water, or both, for kitchen and cooking uses
- Maintain communications with the campus Emergency Command Center and other members of the CERT

## **VI. College Notification System**

The College has implemented two mass notification systems as the primary means to alert the college community of emergency situations: SchoolCast and Visiplex. **SchoolCast** is a new, state-of-the-art rapid alert and notification system which allows administrators to make one call to simultaneously contact faculty, staff and students by cell or landline phone, text message, and email in case of an emergency. With SchoolCast, the College will be able to reach literally hundreds or thousands of parents, faculty members, and other emergency contacts within moments.

**Visiplex** uses an advanced high-power RF communication technology that operates on dedicated FCC approved RF bands to provide audible alerts to any sized facility. The system uses wireless Public Address (PA) speakers to instantly send live or pre-recorded voice messages in order to alert, warn and inform people of critical information as well as instruct them on what to do during various emergency or disaster situations. These devices will be used to reduce confusion, injuries and/or mass casualties in the event of an emergency situation. The PA speakers will be located in prominent areas throughout campus.

Please see instructions for SchoolCast and Visiplex in the appendices section of this document.

The telephone also can be used for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. Campus security, in conjunction with the office of facilities management, is the focal point for two-way transmission of official emergency telephone communications to College administrators. Each college administrator, upon receiving notice of a campus emergency, is expected to pass the same information along to the departments/offices under his/her direction.

**Note: In an emergency, in which campus security cannot be reached, call 911. When calling, stay calm and carefully explain the problem and location to the Campus Security Dispatcher. Do not hang up until told to do so. Keep others calm.**

## **VII. Anticipated Risk and Crisis Assessment**

It is the responsibility of the Campus Emergency Response Team (CERT) to identify, assess and as needed, conduct pre-emptive intervention strategies against risks that have the potential of adversely affecting the members of the college community. Such risks include the forecasting of severe weather conditions, the presence of controversial or high profile presenters, or visitors to campus, societal unrest in the community, major increases in local crime, city-wide health risks, or major utilities or communications failures.

## **VIII. Periodic Evaluation, Planning and Training**

The members of the CERT and designated auxiliary members should meet at least once in the fall and spring semester to:

- Review and revise this document.
- Assess and discuss situations that may have occurred at other educational institutions and consider actions that the College would have taken.
- The CERT should also meet immediately following any emergency situation to review its performance and consider strategies for improvement.
- This Emergency Management and Disaster Preparedness Plan is to become part of the Campus Safety Standard Operations Procedures Manual. All security officers are to be trained in its usage. Each member of the president's cabinet is to retain a copy of the plan and should familiarize his or her staff with the contents.

## IX. Campus-based Sources of Assistance during Emergencies

- Campus Security Emergency Dispatcher (Security Officer) – If dialing from on campus, the number is extension 7857. Uniformed campus security officers are on duty 24 hours day. Assistance is also readily available from the Police Department by dialing 911.
- Maintenance Operations – After 5:00 P. M., please contact campus security at extension 7857. Skilled workers are available from the Office of Facilities Management at all times during normal working hours and as notified during an emergency situation to provide assistance in the areas of utilities, equipment and transportation.
- Purchasing Department – Emergency procurement of materials and services can be arranged in direct support of any contingency.
- Receiving- The central emergency command center and the office of facilities management will serve as receiving points.
- Emergency Shutdown Procedures – In the event of a natural disaster that causes major structural damage, it is advisable to turn off hazardous utilities such as electricity and natural gas.

## X. Evacuation Procedures

Emergency situations may occur with ample warning for an orderly evacuation or may occur suddenly without warning and require rapid response. When a notice to evacuate is given, all occupants must comply immediately:

### A. Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon notification by Campus Security or the Building Captain.
- When the building evacuation alarm is activated, occupants are to leave by the nearest marked exit and alert others to do the same.
- A Residential Life Coordinator and a Resident Assistant will be responsible for assisting the handicapped in exiting the building. **Do not use the elevators in case of fire.**
- Once outside the building, 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. Know your area assembly points.
- Do not return to an evacuated building until instructed to do so by an authorized official.

## B. Campus Evacuation

- Evacuation of all or part of the campus grounds will be announced by Chief of Security and the Vice President for Facilities and Real Property Management.
- All persons (students, faculty, staff and visitors) are to immediately vacate and relocate to another part of the campus grounds as directed.

**Important:** After an evacuation, all persons are to report to their designated area assembly point. Stay in that area until an accurate head count is taken. The Building Captains will call the names of all persons in their areas and assist in accounting for all building occupants. No one will be allowed to re-enter an evacuated area until the all clear signal is given or when permitted by the proper authorized officials such as the fire official, police officer or campus security personnel.

## Appendices



**Tougaloo College** is pleased to announce the implementation of “**SchoolCast**”, our new emergency alert and notification system. SchoolCast delivers rapid, multi-platform messages in the event of an emergency to students, faculty members, and staff. This will be your best source for timely information and instructions on what to do in the event of any campus emergency.

You no longer need to rely on the media, calls to the college or your friends, or coming to the campus to learn about the adverse impact on campus operations due to: severe weather, power outages, criminal activity, threats, or other emergency situations. Signing up for SchoolCast will ensure that this information is automatically delivered to you at the email addresses and phone numbers (by voice and/or text message) that you provide within moments of any such alerts being sent by the college. SchoolCast alerts provide this important information to you directly from authorized members of the college’s administration and security personnel. You can rely on SchoolCast as your official source of the most accurate and current information.

**We invite you now to follow the simple steps below to log-in to your private SchoolCast “Dashboard” and enter your contact information.** Please be assured that all contact information you provide is kept confidential, safe, and secure, and will never be used for any purpose beyond what you have authorized. Your information is for the official use of Tougaloo College’s emergency alert system only and is never shared with any third parties.

**We encourage you to register right now... BEFORE you forget!** The entire process will take only a few minutes, and you will receive the benefits from this important service throughout the entire school year. **If you have any questions about SchoolCast or any other aspect of our emergency communication, preparedness, and response policies, please contact Campus Security at 601-977-7857 or the Office of Information Technology at 601-977-7822.**

### **SchoolCast - Emergency Notification System Your Log-In Instructions:**

You have been assigned a User ID and an Initial Password in order for you to access your private SchoolCast Dashboard page. To log-in and access your SchoolCast Dashboard account, go to the following secure web-site: [www.myschoolcast.com](http://www.myschoolcast.com)

**Enter Your User ID: <USER ID>**

**Enter Your Initial/Temporary Password: <PASSWORD>**

**Note: You will be required to change your temporary password when you first log-in to SchoolCast.** Remember to keep your contact information current whenever you have a change in phone number, email address, etc. Please access your SchoolCast Dashboard and provide your contact information as soon as possible.



**The Visiplex AlertWave System:**

**Tougaloo College** is also pleased to announce the implementation of the **Visiplex AlertWave** system to its campus emergency notification system. The AlertWave system provides Tougaloo College administrators and security personnel with full control to plan and manage the warning of the campus community during emergency situations. In such a case, College emergency personnel will use the AlertWave system to immediately initiate wireless voice and data alerts to an array of wireless public address speakers located in various rooms, floors, buildings and public areas throughout the campus. This system can only be activated by the College’s emergency personnel and can use either a live voice or a pre-recorded voice to broadcast the specific emergency and the safety procedures to be followed. Additionally, this system will work in conjunction with the SchoolCast system and further enhances the Colleges ability to handle an emergency situation and provide a safe working, living and learning environment.

**Evacuation Areas**

The areas listed below have been designated as evacuation areas in the event of tornadoes, hurricanes or other severe weather conditions. The Building Captains will alert occupants to report to these areas until the emergency alert is lifted.

<u>Location</u>	<u>Number of Spaces</u>
Alumni House – Basement	50
Berkshire Cottage	
All first floor interior offices	60
All Practice Rooms	10
First Floor Hallway	75
Interior Lecture Room	61
Male & Female Bathrooms	<u>10</u>
Total	210
Blackmon Administration Building	
Basement of East Wing	60
Basement of West Wing	<u>60</u>
Total	120
Branch Hall – first floor interior	158
Galloway Hall – classroom area	
Hallway with closed doors	50
Shop –separate from glass area	<u>6</u>
Total	56

Health and Wellness Center – Locker Rooms	80
Holmes Hall	
Male Bathrooms	9
Female Bathrooms	9
Education Resource Room	14
Hallway –Education area	10
Faculty Office	20
Admissions/Storage Room	6
IRAP – Storage Area	6
Piano Room	<u>39</u>
Total	119
Jamerson Hall	24
L. Zenobia Coleman Library	
Basement at Elevator	51
Bathrooms – 2	20
Stairwell – spanning 3 floors	45
Archival Room	<u>187</u>
Total	303
Kincheloe Science Hall	
First Floor Bathroom	14
First Floor Hallway	78
All interior offices (5)	<u>70</u>
Total	162
*Trailer occupants will report to first floor hallway	
New Women Dormitory – Basement	157
Sarah A. Dickey – first floor storage room	70
Renner Hall – first floor interior	195
Warren Hall	
Student Bathrooms (2)	24
SGA office	20
Bookstore Manager’s Office	13
Classroom in Basement	<u>120</u>
Total	265
Total capacity in all designated areas	2,319

Evacuation points for occupants of the following buildings:

Facilities Management Office  
Pope Cottage  
TriO

Galloway Hall Basement  
Hallway & first floor  
Basement of Blackmon Building

## **TOUGALOO COLLEGE**

### **CODE RED - LOCKDOWN PROCEDURE**

**PURPOSE:** To provide general direction to the College community on how to respond during an incident in which a lockdown might reduce damage, injury or death and during which the campus cannot be safely evacuated. This procedure is a resource tool and provides general principles and guidance as each incident will be unique and is unpredictable.

**SCOPE:** All individuals (staff, faculty, students, visitors, etc.) on campus during a violent incident. The full cooperation of all on campus is expected during such an occurrence.

**RATIONALE:** Although highly unlikely, the possibility of a violent incident on Tougaloo College campus is a reality. The level of preparedness to respond to such an incident will have an impact on the outcome of the occurrence. If an incident occurs, it is highly unlikely that the police will be on campus at the outset. The entire campus must be prepared to respond quickly and effectively. These types of incidents may be over in a matter of minutes, perhaps even before the police arrive. The extent of the outcome of such an incident will be dependent on the ability of the campus to lockdown as quickly as possible.

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### **DEFINITIONS**

#### **Code Red**

Code Red means there is a severe risk of a violent incident that could lead to personal harm or that a violent incident is imminent or may already be under way.

#### **Violent Incident**

A situation involving armed person/persons, posing immediate threat to life (i.e. a person who has a gun, knife, explosives, etc.).

## **Lockdown**

A security action used when it may be more dangerous to evacuate a building than to stay inside it. This could include a violent or potentially violent incident by a person or persons threatening with a gun or other deadly weapon. It requires a building's occupants to take cover and hide and to discourage entry into occupied areas by an intruder. The lockdown should enhance the safety and security of staff and students during a violent incident. Every attempt should be made to respond quickly and calmly.

## **Communication System**

The method of communication used by the College allows students, faculty and staff registered with the School Cast System to receive rapid, multi-platform messages in the event of an emergency to students, faculty members, and staff. It will be used as the primary means of communicating the need for a lockdown. Faculty/Staff and students will be required to register and maintain current information on the School Cast System to be able to receive messages.

The intent is to have a variety of methods of communication to:

- avoid reliance on any one medium and
- ensure communication with as much of the College community as possible.

## **Process**

### **Observance of a Violent Incidence**

1. If you observe a violent incident, **DO NOT CONFRONT THE SUSPECT(S)**.
2. It is critical to notify the Tougaloo College Campus Security immediately at:  
601-977-7857, or 911

Only if it is safe to do so without danger to yourself or others, obtain the following details for your report to Security:

- The nature of the emergency
- The location of the suspect(s):  
Which building?  
Which floor?  
Which room?
- Is the suspect(s) moving or stationary;
- The identity of the suspect(s) if known;
- A description of physical appearance of the suspect(s) (clothing, build, distinguishing characteristics, etc.);
- A description of weapons;
- The possible motive of the suspect(s) or threats that may have been made by the suspect(s);

- Any known injuries and the location of those injured; and
  - Your name and phone number.
3. Make notes of this information and the time and date if possible for future use by the police department.
  4. If it is safe to do so, warn other individuals in the immediate vicinity of the danger.

### **Tougaloo College Campus Security will:**

1. Keep the flow of information going. Obtain as much detail about the incident as possible from the initial observer. As a result, the individual initially reporting the violent incident must be asked to remain on the phone as long as it is safe to do so.
2. Confirm that a violent incident is occurring and the location. After confirming that a violent incident has occurred and its location, immediately implement the **Lockdown Procedure**.
3. Focus on maintaining calm and keeping the caller calm.
4. As soon as possible after receiving notification of a violent incident, undertake the following actions as close together as possible:
  - Initiate the Code Red - Lockdown; (details below)
  - Place a call to 911;
  - Notify the President or designee on the campus or other appropriate College personnel;
  - Locate and track the intruder on the College's video surveillance system, where available if possible.
5. Use individual judgment, keeping in mind that their primary role is taking care of individuals on campus who are at risk.

### **Initiating the Code Red – Lockdown**

1. Tougaloo College Campus Security will initiate the Code Red - Lockdown procedure by activating the appropriate Communication System message. The message should be:

#### **“Emergency – Initiate Code Red - Lockdown”**

2. Upon receiving the Code Red - Lockdown message, staff and students will immediately initiate lockdown procedures. It should be remembered that:
  - During lockdown procedures, occupants will disregard the fire alarm system unless otherwise informed.
  - The Code Red - Lockdown is in effect until a Communication System message is sent indicating the current violent incident has come to an end.

3. Tougaloo College Campus Security will notify 911 immediately after activating the Code Red - Lockdown Communication System notification. A call to 911 will initiate assistance from police services, as well as fire and ambulance services if required.

The following information should be provided in the 911 call:

- Identify yourself, Tougaloo College and the location of the campus with its full address;
- Provide any more specific information about the location – the building, room, etc.;
- Describe the situation based on the information provided in the initial phone call received from the observer of the violent incident;
- Identify whether anyone is injured and the severity of the injuries;
- Stay on the line and continue to provide information as requested by the 911 emergency operator;
- Begin to document times and events relating to the incident.

The information that is being documented will greatly assist police services during their response to this incident for future use by the police.

4. Tougaloo College Campus Security will notify a senior administrator on the campus of the situation and provide all known information about the incident.
5. Where video surveillance has been installed, Tougaloo College Campus Security will make every effort to locate and track the intruder on the monitors of the College's security video system and inform the 911 emergency operators of the intruder's location, movement, etc.

## **Lockdown**

### **Inside a Building**

1. During the Code Red - Lockdown, staff and students will focus on ensuring they are out of harm's way. To implement the lockdown phase individuals should remain in the building in which they are situated, move to the closest secure area and, if possible, lock or barricade the doors to the area.
2. Assess whether anyone is injured and the severity of injuries. Take appropriate measures to assist the injured without jeopardizing the safety of yourself or others.

#### **I. Lockdown Procedures within Classrooms, Labs, Shops, Portables, Offices, etc.**

- Remain calm. Try to encourage others to remain calm.
- Lock the doors and windows in the room if possible. If it is not possible to lock them, place furniture and equipment in front of them to barricade

them. It should be noted that some doors open out into the corridor because of fire code regulations. In such situations, use whatever means possible to try to restrict entry to the room including:

- Placing furniture and equipment in front of the door
- Use a belt or other item to tie the door handle to something stable
- Cover any glass panels in the doors and any windows if possible.
- Move away from doors and windows. Get down and stay close to the floor. Stay under furniture.
- Assist any individuals with a disability to take cover and hide.
- Remain quiet so that the intruder will believe that no one is in the room.
- Turn off any lights where possible. Staying still will help to keep the lights off where classrooms are equipped with motion sensors that activate lighting.
- Building Managers / Deans are responsible for locking exterior doors to their respective buildings
- RA's / Dorm Coordinators are responsible for locking exterior doors to their respective dorms.
- All non-emergency vehicles will be prohibited from entering the campus
- Turn off any audio/visual equipment.
- Follow the instruction of College staff and the police or other emergency workers. Do not respond to requests to open the door unless you are sure that it is Tougaloo College Campus Security or emergency response personnel.
- Do not contact the Tougaloo College Campus Security unless you have information critical to the violent situation.
- Cell phones are not to be used by staff or students unless communicating vital emergency information. Excessive cell phone use in other violent incidents has overwhelmed and crashed the wireless network and, as a result, has cut off access to vital communication lines for emergency workers.
- **DISREGARD THE FIRE ALARM SYSTEM UNLESS OTHERWISE INFORMED.**
- Staff, students and any other occupants are to remain in the secure location until notified through the Communication System that the Code Red - Lockdown has ended and you are notified by appropriate personnel on what actions to take.

## **II. Lockdown Procedures within Open Areas e.g. Cafeteria**

- Generally the same as that listed above in section (i).
- If there are no doors that can be locked or barricaded, take shelter under desks, tables, chairs or behind bookcases or other furniture or equipment.
- Stay quiet and still

## **Outside a Building**

1. Not all students and staff will be inside the building when a violent incident occurs. If you are outside the building and receive a Code Red Lockdown through the Communication System, follow the steps outlined below:
  - DO NOT ENTER ANY BUILDINGS ON CAMPUS.
  - Move as far away from the buildings as possible and seek cover if possible.
  - Co-operate with emergency response officials if requested to do so.
  - Leave campus if possible and do so in a safe, calm and orderly manner.

## **Arrival of Emergency Personnel**

1. Police are responsible to respond to and investigate violent incidents. During a violent incident, police will assume command and control of the response and investigation.
2. Once police or other emergency personnel arrive on the scene, they have ultimate command of the incident. Staff, students and other occupants must provide full co-operation and follow police direction. Police will control access to and exit from the campus and its buildings.

## **Conclusion of Code Red - Lockdown**

1. The Code Red – Lockdown status will only be terminated upon direction from emergency personnel that is given to the College.
2. Individuals will be notified through the Communication System messaging that the Code Red -Lockdown procedure has been terminated. Do not open the door for anyone except emergency personnel and only do so if you are certain of their identity.
3. Staff, students and other occupants need to be aware that any site(s) may contain crime scene evidence. Avoid unnecessarily tampering with or disturbing evidence. To the extent possible, leave all objects exactly as they are in order to protect the crime scene for law enforcement investigations. Discourage others from disturbing potential evidence. Keep the area isolated.
4. Where necessary, the College will notify the media regarding a building / campus closure and its re-opening.

# Safety Rules

These are proper and necessary emergency actions to be taken when a tornado WARNING has been issued by the Hinds Emergency Operations. You will hear the emergency sirens and receive the warning verbally from Security and/or Resident Staff. Move to your designated area and remain there until you receive official notice that the WARNING has been lifted.

A Tornado WARNING Signal Means: A tornado has been sighted. Go at once to the designated to you. Do not wait for the Warning Signal – go to your shelter area if there is time, if not, curl up on the floor and protect yourself. Lie face down, draw your knees up under you and cover the back of your head with your hands.

## Tornado Danger Signs

**Severe Thunderstorms:** Thunder, lightning, heavy rains and strong winds

**Hail:** Pellets of ice from dark-clouded skies.

**Roaring Noise:** Like a hundred railroad locomotives; a crashing thunderous sound.

**Funnel:** Dark, spinning “rope” or column from the sky to the ground.

## Lightning Safety Rules

- When a thunderstorm threatens, get inside a large building or inside an all metal building or vehicle.
- Avoid using the telephone except for an emergency.
- If outside with no time to reach a safe building or an automobile, follow these rules:
  - Do not stand underneath a natural lightning rod such as a tall, isolated tree in an open area.
  - Avoid projecting above the surrounding landscape, as you would if you were standing on a hilltop, in an open field, on a beach or fishing from a small boat.
  - Get away from tractors and other metal farm equipment.
  - Get off and say away from motorcycles, bikes, golf carts and scooters and stay away from golf clubs.
  - Stay away from wire fences, clotheslines, metal pipes, rails and other metallic objects.
  - Avoid standing in small isolated sheds or other small structures in open areas.
  - In open areas, go to a low place such as a ravine or valley. Be alert for flash floods.
  - If you are hopelessly isolated in a level field and you feel your hair is about to stand on end – indicating lightning may be about to strike – drop to your knees. Do not lie flat on the ground.

## Public Agency Information

Jackson Police Department	601-960-0311
American Red Cross	601-353-5442
Jackson Fire Department	911
Ambulance/Paramedic Services (EMS)	911
All Emergencies	911
Animal Control	601-960-1774
Poison Control	601-354-7660
Government Officials	
<i>Mayor's Office</i>	601-960-1084
<i>State Fire Marshall</i>	601-982-8761
Major Hospitals	
<i>MS Baptist Medical Center</i>	601-968-1000
<i>Rankin Medical Center</i>	601-825-2811
<i>River Oaks Hospital</i>	601-932-1030
<i>St. Dominic Hospital</i>	601-982-0121
<i>University of MS Medical Center</i>	601-984-1000
<i>Central MS Medical Center</i>	601-376-1127
National Weather Service	601-936-2189
Entergy	888-688-2431
Atmos Energy	601-961-6933

## **Declaration of an Emergency**

By the use of the following statement guideline, and at the recommendation of the Campus Emergency Response Team, the College president may declare a state of emergency:

Because of \_\_\_\_\_ I am declaring a state of emergency for Tougaloo College. I am also activating the Emergency Management and Disaster Plan, and calling into service the Campus Emergency Response Team to start appropriate procedures necessary to address the emergency, safeguard persons and property, and maintain the integrity of our campus facilities.

Tougaloo College is private property and hence during this state of emergency, only registered students, faculty, staff, and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (Tougaloo College ID or employee registration) showing their legitimate business on campus will be escorted from the campus, or be subject to arrest. In the event of an on campus disaster site, only those faculty and staff members who have been assigned specific emergency duties will be allowed to enter the immediate disaster site.

All media access and communications to the public will be through our Office of Institutional Advancement. Any media desiring access to the campus will report to \_\_\_\_\_.

Information flow to our College constituents will be through \_\_\_\_\_. You are encouraged to listen to the following radio and TV stations for College updates regarding class scheduling and the re-opening of the College.

This declaration will last until further notice by the Office of the President.