

# Tougaloo College Annual Security Fire & Safety Report



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## Department of Public Safety Annual Security Fire & Safety Report

Providing Tougaloo College students, faculty, and staff with a safe and secure environment is a priority for the Department of Public Safety. We will continue in our efforts to provide the level of professionalism that is conducive for a safe campus community.

The Department of Public Safety has developed an appreciation for the community-oriented policing concept and practice. This practice provides guidance with which the department can strengthen its many positive attributes. With input from the campus community departmental personnel, community-oriented policing lays the foundation for substantive improvements in all aspects of the department's operations and serves as a public statement by the department on its goals and objectives for improvement.

The Department of Public Safety must have a philosophy consistent with contemporary policing standards and campus expectations. For this reason, the department is committed to providing service throughout the campus in a manner that is responsive to campus community concerns. This commitment is evident in our department's mission statement and values. It is and will be the responsibility of all department members to carry out their duties and responsibilities in a manner consistent with this mission. The department's values will incorporate and reflect the expectations, desires, and preferences of the campus community. We will continue in our crime prevention efforts to ensure that the campus is a safe place for students and visitors conducting business on campus.

As the Chief of Public Safety for Tougaloo College, and on behalf of the men and women of the department, we look forward to serving members of the Tougaloo College community and continuing to provide a safe and secure environment for each member daily.

Thanks, must be given for the cooperative effort of everyone at Tougaloo College. Remember, if we work as a community, we can all be safe.



*Chief Jesse Robinson, Department of Public Safety*

## **CAMPUS PUBLIC SAFETY POLICY AND CAMPUS CRIME STATISTICS ACT**

Tougaloo College complies fully with the published mandates of the Student Right-to-Know and Campus Public Safety Act (Public Law 101-542), the Higher Education Technical Amendment of 1991 (Public Law 102-26), the Higher Education Amendment of 1992 (Public Law 102-325) and the Jeanne Clery Disclosure of Campus Public Safety Policy and Campus Statistics Act (20 U.S.C. Section 1092 (f)).

Each year, Tougaloo prepares and publishes an annual report containing the information required by Section 485 (f) of the Higher Education Act and 20 U.S.C. Section 1092 (f) and distributes it in the Student Handbook on the College web page and is posted throughout the year. Information is available in the Office of Student Services and the Department of Public Safety.

The Annual Security and Fire Safety Report is available for print in PDF format from the Tougaloo College website at <https://www.tougaloo.edu/student-life/public-safety/jeanne-clery-act>

### **Public Safety**

The Department of Public Safety is part of the Office of Student Services. The Chief of Public Safety reports directly to the Dean of Student Services.

The mission of the Department of Public Safety is to maintain an orderly and safe collegial atmosphere for faculty, staff, students, and visitors that is conducive to learning. The Department has the responsibility for the management of campus parking, fire and crime prevention, emergency preparedness, medical assistance, and overall campus safety. The officers also provide logistical support for large campus events and offer special education programs on safety and personal protection.

### **Reporting Crimes and Emergencies**

#### **Procedures for Reporting Crimes and Emergencies**

Campus crime is a reality, and prevention is the responsibility of the entire campus community. If you witness or suspect a criminal act, do not assume someone else will or has reported it. You should report any crime, suspicious behavior, or emergency on campus to Public Safety. The following steps should be taken to report criminal actions or other emergencies occurring on campus: If the emergency occurs in the residence hall, contact the Department of Public Safety at 601.977.7857, or 911 should be an option.

If an emergency occurs on the campus away from the residence hall, contact Public Safety (ext. 7857 or 601-813-5869). 911 should be an option. If an emergency occurs away from the campus, call 911.

When calling Public Safety, provide the following information:

- Your name
- The location of the incident
- A description of the suspect(s) and names, if possible
- A description of any vehicle, including license plate number, if possible
- The nature of the incident

## **Response to Reports of Crime**

All crimes reported to Public Safety are considered serious and treated with the appropriate concern and attention toward solving the crime. All reasonable avenues of investigation will be pursued concerning a complaint.

A log of reported crime is maintained by the Department of Public Safety and shared with interested people or organizations on a daily basis. The Crime log is located on the Tougaloo College web page at <https://www.tougaloo.edu/student-life/public-safety/crime-log>. Additionally, the campus community will be notified immediately about any crimes or incidents seriously threatening campus safety.

## **Reporting Crime to Campus Security Authorities**

Tougaloo College recognizes that some students may prefer to report crime to other college officials. The Clery Act recognizes certain college officials as Campus Security Authorities (CSA). This act defines these individuals as officials of an institution who have significant responsibility for students and campus activities, including but not limited to professionals in student services, residential life staff members, athletics directors, and coaching staff, faculty advisors to student clubs/organizations, any of those individuals can receive a report. An official is defined as any person with the authority and the duty to act or respond to a particular issue on behalf of the institution.

## **Public Safety and Access to Campus Facilities**

Although the Tougaloo College campus is open to the public, its facilities are limited to college academic and administrative activities and programs sponsored by college groups. Anyone requesting after-hours access to facilities must have the approval of the appropriate authority before being allowed access.

Each resident is provided with a key to his or her room. Entrance to the residence halls is by card access 24 hours a day, 7 days a week. Students may access his/her residence hall regardless of the hour with a valid Tougaloo College student identification card. Entrance to the residence halls should be through doors with card readers only. "Exit Only" and "Emergency Exit Only" doors should be locked to prevent outside entry.

## **Security Consideration in the Maintenance of Campus Facilities**

Tougaloo College is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments continually conduct security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. Department members conduct routine checks of lighting on campus during regularly assigned patrol duties. If lights are out or are too dim, officers will initiate an immediate work order which is acted upon by the Department of Facilities and Real Property. When members of the campus community notice any concerns with the physical security or security in general, they should contact the Department of Facilities and Real Property at 601-977-7928.

### **Emergency Notification**

The College has a mass notification system as the primary means to alert the college community of emergencies: FUSUS. **FUSUS** is a new, state-of-the-art rapid alert and notification system that 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 FUSUS, the College can reach hundreds or thousands of parents, faculty members, and other emergency contacts within moments.

### **Administrative Staff Officers and Equipment**

The Department of Public Safety is staffed with 12 Public Safety Officers who are on duty twenty-four hours a day, seven days a week. Staffing involves the following components:

- Safety Officers who are trained and receive their training through the Jackson Police Training Academy and various other Law Enforcement entities.
- Officers receive in-service training through the Jackson Police Academy and additional on-site training on law enforcement issues.
- The Department of Public Safety has certified instructors from the Jackson Police Department to conduct firearms training and classroom training on law enforcement issues.
- Administrative Staff assist with records keeping, evidence control, crime prevention, campus events, criminal investigations, and handling matters with Permits/Decals.
- The department is equipped with radios and a radio that allows the department to communicate closely with other law enforcement agencies.
- The department presently has patrol and club cars that enhance visibility, flexibility, and mobility in patrolling the on-site campus property.

## **Public Safety Assistance**

The following is a list of some of the services offered by the Department:

- Criminal Investigator to investigate all incidents affecting faculty, staff, and visitors on the campus of Tougaloo College.
- Provide escorts in emergency situations.
- Responds to all calls for service requested by the campus community.
- Make law enforcement reports on offenses that occur on the campus.
- Assists outside law enforcement agencies with investigations involving College members.
- Provides law enforcement personnel for events occurring on the campus.
- Crime Prevention provides safety information to campus groups, organizations, and classroom presentations and conducts security surveys.
- Provides routine patrol on the campus 24 hours a day, seven days a week.
- Formulates policies and procedures to enhance the safety and security of the campus community.
- Works cooperatively with other law enforcement agencies with presentations on drug awareness, self-defense, and date rape and makes referrals to other social agencies.

## **Crime Log**

Public Safety, which is located at One Jackson Place, maintains a daily crime log. The Crime log includes the nature of the incident, date, time, and general location of the crime. The crime log is available for review when a request is made within two business days. The College may withhold information that is clear and convincing evidence that the release of the information would

- Jeopardize an ongoing criminal investigation or the safety of an individual
- Cause a suspect to flee or evade detection
- Result in the destruction of evidence

The College will disclose any information withheld the adverse effect described in that paragraph is no longer likely to occur.



## **Alcohol and Drug Policy**

The College is committed to maintaining a drug-free environment and will not tolerate the possession, manufacture, use or distribution of illegal drugs by its students, staff, faculty, or administrators. The College provides counseling, referrals, educational programs, and other assistance to students, faculty, and staff who seek help with alcohol and other substance related problems.

Students who violate the alcohol and drug policy may be subject to various sanctions, and/or restrictions, as deemed.

### **Mississippi's State Statutes provide the following as to the unlawful furnishing of alcoholic beverages to minors, etc.:**

It is a violation for any permittee, or any other person, to sell, furnish, dispose of, or give any alcoholic beverage to any person under the age of 21 or they shall be guilty of a misdemeanor. Additionally, any person under the age of 21 who purchases, receives, or has in his or her possession in any public place, any alcoholic beverage, shall be guilty of a misdemeanor and shall be charged a fine of not more than \$200.

### **It is also unlawful under Mississippi Statutes**

- To sell, give, or furnish any beer or wine to any person visibly or noticeably intoxicated, to any insane person, to any habitual drunkard, or to any person under the age of twenty-one (21) years;
- For any person under the age of twenty-one (21) years to purchase or possess any light wine or beer. Any such violators will be guilty of a misdemeanor and upon conviction, shall be punished by a fine of not less than twenty-five dollars (\$25), not more than five hundred dollars (\$500) and/or a sentence to not more than thirty (30) days of community service;
- For any person under the age of twenty one (21) years to positively state he is twenty one (21) years of age or older for the purpose of possessing any light wine or beer, such act shall be a misdemeanor and upon conviction, shall be punished by a fine of not less than twenty five dollars (\$25), or not more than five hundred dollars (\$500) and/or a sentence of not more than thirty (30) days of community service.
- A person who is at least eighteen (18) years of age, but under the age of twenty one (21), may possess and consume light wine or beer with the consent of his parent or legal guardian in the presence of his parent or legal guardian, and it shall not be unlawful for the parent, legal guardian, or spouse of such person to furnish light wine or beer to such person who is at least eighteen (18) years of age.

In addition to criminal penalties, civil liability may be incurred by one's behavior under the influence of alcohol or by the behavior of another person to whom one has provided alcohol.

The above information on state laws is intended only to provide brief summary of some relevant statutes.

Every individual is personally responsible for his or her own awareness of the law, and for consulting qualified legal advice as needed.

## **Illegal Drugs**

The College does not condone violations of federal and state laws regarding any illegal drugs, narcotics and dangerous drugs. The use, possession, or distribution of intoxicants, narcotics or dangerous drugs, such as marijuana and LSD, except as expressly permitted by law, are not permitted.

Mississippi State Statutes provide that any person who knowingly distributes or dispenses a controlled substance, including, but not limited to marijuana, or maintains any shop, warehouse, dwelling, vehicle, boat, aircraft or other structure and dispenses or sells controlled substances from such place, vehicle or structure, shall be guilty of a crime.

The penalties for violation of the statute vary, according to whether the act is a first or subsequent offense. The penalties range from conviction and imprisonment of more than 3 years or a fine of not more than \$3,000, or both to imprisonment of not more than 30 days and a fine of not less than \$1,000,000, or both. It is also unlawful for a person who is not authorized by the state Board of Medical Licensure, State Board of Pharmacy, or other lawful authority to use or possess with intent to use paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of the Uniform Controlled Substance Law.

A schedule of controlled substance is contained in the Uniform Controlled Substance Law and includes opiates as well as opium derivatives, such as heroin, likewise, any material, compound, mixture or preparation which contains any quantity of hallucinogenic substances, their salts, isomers, or salts of isomers, is prohibited and includes such drugs as marijuana, mescaline, opiate and amphetamines. Additionally, and specifically, cocaine or coca leaves is specifically prohibited.

Another list of drugs for which it is a violation to possess, distribute or utilize is contained in the Uniform Controlled Substances Law and you are referred to that list for further controlled substances. A copy of it can be found in the College Library and within the Student Right to Know Campus Public Safety Manual (Annual Public Safety and Fire Safety Report) or in the Department of Public Safety.



## Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense:</b>  Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	<b>First Offense:</b>  Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.  <b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mgs			
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

## Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>Not less than 10 years, not more than life</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not less than 20 years, not more than life</li> <li>If death or serious injury, mandatory life</li> <li>Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>Not less than 5 years, not more than 40 years</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not less than 10 years, not more than life</li> <li>If death or serious injury, mandatory life</li> <li>Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture  more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>Not more than 20 years</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not more than 30 years</li> <li>If death or serious injury, mandatory life</li> <li>Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>Not more than 5 years</li> <li>Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>Not more than 10 years</li> <li>Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Source: <http://www.usdoj.gov/dea/agency/penalties.htm>

## Mississippi Code Title 41. Public Health § 41-29-139.

### Prohibited acts and penalties, indictments for trafficking

(a) **Transfer and possession with intent to transfer.** Except as authorized by this article, it is unlawful for any person knowingly or intentionally:

- (1) To sell, barter, transfer, manufacture, distribute, dispense or possess with intent to sell, barter, transfer, manufacture, distribute or dispense, a controlled substance; or
- (2) To create, sell, barter, transfer, distribute, dispense or possess with intent to create, sell, barter, transfer, distribute or dispense, a counterfeit substance.

(b) **Punishment for transfer and possession with intent to transfer.** Except as otherwise provided in Section 41-29-142, any person who violates subsection (a) of this section shall be, if convicted, sentenced as follows:

(1) For controlled substances classified in Schedule I or II, as set out in Sections 41-29-113 and 41-29-115, other than marijuana or synthetic cannabinoids:

(A) If less than two (2) grams or ten (10) dosage units, by imprisonment for not more than eight (8) years or a fine of not more than Fifty Thousand Dollars (\$50,000.00), or both.

(B) If two (2) or more grams or ten (10) or more dosage units, but less than ten (10) grams or twenty (20) dosage units, by imprisonment for not less than three (3) years nor more than twenty (20) years or a fine of not more than Two Hundred Fifty Thousand Dollars (\$250,000.00), or both.

(C) If ten (10) or more grams or twenty (20) or more dosage units, but less than thirty (30) grams or forty (40) dosage units, by imprisonment for not less than five (5) years nor more than thirty (30) years or a fine of not more than Five Hundred Thousand Dollars (\$500,000.00), or both.

(2)(A) For marijuana:

1. If thirty (30) grams or less, by imprisonment for not more than three (3) years or a fine of not more than Three Thousand Dollars (\$3,000.00), or both;

2. If more than thirty (30) grams but less than two hundred fifty (250) grams, by imprisonment for not more than five (5) years or a fine of not more than Five Thousand Dollars (\$5,000.00), or both;

3. If two hundred fifty (250) or more grams but less than five hundred (500) grams, by imprisonment for not less than three (3) years nor more than ten (10) years or a fine of not more than Fifteen Thousand Dollars (\$15,000.00), or both;

4. If five hundred (500) or more grams but less than one (1) kilogram, by imprisonment for not less than five (5) years nor more than twenty (20) years or a fine of not more than Twenty Thousand Dollars (\$20,000.00), or both.

(B) For synthetic cannabinoids:

1. If ten (10) grams or less, by imprisonment for not more than three (3) years or a fine of not more than Three Thousand Dollars (\$3,000.00), or both;
2. If more than ten (10) grams but less than twenty (20) grams, by imprisonment for not more than five (5) years or a fine of not more than Five Thousand Dollars (\$5,000.00), or both;
3. If twenty (20) or more grams but less than forty (40) grams, by imprisonment for not less than three (3) years nor more than ten (10) years or a fine of not more than Fifteen Thousand Dollars (\$15,000.00), or both;
4. If forty (40) or more grams but less than two hundred (200) grams, by imprisonment for not less than five (5) years nor more than twenty (20) years or a fine of not more than Twenty Thousand Dollars (\$20,000.00), or both.

(3) For controlled substances classified in Schedules III and IV, as set out in Sections 41-29-117 and 41-29-119:

(A) If less than two (2) grams or ten (10) dosage units, by imprisonment for not more than five (5) years or a fine of not more than Five Thousand Dollars (\$5,000.00), or both;

(B) If two (2) or more grams or ten (10) or more dosage units, but less than ten (10) grams or twenty (20) dosage units, by imprisonment for not more than eight (8) years or a fine of not more than Fifty Thousand Dollars (\$50,000.00), or both;

(C) If ten (10) or more grams or twenty (20) or more dosage units, but less than thirty (30) grams or forty (40) dosage units, by imprisonment for not more than fifteen (15) years or a fine of not more than One Hundred Thousand Dollars (\$100,000.00), or both;

(D) If thirty (30) or more grams or forty (40) or more dosage units, but less than five hundred (500) grams or two thousand five hundred (2,500) dosage units, by imprisonment for not more than twenty (20) years or a fine of not more than Two Hundred Fifty Thousand Dollars (\$250,000.00), or both.

(4) For controlled substances classified in Schedule V, as set out in Section 41-29-121:

(A) If less than two (2) grams or ten (10) dosage units, by imprisonment for not more than one (1) year or a fine of not more than Five Thousand Dollars (\$5,000.00), or both;

(B) If two (2) or more grams or ten (10) or more dosage units, but less than ten (10) grams or twenty (20) dosage units, by imprisonment for not more than five (5) years or a fine of not more than Ten Thousand Dollars (\$10,000.00), or both;

(C) If ten (10) or more grams or twenty (20) or more dosage units, but less than thirty (30) grams or forty (40) dosage units, by imprisonment for not more than ten (10) years or a fine of not more than Twenty Thousand Dollars (\$20,000.00), or both;

(D) For thirty (30) or more grams or forty (40) or more dosage units, but less than five hundred (500) grams or two thousand five hundred (2,500) dosage units, by imprisonment for not more than fifteen (15) years or a fine of not more than Fifty Thousand Dollars (\$50,000.00), or both.

(c) **Simple possession.** It is unlawful for any person knowingly or intentionally to possess any controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his professional practice, or except as otherwise authorized by this article. The penalties for any violation of this subsection (c) with respect to a controlled substance classified in Schedules I, II, III, IV or V, as set out in Section 41-29-113, 41-29-115, 41-29-117, 41-29-119 or 41-29-121, including marijuana or synthetic cannabinoids, shall be based on dosage unit as defined herein or the weight of the controlled substance as set forth herein as appropriate:

“Dosage unit (d.u.)” means a tablet or capsule, or in the case of a liquid solution, one (1) milliliter. In the case of lysergic acid diethylamide (LSD) the term, “dosage unit” means a stamp, square, dot, microdot, tablet or capsule of a controlled substance.

For any controlled substance that does not fall within the definition of the term “dosage unit,” the penalties shall be based upon the weight of the controlled substance.

The weight set forth refers to the entire weight of any mixture or substance containing a detectable amount of the controlled substance.

If a mixture or substance contains more than one (1) controlled substance, the weight of the mixture or substance is assigned to the controlled substance that results in the greater punishment.

A person shall be charged and sentenced as follows for a violation of this subsection with respect to:

(1) A controlled substance classified in Schedule I or II, except marijuana and synthetic cannabinoids:

(A) If less than one-tenth (0.1) gram or two (2) dosage units, the violation is a misdemeanor and punishable by imprisonment for not more than one (1) year or a fine of not more than One Thousand Dollars (\$1,000.00), or both.

(B) If one-tenth (0.1) gram or more or two (2) or more dosage units, but less than two (2) grams or ten (10) dosage units, by imprisonment for not more than three (3) years or a fine of not more than Fifty Thousand Dollars (\$50,000.00), or both.

(C) If two (2) or more grams or ten (10) or more dosage units, but less than ten (10) grams or twenty (20) dosage units, by imprisonment for not more than eight (8) years or a fine of not more than Two Hundred Fifty Thousand Dollars (\$250,000.00), or both.

(D) If ten (10) or more grams or twenty (20) or more dosage units, but less than thirty (30) grams or forty (40) dosage units, by imprisonment for not less than three (3) years nor more than twenty (20) years or a fine of not more than Five Hundred Thousand Dollars (\$500,000.00), or both.

(2)(A) Marijuana and synthetic cannabinoids:



1. If thirty (30) grams or less of marijuana or ten (10) grams or less of synthetic cannabinoids, by a fine of not less than One Hundred Dollars (\$100.00) nor more than Two Hundred Fifty Dollars (\$250.00). The provisions of this paragraph (2)(A) may be enforceable by summons if the offender provides proof of identity satisfactory to the arresting officer and gives written promise to appear in court satisfactory to the arresting officer, as directed by the summons. A second conviction under this section within two (2) years is a misdemeanor punishable by a fine of Two Hundred Fifty Dollars (\$250.00), not more than sixty (60) days in the county jail, and mandatory participation in a drug education program approved by the Division of Alcohol and Drug Abuse of the State Department of Mental Health, unless the court enters a written finding that a drug education program is inappropriate. A third or subsequent conviction under this paragraph (2)(A) within two (2) years is a misdemeanor punishable by a fine of not less than Two Hundred Fifty Dollars (\$250.00) nor more than One Thousand Dollars (\$1,000.00) and confinement for not more than six (6) months in the county jail.

Upon a first or second conviction under this paragraph (2)(A), the courts shall forward a report of the conviction to the Mississippi Bureau of Narcotics which shall make and maintain a private, nonpublic record for a period not to exceed two (2) years from the date of conviction. The private, nonpublic record shall be solely for the use of the courts in determining the penalties which attach upon conviction under this paragraph (2)(A) and shall not constitute a criminal record for the purpose of private or administrative inquiry and the record of each conviction shall be expunged at the end of the period of two (2) years following the date of such conviction;

2. Additionally, a person who is the operator of a motor vehicle, who possesses on his person or knowingly keeps or allows to be kept in a motor vehicle within the area of the vehicle normally occupied by the driver or passengers, more than one (1) gram, but not more than thirty (30) grams of marijuana or not more than ten (10) grams of synthetic cannabinoids is guilty of a misdemeanor and, upon conviction, may be fined not more than One Thousand Dollars (\$1,000.00) or confined for not more than ninety (90) days in the county jail, or both. For the purposes of this subsection, such area of the vehicle shall not include the trunk of the motor vehicle or the areas not normally occupied by the driver or passengers if the vehicle is not equipped with a trunk. A utility or glove compartment shall be deemed to be within the area occupied by the driver and passengers;

(B) Marijuana:

1. If more than thirty (30) grams but less than two hundred fifty (250) grams, by a fine of not more than One Thousand Dollars (\$1,000.00), or confinement in the county jail for not more than one (1) year, or both; or by a fine of not more than Three Thousand Dollars (\$3,000.00), or imprisonment in the custody of the Department of Corrections for not more than three (3) years, or both;

2. If two hundred fifty (250) or more grams but less than five hundred (500) grams, by imprisonment for not less than two (2) years nor more than eight (8) years or by a fine of not more than Fifty Thousand Dollars (\$50,000.00), or both;

3. If five hundred (500) or more grams but less than one (1) kilogram, by imprisonment for not less than four (4) years nor more than sixteen (16) years or a fine of not more than Two Hundred Fifty Thousand Dollars (\$250,000.00), or both;

4. If one (1) kilogram or more but less than five (5) kilograms, by imprisonment for not less than six (6) years nor more than twenty-four (24) years or a fine of not more than Five Hundred Thousand Dollars (\$500,000.00), or both;

5. If five (5) kilograms or more, by imprisonment for not less than ten (10) years nor more than thirty (30) years or a fine of not more than One Million Dollars (\$1,000,000.00), or both.

(C) Synthetic cannabinoids:

1. If more than ten (10) grams but less than twenty (20) grams, by a fine of not more than One Thousand Dollars (\$1,000.00), or confinement in the county jail for not more than one (1) year, or both; or by a fine of not more than Three Thousand Dollars (\$3,000.00), or imprisonment in the custody of the Department of Corrections for not more than three (3) years, or both;

2. If twenty (20) or more grams but less than forty (40) grams, by imprisonment for not less than two (2) years nor more than eight (8) years or by a fine of not more than Fifty Thousand Dollars (\$50,000.00), or both;

3. If forty (40) or more grams but less than two hundred (200) grams, by imprisonment for not less than four (4) years nor more than sixteen (16) years or a fine of not more than Two Hundred Fifty Thousand Dollars (\$250,000.00), or both;

4. If two hundred (200) or more grams, by imprisonment for not less than six (6) years nor more than twenty-four (24) years or a fine of not more than Five Hundred Thousand Dollars (\$500,000.00), or both.

(3) A controlled substance classified in Schedule III, IV or V as set out in Sections 41-29-117 through 41-29-121, upon conviction, may be punished as follows:

(A) If less than fifty (50) grams or less than one hundred (100) dosage units, the offense is a misdemeanor and punishable by not more than one (1) year or a fine of not more than One Thousand Dollars (\$1,000.00), or both.

(B) If fifty (50) or more grams or one hundred (100) or more dosage units, but less than one hundred fifty (150) grams or five hundred (500) dosage units, by imprisonment for not less than one (1) year nor more than four (4) years or a fine of not more than Ten Thousand Dollars (\$10,000.00), or both.

(C) If one hundred fifty (150) or more grams or five hundred (500) or more dosage units, but less than three hundred (300) grams or one thousand (1,000) dosage units, by imprisonment for not less than two (2) years nor more than eight (8) years or a fine of not more than Fifty Thousand Dollars (\$50,000.00), or both.

(D) If three hundred (300) or more grams or one thousand (1,000) or more dosage units, but less than five hundred (500) grams or two thousand five hundred (2,500) dosage units, by imprisonment for not less than four (4) years nor more than sixteen (16) years or a fine of not more than Two Hundred Fifty Thousand Dollars (\$250,000.00), or both.

(d) **Paraphernalia.** (1) It is unlawful for a person who is not authorized by the State Board of Medical Licensure, State Board of Pharmacy, or other lawful authority to use, or to possess with intent to use, paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce,



process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of the Uniform Controlled Substances Law. Any person who violates this subsection (d)(1) is guilty of a misdemeanor and, upon conviction, may be confined in the county jail for not more than six (6) months, or fined not more than Five Hundred Dollars (\$500.00), or both; however, no person shall be charged with a violation of this subsection when such person is also charged with the possession of thirty (30) grams or less of marijuana under subsection (c)(2)(A) of this section.

(2) It is unlawful for any person to deliver, sell, possess with intent to deliver or sell, or manufacture with intent to deliver or sell, paraphernalia, knowing, or under circumstances where one reasonably should know, that it will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance in violation of the Uniform Controlled Substances Law. Except as provided in subsection (d)(3), a person who violates this subsection (d)(2) is guilty of a misdemeanor and, upon conviction, may be confined in the county jail for not more than six (6) months, or fined not more than Five Hundred Dollars (\$500.00), or both.

(3) Any person eighteen (18) years of age or over who violates subsection (d)(2) of this section by delivering or selling paraphernalia to a person under eighteen (18) years of age who is at least three (3) years his junior is guilty of a misdemeanor and, upon conviction, may be confined in the county jail for not more than one (1) year, or fined not more than One Thousand Dollars (\$1,000.00), or both.

(4) It is unlawful for any person to place in any newspaper, magazine, handbill, or other publication any advertisement, knowing, or under circumstances where one reasonably should know, that the purpose of the advertisement, in whole or in part, is to promote the sale of objects designed or intended for use as paraphernalia. Any person who violates this subsection is guilty of a misdemeanor and, upon conviction, may be confined in the county jail for not more than six (6) months, or fined not more than Five Hundred Dollars (\$500.00), or both.

(e) It shall be unlawful for any physician practicing medicine in this state to prescribe, dispense or administer any amphetamine or amphetamine-like anorectics and/or central nervous system stimulants classified in Schedule II, pursuant to Section 41-29-115, for the exclusive treatment of obesity, weight control or weight loss. Any person who violates this subsection, upon conviction, is guilty of a misdemeanor and may be confined for a period not to exceed six (6) months or fined not more than One Thousand Dollars (\$1,000.00), or both.

(f) **Trafficking.** (1) Any person trafficking in controlled substances shall be guilty of a felony and, upon conviction, shall be imprisoned for a term of not less than ten (10) years nor more than forty (40) years and shall be fined not less than Five Thousand Dollars (\$5,000.00) nor more than One Million Dollars (\$1,000,000.00). The ten-year mandatory sentence shall not be reduced or suspended. The person shall not be eligible for probation or parole, the provisions of Sections 41-29-149, 47-5-139, 47-7-3 and 47-7-33, to the contrary notwithstanding.

(2) "Trafficking in controlled substances" as used herein means:

(A) A violation of subsection (a) of this section involving thirty (30) or more grams or forty (40) or more dosage units of a Schedule I or II controlled substance except marijuana and synthetic cannabinoids;

(B) A violation of subsection (a) of this section involving five hundred (500) or more grams or two thousand five hundred (2,500) or more dosage units of a Schedule III, IV or V controlled substance;

(C) A violation of subsection (c) of this section involving thirty (30) or more grams or forty (40) or more dosage units of a Schedule I or II controlled substance except marijuana and synthetic cannabinoids;

(D) A violation of subsection (c) of this section involving five hundred (500) or more grams or two thousand five hundred (2,500) or more dosage units of a Schedule III, IV or V controlled substance; or

(E) A violation of subsection (a) of this section involving one (1) kilogram or more of marijuana or two hundred (200) grams or more of synthetic cannabinoids.

(g) **Aggravated trafficking.** Any person trafficking in Schedule I or II controlled substances, except marijuana and synthetic cannabinoids, of two hundred (200) grams or more shall be guilty of aggravated trafficking and, upon conviction, shall be sentenced to a term of not less than twenty-five (25) years nor more than life in prison and shall be fined not less than Five Thousand Dollars (\$5,000.00) nor more than One Million Dollars (\$1,000,000.00). The twenty-five-year sentence shall be a mandatory sentence and shall not be reduced or suspended. The person shall not be eligible for probation or parole, the provisions of Sections 41-29-149, 47-5-139, 47-7-3 and 47-7-33, to the contrary notwithstanding.

(h) **Sentence mitigation.** (1) Notwithstanding any provision of this section, a person who has been convicted of an offense under this section that requires the judge to impose a prison sentence which cannot be suspended or reduced and is ineligible for probation or parole may, at the discretion of the court, receive a sentence of imprisonment that is no less than twenty-five percent (25%) of the sentence prescribed by the applicable statute. In considering whether to apply the departure from the sentence prescribed, the court shall conclude that:

(A) The offender was not a leader of the criminal enterprise;

(B) The offender did not use violence or a weapon during the crime;

(C) The offense did not result in a death or serious bodily injury of a person not a party to the criminal enterprise; and

(D) The interests of justice are not served by the imposition of the prescribed mandatory sentence.

The court may also consider whether information and assistance were furnished to a law enforcement agency, or its designee, which, in the opinion of the trial judge, objectively should or would have aided in the arrest or prosecution of others who violate this subsection. The accused shall have adequate opportunity to develop and make a record of all information and assistance so furnished.

(2) If the court reduces the prescribed sentence pursuant to this subsection, it must specify on the record the circumstance

## **SMOKE/TOBACCO FREE POLICY**

Because Tougaloo College is committed to providing a safe and healthy living and working environment for its entire college community, it hereby adopts the following smoke-free policy.

### **Section 1: Purpose and Intent**

- According to the 2010 U.S. Surgeon General's report, How Tobacco Smoke Causes Disease, even occasional exposure to secondhand smoke is harmful and low levels of exposure to secondhand tobacco smoke leads to a rapid and sharp increase in dysfunction and inflammation of the lining of the blood vessels, which are implicated in heart attacks and stroke.
- Tougaloo College wishes to establish and maintain the most effective, safe environment possible, including the elimination of potential fire hazards resulting from smoking materials; the College is smoke-free. Smoking by students, faculty, staff, and visitors is not permitted any place on Tougaloo College campus, including offices, classrooms, residential halls, labs, cafeteria, etc. This also includes all privately owned vehicles and College owned rental vehicles.

### **Section 2: Definitions**

- "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an "electronic smoking device", which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.
- "Electronic Smoking Device" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e- cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
- "Hookah" means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

### Section 3: Smoking/Promotion and Sale of Tobacco Products Prohibited on Tougaloo College Campus

- Smoking in any campus building or during any campus event or activity.
- The sale of tobacco products on campus or college sponsored events
- The advertising and distribution of tobacco products on campus or at campus events or activities.
- The use of the school logo on any smoking paraphernalia such as cigarette lighters, ash trays, etc.
- Cigarettes, including electronic cigarettes, cigars, and pipes shall not be sold or distributed as samples on campus grounds.
- In order to inform and properly enforce the Smoke/Tobacco Free policy, the College will:
  - Distribute copies of this policy to all faculty and staff and shall be included in the Student Handbook and Faculty handbook.
  - Provide assistance to those who need help with smoking cessation via a referral to American Lung Association smoking cessation classes.
  - Create and nourish an atmosphere in which smoking is seen as a socially unacceptable and unhealthy habit.

#### **Responsibility**

**Students**-Residential Hall Coordinators and Resident Assistants are responsible for communicating the policy, in conjunction with the Residential Life Handbook, during residence hall activities and enforcing the policy. Continued violations by students may lead to suspension from the residence hall.

**Faculty**- Each department chairperson is responsible for enforcing the policy among the faculty members in his/her department. Refer to Faculty/Staff Handbook.

**Staff** - Each manager/supervisor is responsible for enforcing the policy among his/her employees. Candidates for employment will be told, prior to hiring, of this policy and the expectation. Refer to Faculty/Staff Handbook.

**Public Safety** - the Department of Public Safety is responsible for enforcing the policy with visitors, students, and vendors when appropriate. Enforcement of the policy amongst faculty and staff will be in conjunction with proper department chairperson or manager/supervisor. Courtesy and diplomacy must be used when enforcing this policy campus-wide.

Visitors/Vendors - will be warned and/or escorted from campus by the Department of Public Safety if they fail to comply with the smoking policy. The appropriate office/department will be notified in the event of a vendor violation.

Persons found in violation of this policy will be disciplined according to the steps below. Tampering with fire safety equipment including fire alarms or smoke detectors is an illegal offense and punishable by immediate suspension from the residence hall.

\*The following Disciplinary Action will be imposed for any violators:

- 1<sup>st</sup> time – Written Warning
- 2<sup>nd</sup> time - \$50.00 fine
- 3<sup>rd</sup> time - \$100.00 fine
- 4<sup>th</sup> time – Temporary Banning from the Campus

Any violations of this policy will be handled through the standard campus disciplinary procedures, which includes the imposition of a fine not to exceed one hundred dollars (\$100). Fines can be placed on students' accounts and faculty and staff fines may be placed on payroll deduction at the earliest check issuance to be paid. Individuals who fail to complete the cessation plan within the timeframe indicated will result in further disciplinary action.

It is essential that students, faculty, and staff consider the health effects and overall safety of smokers and nonsmokers. The success of this policy depends on it.

## **Programs and Resources for Substance Abuse**

If you are a student in need of help with a drug or alcohol problem, there are a variety of programs on the Tougaloo College campus that can help. The counseling center provides support for individuals with issues related to substance abuse. This may include individual counseling, group counseling, or a referral to a community resource. The counseling center keeps an up-to-date list of all resources in the community, including 12-step programs, private therapists, and outpatient counseling. Call the counseling center at (601) 977-7818 for more information.

For employees, the Office of Human Resources is available for consultation and support for all employee concerns, including substance abuse. Call (601) 977-4461 for additional information.



## **Missing Persons Notification Policy for Students Who Reside in Campus Housing**

This policy contains the official notification procedures of Tougaloo College for missing students who reside in campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008, Section 485 (j).

Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential contact to be notified by Tougaloo College no later than twenty-four (24) hours after the time the student is determined to be missing by the Department of Public Safety. The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified.

For persons under 18 years of age and not of legal age, the institution will still allow a separate person to be designated for missing person notification; however, a legal parent or guardian will also be notified, in compliance with the Higher Education Opportunity Act.

Notification of this policy will be made directly to all students residing in campus housing annually and be available in conjunction with the Annual Public Safety and Fire Safety Report that provides information in compliance with the Jeanne Clery Disclosure of Public Safety Policy and Public Safety Crime Statistics Act.

All students attempting to register for campus housing will also be notified of this policy at the time of registration and completion of housing related documents. During the registration process, specific campus housing emergency related contact information will be captured, and the student will have the opportunity to complete a separate missing person form. All information submitted during the housing registration process will remain on file and be considered accurate until the student voluntarily provides different information.

Students have the opportunity to submit revised missing person contact information at any time by notifying the Tougaloo College Office of Residential Life. This information can be submitted to your coordinator and must include the following:

- Student's full legal name
- Where the student resides in campus housing
- The student's cell phone # (or best contact phone #)
- The name and relationship of the person(s) who the student desires to be contacted
- A home and cell phone # for that person(s)
- An e-mail address for that person(s) (Optional)
- A home address for that person(s)

Each student who voluntarily chooses to file a separate missing person contact is solely responsible for the continued accuracy of the information. A student is determined to be missing when the Department of Public Safety has verified that reported information is credible and circumstances warrant declaring the person missing. Should the Department of Public Safety determine that a residential student is missing, the Director of Residential Life or designee will be notified to verify the appropriate missing person contact

information. The Department of Public Safety will notify the Jackson Police Department and will provide the police with information about the student, including where available a recent photo and vehicle information. If the student is younger than 18, the student's parent or legal guardian will also be notified within 24 hours of the determination that the student is missing. If the student is 18 or older, and has designated a missing person confidential contact, the Department of Public Safety or the Division of Enrollment Management and Student Services will notify the confidential contact within 24 hours of the determination that the student is missing. The Department of Public Safety will provide the Division of Enrollment Management and Student Services timely and continuous notification of the status of the investigation until the case is closed.

The Department of Public Safety and the Police Department will interview students, faculty, and staff members who are familiar with the student or who might have additional information about his or her whereabouts, travel plans, or state-of-mind.

### **Sex Offender Registry**

Tougaloo College is committed to manning our campus safety. Members of the campus community may access information regarding the Mississippi Sex Offenders Registry by clicking this link for information [www.dps.state.ms.us](http://www.dps.state.ms.us) .



### **Local Law Enforcement Agency**

Tougaloo College Public Safety partners with the following law enforcement agencies who have jurisdiction on campus:

- Hinds County Sheriff Department
- Jackson Police Department
- Ridgeland Police Department
- Madison County Sheriff Department
- Capital Police Department





# **Emergency Management And Disaster Preparedness Plan**

## 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 their 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 Public Safety, or the Office of Facilities and Real Property Management, in consultation with related department heads and in accordance with established protocols.

## A. 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.

**B. 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 thunderstorms, 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 train derailment

## C. Activation of the Plan

In the case of a perceived college-level emergency the Office of Public Safety should be notified. The Chief of Public Safety must notify the President of the College or their 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 Public Safety 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:***

- Chief of Staff
- Provost/Vice President for Academic Affairs
- Vice President for Student Services/Dean of Student of Student Services
- Assistant Vice President for Facilities and Real Property Management
- Chief of Public Safety
- 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 their 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.
- Emergency Coordinator – Chief of Public Safety
- Responsible for the overall coordination of the College emergency response.
- Initiates immediate contact with the president and college administrators and makes an assessment of the condition of the College.
- Notifies the members of CERT, advises the nature and scope of the emergency.
- Ensures that appropriate notification is made to off-campus staff as necessary.
- Performs other related duties as directed by the nature and scope of the disaster.

### **B. Campus Public Safety – Chief of Public Safety**

- 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 Assistant 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 Assistant Vice President for Facilities and Real Property Management.
- Notifies and contacts appropriate outside organizations such as fire, police, emergency management services, etc.

### **C. Damage Control – Assistant 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. Communications**

- 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 Public Safety 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 Public Safety.

**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 Public 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.**

**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 Public Safety
- Director of Residential Life
- The highest ranking official from the Public Safety 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 Public Safety Supervisor on duty until the President, their 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 their designee has**



occurred, full responsibility for directing College efforts rests with the President or their 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 Public 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 review 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:
  - 1) Local/state/federal law enforcement
  - 2) Local fire/rescue units
  - 3) Local hospitals/paramedic units
  - 4) County/state health departments
  - 5) Local political jurisdiction offices: mayor, supervisors, governor
  - 6) County EOC and FEMA
  - 7) 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.

### **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 Enrollment Management and Student Services/Dean of Students Services**

- 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 inquiries 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 a mass notification system as the primary means to alert the college community of emergencies: **FUSUS** is a new, state-of-the-art rapid alert and notification system that 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 FUSUS, the College can reach hundreds or thousands of parents, faculty members, and other emergency contacts within moments.

Please see the instructions for FUSUS 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. Public Safety, in conjunction with the Office of Facilities and Real Property 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 their direction.

**Note: In an emergency, in which Public Safety cannot be reached, call 911. When calling, stay calm and carefully explain the problem and location to the Public Safety Dispatcher. Do not hang up until you are 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 Public Safety 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.

### **Campus-based Sources of Assistance during Emergencies**

- Public Safety Emergency Dispatcher (Public Safety Officer) – If dialing from on campus, the number is extension 7857. Uniformed campus Public Safety 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 Public Safety at extension 7857. Skilled workers are available from the Office of Facilities and Real Property 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 and Real Property 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.

## **IX. 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:

### **Building Evacuation**

- All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety 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.

#### A. Campus Evacuation

- Evacuation of all or part of the campus grounds will be announced by Chief of Public Safety and the Assistant 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 Public Safety personnel.

## 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.

## **DEFINITIONS**

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### **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 FUSUS Notification 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 FUSUS 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 Public Safety 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 Public Safety:

- 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 Public Safety 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 Public Safety 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 Public Safety 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 Public Safety will make every effort to locate and track the intruder on the monitors of the College’s security video security 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 / Residential Life 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 Public Safety 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 Public Safety and/or Residential Life 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	601-960-9503
<b>Government Officials</b>	
<i>Mayor's Office</i>	601-960-1084
<i>State Fire Marshall</i>	601-982-8761
<b>Major Hospitals</b>	
<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

## Campus Crime Statistics

CRIMINAL OFFENSES	YEAR	ON CAMPUS	RESIDENCE HALLS	PUBLIC PROPERTY
MURDER/ NON-NEGLIGENT MANSLAUGHTER	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
RAPE	2020	2	2	0
	2021	1	0	0
	2022	1	1	0
FONDLING	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
INCEST	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
STATUTORY RAPE	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
ROBBERY	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
AGGRAVATED ASSAULT	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
BURGLARY	2020	6	0	0
	2021	3	0	0
	2022	3	3	0
MOTOR VEHICLE THEFT	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

## ARRESTS – TOUGALOO COLLEGE

ARRESTS	YEAR	ON CAMPUS	ON CAMPUS IN RESIDENCE HALLS	PUBLIC PROPERTY
LIQUOR – LAW VIOLATIONS	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
DRUG ABUSE VIOLATIONS	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
WEAPONS POSSESSION	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

## DISCIPLINARY/CONDUCT REFERRALS – TOUGALOO COLLEGE

REFERRALS	YEAR	ON CAMPUS	ON CAMPUS IN RESIDENCE HALLS	PUBLIC PROPERTY
LIQUOR – LAW VIOLATIONS	2020	0	0	0
	2021	4	4	0
	2022	0	0	0
DRUG ABUSE VIOLATIONS	2020	0	0	0
	2021	9	9	0
	2022	12	8	0
WEAPONS POSSESSION	2020	0	0	0
	2021	0	0	0
	2022	2	1	0

### HATE CRIMES

NOTE: None of the crimes reported in the last three years were classified as a hate crime.

### UNFOUNDED CRIMES

NOTE: None of the crimes reported in the last three years were unfounded.



## VIOLENCE AGAINST WOMEN ACT

VAWA	YEAR	ON CAMPUS	ON CAMPUS IN RESIDENCE HALLS	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
DATING VIOLENCE	2020	1	0	0
	2021	3	0	0
	2022	2	0	0
STALKING	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

## VIOLENCE AGAINST WOMEN ACT – DEFINITIONS

### DOMESTIC VIOLENCE

Domestic violence means a felony or misdemeanor crime of violence committed by:

- A. A current or former spouse or intimate partner of the victim.
- B. A person with whom the victim shares a child in common,
- C. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- D. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- E. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

### DATING VIOLENCE

Dating violence means violence committed by a person:

- A. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B. Where the existence of such a relationship shall be determined based on the consideration of the following factors:
  - a. The length of the relationship
  - b. The type of relationship; and
  - c. The frequency of interaction between the persons involved in the relationship.

### STALKING

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- A. Fear for his or her safety or the safety; or
- B. Suffer substantial emotional distress.

## TITLE IX AND THE COMPREHENSIVE POLICY

Title IX of the Educational Amendments of 1972 (“Title IX”) explicitly prohibits sex-based discrimination by any institution of higher education that receives federal funds (which includes Tougaloo College). Under the scope of this federal law and related federal and state laws, Tougaloo must adhere to specific regulations regarding how to address reports of discrimination, sexual misconduct including sexual harassment, sexual assault, dating and domestic violence, stalking, and other sex- or gender-based misconduct and retaliation.

Title IX applies to all public and private schools receiving any federal financial assistance. Educational programs and activities that receive federal financial assistance must operate in a nondiscriminatory manner. Some key issue areas in which recipients have Title IX obligations are: recruitment and admissions; counseling; financial assistance; athletics; treatment of pregnant and parenting students; discipline; single-sex education; employment; and all unions or professional organizations, holding collective bargaining or professional agreements with the institution.

Title IX mandates that a recipient may not retaliate against any person for opposing an unlawful educational practice or policy, or made charges, testified or participated in any complaint action under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX. The U.S. Department of Education Title IX regulations (OCR, 34 C.F.R. 106) provide additional information about the forms of discrimination prohibited by Title IX.

Under Title IX (and its implementing regulation, 34 C.F.R. 106), any educational institution receiving federal financial assistance must designate a “Title IX Coordinator” to carry out the institution’s obligations under Title IX. At Tougaloo, the Chief of Staff and Liaison to the Board of Trustees serves as the Title IX Coordinator and oversees implementation of the *Comprehensive Policy* and ensures that all College representatives act with objectivity and impartiality and are assessed with respect to conflicts of interest and/or potential bias. The Title IX Coordinator is assisted in this work by Title IX Deputy Coordinators, who primarily works with related student matters.

Inquiries about Title IX as implemented at Tougaloo, or reports of any violation of the *Comprehensive Policy* may be directed internally to:

***Sharon R. Alexander, Dean of Student Services/Title IX Coordinator***  
**Tougaloo College-Jamerson Hall**  
**500 West County Line Road**  
**Tougaloo, MS 39174**

**Telephone: 601.977.7821. or 601.720.6323**

**Email: [Titleix@tougaloo.edu](mailto:Titleix@tougaloo.edu)**

## **CURRENT TITLE IX REGULATIONS**

The U.S. Department of Education establishes regulations and procedural requirements that colleges and universities must follow to prevent sexual discrimination, sexual misconduct and retaliation within educational programs that receive federal financial assistance. Compliance with the regulatory requirements is enforced and monitored by the Department's Office of Civil Rights (OCR). Sharon R. Alexander, Tougaloo College's Title IX Coordinator, is responsible for overseeing the College's efforts to comply with prohibitions against gender and sex-based discrimination under Title IX.

Below are links to current regulations governing the College's efforts to ensure a community free from discrimination based on sex or gender including sexual harassment, sexual assault and other forms of sexual misconduct and retaliation:

- [Current Regulations on Title IX of the Education Amendment Act of 1972](#)  
On May 6, 2020, the U.S. Department of Education published new regulations that modify the College's regulatory obligations to comply with Title IX.  
[Title IX Regulations Addressing Sexual Harassment](#)  
[Summary of Significant Changes to the Title IX rules](#)  
[Comparison between the Final and Proposed rules](#)
- Related Laws and Amendments  
[Title VII of the Civil Rights Act of 1964](#)  
[Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#) (Clery Act)  
[Violence Against Women Act](#) of 1990

- Federal Information

[Title IX of the Education Amendments of 1972](#), the Proposed Legislation in its entirety  
[Background & Summary of the Education Department's Proposed Title IX Regulation](#), a summary of proposed changes

[Proposed Title IX Regulation Fact Sheet](#), a one-page overview of the proposed changes.

## THE TITLE IX OFFICE

The Title IX Office coordinates college-wide compliance with Title IX federal and state laws and regulations. The work of the Title IX Office is managed by the Title IX Coordinator, which is supported by several key partners, including the College's Department of Public Safety ("Public Safety"), the Owens Health & Wellness Center, Human Resources, the Division of Enrollment Management and Student Life, and the Office of the Provost. Throughout this *Comprehensive Policy*, some responsibilities may be delegated to Title IX Deputy Coordinators or other College official as needed to ensure efficient and effective service for all stakeholders.

## CAMPUS REPORTING OPTIONS

Tougaloo recognizes that any member of the community may choose to report sexual discrimination, sexual misconduct and retaliation to any Tougaloo employee. For example, a student may choose to confide in a class dean, a resident assistant (RA), a faculty member, or a coach. A faculty/staff member may choose to confide in a supervisor or colleague. However, under the *Comprehensive Policy*, any employee, other than those deemed confidential by law, who receives a report of sexual discrimination, sexual misconduct and retaliation is required to share the report by mail, email, telephone, or online with the Title IX Coordinator.

If a person does not wish to report directly to the Title IX Coordinator, they are encouraged to contact one of the following Deputy Title IX Coordinators, who also can provide prompt assistance.

Karen Cole, *Deputy Title IX Coordinator*  
Director of Human Resources  
Blackmon Administration Building  
601-977-4461  
[Kcole@tougaloo.edu](mailto:Kcole@tougaloo.edu)

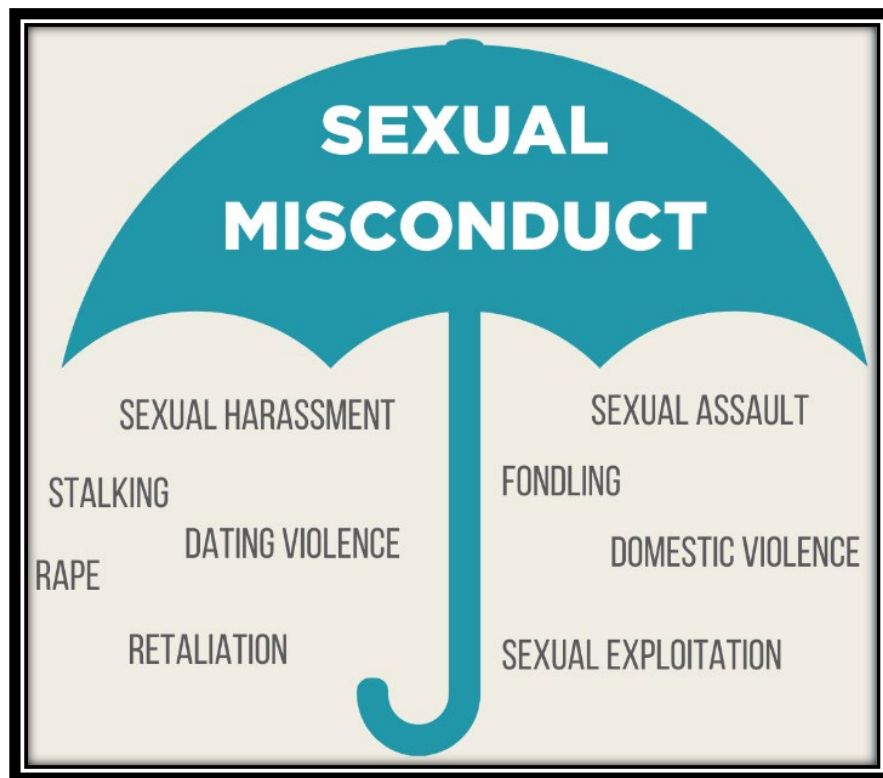
## Sexual Misconduct Programs

The Office of Zero Tolerance provides educational and preventive programs to students and employees.

Programs offered on dating violence, domestic violence, sexual assault, stalking and bystander intervention.

The Office of Human Resources provides educational preventive program on sexual harassment. The Office of Title IX offers educational session on sexual harassment, sexual assault, sex discrimination, dating violence, domestic violence, and stalking.

These programs are offered annually in College Institute, Student Leadership Training, New Student Orientation.



# 2022 Fire Safety Report



## **Fire Safety Report**

On July 31, 2008, Congress completed reauthorization of the Higher Education Act (HEA) by passing the Higher Education Opportunity Act. The president signed the bill into law on August 14, 2008. The act includes various provisions related to fire safety and requires institutions with on-campus housing to publish annually a fire safety report that provides statistics on a dormitory-by-dormitory basis. The report must detail such information as the number of fires, deaths, injuries, fire drills, fire-related property damage, and the type of fire detection systems in each building. In addition, each institute must maintain a log of all campus student housing fires, including the nature, date, time, and general location of each fire.

## **Fire Protection Systems**

Information specific to fire safety/detection systems and sprinkler systems for each on-campus housing facility is detailed in the Residence Facility Fire Safety Statistics chart located on the following chart.

## **Daily Campus Student Housing Fire Log**

In compliance with federal law, The Department of Public Safety maintains a daily campus student housing fire log listing all campus student housing fires, including the nature, date, time, and general location of each fire that occurred on campus within any of the College-provided student residential facilities.

The daily campus student housing fire log is available for public inspection during normal business hours at the Department of Public Safety.

## **Policy Governing Residential Life**

The *Residential Life Student Handbook* provides policy information on various fire safety rules and regulations such as prohibited appliances and other important information related to residential life and safety.

The Department of Public Safety coordinates routinely with the Office of Residential Life at various times throughout the academic year on fire safety education and prevention. Office of Public Safety members from our environmental health and safety division work in close partnership with residential life staff on life and fire safety training basics to include proper use of fire extinguishers, evacuation planning and procedures, fire behavior, malicious activation of fire alarms, and assessing living areas for fire safety.



## Fire Safety Statistics CY 2022

Tougaloo College, Tougaloo, MS

<b>Residence Facility</b>	<b>Number of Mandatory Supervised Fire Drills (Academic Year)</b>	<b>See Legend Below</b>
A.A. Branch	2	E, H
Apartment (A)	0	E, H
Apartment (B)	0	E, H
Apartment (C)	0	E, H
Berkshire A	2	E, H
Berkshire B	2	E, H
Faculty Cottage (A)	0	E, H
Faculty Cottage (B)	0	E, H
Faculty Cottage (C)	0	E, H
Faculty Cottage (D)	0	E, H
Kirksey House	0	E, H
New Women	2	E, H
President's Residence	0	E, H
Renner Hall	2	E, H

<b>Office Facility</b>	<b>Number of Mandatory Supervised Fire Drills (Academic Year)</b>	<b>See Legend Below</b>
Alumni House	0	E, H
Advancement Village	0	E, H
Ballard Hall	0	E, H
Bennie G. Thompson Building	0	E, F, H, G
Berkshire Cottage	0	E, H
Blackmon Administration Building	0	E, H
Borinski House	0	E, H
Galloway Hall	0	E, H
Guard House	0	E, H
Holmes Hall	6	E, H
Jamerson Hall	0	H
Kincheloe Hall	0	E, H
Kincheloe Hall Trailer	0	E, H

Mansion	0	under construction
Office of Sponsored Research Office	0	E, H
One Jackson Place	0	H
Owens Health & Wellness Center	0	E, H
Pope Cottage	0	H
Sarah Dickey Building	0	E, H
Social Science Complex	0	H
Trio Cottage	0	H
Trio Portable #1	0	H
Trio Portable #2	0	H
Trio Portable #3	0	H
Warren Hall	0	H
Woodworth Chapel	0	H
Zenobia Coleman Library	0	H

### Fire Safety System Description Legend

A – Simplex 4100U Addressable System  
 B – Simplex 4020 Addressable System  
 C – Simplex 4002 System  
 D – Simplex 4005 System

E – Smoke Detectors  
 F – Automatic Sprinkler System  
 G – Exterior Sprinkler A/V Alarms  
 H – Fire Extinguishers

## Fire Safety Statistics CY 2022

## Tougaloo College, Tougaloo, MS

Residence Facility	Number of Fires	Number of Fire Related Injuries Requiring Treatment at a Medical Facility	Number of Fire Related Fatalities	Value of Property Fire Damage
A.A. Branch	0	0	0	\$0.00
Alumni House	0	0	0	\$0.00
Apartment (A)	0	0	0	\$0.00
Apartment (B)	0	0	0	\$0.00
Apartment (C)	0	0	0	\$0.00
Advancement Village	0	0	0	\$0.00
Ballard Hall	0	0	0	\$0.00
Bennie G. Thompson Building	0	0	0	\$0.00
Berkshire A	0	0	0	\$0.00
Berkshire B	0	0	0	\$0.00
Berkshire Cottage	0	0	0	\$0.00
Blackmon Administration Building	0	0	0	\$0.00
Borinski House	0	0	0	\$0.00
Brownlee Hall	0	0	0	\$0.00
Holmes Hall	0	0	0	\$0.00
Faculty Cottage (A)	0	0	0	\$0.00
Faculty Cottage (B)	0	0	0	\$0.00
Faculty Cottage (C)	0	0	0	\$0.00
Faculty Cottage (D)	0	0	0	\$0.00
Galloway Hall	0	0	0	\$0.00
Guard House	0	0	0	\$0.00
Jamerson Hall	0	0	0	\$0.00
Kincheloe Hall	0	0	0	\$0.00
Kincheloe Hall Trailer	0	0	0	\$0.00
Kirksey House0	0	0	0	\$0.00
Mansion0	0	0	0	\$0.00
New Women 0	0	0	0	\$0.00
Office of Institutional Advancement	0	0	0	\$0.00
Office of Sponsored Research Office	0	0	0	\$0.00
One Jackson Place	0	0	0	\$0.00
Owens Health & Wellness Center	0	0	0	\$0.00
Pope Cottage	0	0	0	\$0.00
President's Residence	0	0	0	\$0.00
Renner Hall	0	0	0	\$0.00
Sarah Dickey Building	0	0	0	\$0.00
Social Science Complex	0	0	0	\$0.00
Zenobia Coleman Library	0	0	0	\$0.00
Trio Cottage	0	0	0	\$0.00
Trio Portable #1	0	0	0	\$0.00
Trio Portable #2	0	0	0	\$0.00
Trio Portable #3	0	0	0	\$0.00
Warren Hall	0	0	0	\$0.00
Woodworth Chapel	0	0	0	\$0.00



**Copies of the Annual Security and Fire Safety Report is available for print in PDF format from the  
Tougaloo College website at**

**<https://www.tougaloo.edu/student-life/public-safety/jeanne-clery-act>**

**Printed copies are available upon request in**

**Public Safety**

**One Jackson Place**

**601.977.7829**

**Or**

**Dean of Student Services Office**

**Jamerson Hall**

**601.977.7821**