

# DEPARTMENT OF PUBLIC SAFETY

## EMERGENCY PROCEDURES

### ARE YOU PREPARED?

The College is committed to the safety and security of all members of the campus community. In times of emergency, the College will provide appropriate campus-wide response to assure life safety and minimize losses. In addition, the community emergency services are committed to serving us to their fullest potential. So, when in doubt as to the severity of an incident, call 911 and then Public Safety at 7857. The College will provide instructions about specific situations and issues such as taking shelter inside campus buildings or evacuating. Students, faculty, and staff can prepare for emergencies by following these guidelines.

This guide is intended to help staff, faculty, and students respond to emergency situations, which may occur on the campus of Tougaloo College. Such emergencies can occur at any time and without warning, but their effects can be minimized if proper emergency procedures are followed.

### FIRE

- Activate the nearest fire alarm pull station and if possible, call the Department of Public Safety at X7857.
- Evacuate the building.
- Evacuate at least 250 feet from the building.
- DO NOT re-enter the building until an all clear is given by Public Safety.

### POWER OUTAGE

- Remain Calm
- Provide assistance to others if necessary.
- Move cautiously to a lighted area.

### EVACUATION PROCEDURES

- Evacuate building using the nearest exit; or use an alternative exit if the nearest exit is blocked or unsafe.
- Secure any hazardous materials or equipment before leaving.
- Provide assistance to person with disabilities or special needs.
- Evacuate at least 250 feet from buildings.
- Designate an evacuation assembly point.
- DO NOT re-enter the building until an all clear is given by Public Safety.

### SEVERE WEATHER

The following procedures will apply when the campus receives notice of severe weather threat for the area.

- Residential Housing - Follow instructions of dorm staff for shelter procedures.
- Campus Grounds - Enter the nearest building. Proceed to the lowest floor or inner room if possible; seek cover under a desk or sturdy table.
- Classroom/Administration Building - Proceed to the lowest floor or inner room if possible; seek cover under a desk or sturdy table.
- Stay away from windows.
- Assist persons with disabilities or special needs.
- Remain until an all clear is given by Public Safety.

### SUSPICIOUS OBJECT

- Do not touch, smell or disturb object.
- Notify Public Safety immediately at X7857.
- Notify a supervisor, residence coordinator or department head.
- Prepare to evacuate.

Failure to evacuate or follow proper procedures will be at your own risk.

### CAMPUS LOCK DOWN

When Campus is placed in a lock down status the following procedures will apply:

- Residential Housing - Proceed to assigned room and lock the door.
- Campus Grounds - Enter the nearest building. Proceed to a classroom or office with a lockable door if possible.
- Classroom/Administration Buildings - Proceed to a classroom or office with a lockable door is possible.
- Building Managers/Deans are responsible for locking exterior doors to their respective buildings.
- RAs/Dorm Coordinators are responsible for locking exterior doors to their respective residence halls.
- All non-emergency vehicles will be prohibited from entering the campus.
- Stay away from doors and windows.
- Remain calm and quiet.
- Remain in a secure location until an all clear is given by Public Safety

### SUSPICIOUS PERSON

Do not approach or attempt to detain the person contact Public Safety immediately with the following information:

- Physical description - Race, sex, height, weight, clothing.
- Behavior being exhibited.
- Vehicle description and license plate number if driving.
- Location and/or direction of travel.



**TOUGALOO**  
1869  
**COLLEGE**

Chief Edna Drake - 601-977-7876  
Lt. Gregory Waters - 601-977-4419  
Lt. Clifton Paige - 601-977-7817  
Public Safety - 601-977-7857

