



WILLIAM CAREY

U N I V E R S I T Y

CRISIS MANAGEMENT PLAN

Hattiesburg ♦ Biloxi

January 2015

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Section I: Introduction

Purpose

The emergency procedures outlined are basic and intended to protect lives and property through efficient use of university and community resources. Whenever an emergency arises that cannot be addressed by routine measures, the president may declare a state of emergency whereby these guidelines may be implemented. If the president is unavailable, the crisis management team may declare a state of emergency until such a time that the president is available. Two types of emergencies may result in the implementation of this contingency plan: 1) large scale civil disorder, and 2) large scale natural or man-made disaster. As an emergency may be sudden and without warning, the plan procedures are outlined to be flexible in order to address contingencies of various types and magnitudes.

Scope

The procedural plan applies to all university personnel. Major disasters and emergencies may impact surrounding areas in addition to the campus. In such circumstances, the university will cooperate with local, state, and federal officials in delivery of services and relief to the surrounding community.

Types Of Crises And Definitions

This manual covers:

- Natural disasters
 - a. Fire
 - b. Hurricane
 - c. Tornado
- Environmental disasters
 - d. Chemical spill or contamination
 - e. Explosion
 - f. Food poisoning
 - g. Power outage
 - h. Water loss or contamination
- Criminal or terrorists acts
 - i. Bomb or bomb threat
 - j. Criminal on or near campus
 - k. Hostage situation
 - l. Protest
 - m. Unstable person

Definitions of emergencies

The director of facilities or his/her designee serves as the crisis management team leader during any major emergency or disaster. Emergency definitions are provided as general guidelines to assist in determining the appropriate response, and one not to be considered definitive. In the event of an emergency, the team leader or designee will inform the president of the university regarding the status of the situation.

- **MINOR EMERGENCY:** Any incident, potential or actual, which will not seriously affect the overall function of the university. Report immediately to security supervisor on duty.
- **MAJOR EMERGENCY:** Any incident, potential or actual, which affects an entire building or buildings and which will disrupt the overall operations of the university. Outside emergency services may be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the university administration during times of crisis. Report all major emergencies immediately to the security department and the crisis management team leader.
- **DISASTER:** Any event or occurrence that has seriously impaired or halted operations of the university. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed.

Any incident that has the potential to generate external media attention concerning campus resources and operation should be promptly reported to the president's office and the crisis management team leader.

Assumptions

The emergency contingency plan is established on a realistic approach to the problems possibly encountered on a campus during a major emergency or disaster. General guidelines follow:

- a. It is recognized that an emergency or disaster may occur any time of day, night, weekend, or holiday with minimal or no warning.
- b. The succession of events in cases of emergency are not predictable; therefore, support and operational plans serve only as a guide and checklist. Modification may be required in order to meet the needs of any one emergency.
- c. Disasters often affect geographical locations around the university; therefore, city, county, state, and federal emergency services may not be immediately available and delayed for unknown lengths of time.
- d. A major emergency may be declared if information indicates that such a condition is developing or is probable.
- e. Prepare news releases for media concerning emergency.

Section II: Crisis Management Team

Direction And Coordination

The WCU crisis management team shall direct all emergency operations. When an emergency/disaster occurs, the security supervisor will be in charge until relieved by the team. The crisis management team leader or designee shall coordinate all emergency operations. The direct operational control of the campus in such an event is the sole responsibility of the CMT (crisis management team). The coordination of emergency resource teams is the responsibility of the CMT leader, who will coordinate all functions.

Crisis Management Team Members

The CMT leader will establish an emergency command post and shall immediately begin to contact all necessary members of the team. The team consists of the following:

President	Dr. Tommy King
Team Leader:	Bob Blevins, Facilities Director
Assistant Team Leader:	Valerie Bridgeforth, Student Support
Administrative Liaison:	Charlotte Green, President's Office
Campus Security:	Randy Banks, Professional Security
Communications:	Barbara Hamilton, Exec. Assistant
Damage Control:	Ron Moore, Facilities
Employee Liaison:	Dede Shows, Human Resources
Information Technology:	Jeff Andrews, I.T.
Tradition Liaison:	Jerry Bracey, Admin. Dean
Student Liaison:	Jamie Holmes, Housing Dir.

Team members are to keep in constant communication with the Emergency Command Post. General responsibilities of the team are as follows:

TEAM LEADER:

- a. Responsible for the overall direction of the university emergency response.
- b. In consultation with the president, convenes the members of the CMT and advises them of the nature of the emergency and coordinates plan implementation.
- c. Works with assistant team leader and others in assessing the emergency and preparing for the university's response.
- d. Supports and monitors activities and makes assignments as needed.
- e. Declares the end of the state of emergency at the appropriate time.
- f. Notifies and conducts liaison activities with the administration, governmental agencies, and others as necessary.

ASSISTANT TEAM LEADER:

- a. Assist the leader with assessing the emergency and directing the overall response.
- b. Evaluates the site of the emergency and assists efforts of facility personnel and outside rescue and fire agencies.
- c. Assures guides for outside emergency service agencies and barricades are posted as needed.
- d. Assists with notification of the administration, governmental agencies, CMT, and others.
- e. Assists with conducting liaison activities with all available resources.
- f. Assumes the role of team leader when he or she is not available; assigns a temporary assistant team leader.

ADMINISTRATIVE LIAISON:

- a. Responsible for providing information to the university president, who shall in turn inform the board of trustees.
- b. Secures and coordinates the resources of the Office of the President.
- c. May serve as the administrative authority and liaison with local hospitals.
- d. Maintains a chronological log of events.

CAMPUS SECURITY:

- a. Maintains a constant state of readiness.
- b. Notifies university administration of major emergencies.
- c. Monitors campus emergency warning and evaluation systems.
- d. Assists and supports the assistant team leader in containment of emergency site as instructed.

COMMUNICATIONS:

- a. Establishes contact with public media as directed by the president.
- b. Establishes contact with local television and radio stations for public announcements.
- c. Arranges for photographic and audio-visual services.
- d. Advises president or designee of all news covering the situation or emergency affecting campus.
- e. Prepares news releases for approval and releases to media concerning emergency.

DAMAGE CONTROL:

- a. Provides equipment and personnel to perform shut down procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
- b. Provides vehicles, equipment operators for movement of personnel and supplies; assigns vehicles as required to CMT for emergency use.
- c. Obtains the assistance of utility companies as required for emergency operations.
- d. Furnishes emergency power and lighting system as required.

EMPLOYEE LIAISON:

- a. Present during emergency to provide employees and their families with information concerning emergency.
- b. Assists employees with appropriate response to the emergency.
- c. Assigns and supports institution liaisons to families of employees as appropriate.

INFORMATION TECHNOLOGY:

Will be available to provide resource assistance for the university involving distribution of information and direction through the website, emails, and text. Safe-guarding the institutional records will be assigned as a priority as an emergency indicates such action.

TRADITION LIAISON:

Will be available to coordinate emergency services at Tradition campus until such time as the CMT can be assembled.

STUDENT LIAISON:

- a. Is present during emergency to provide students and parents with information concerning emergency.
- b. Assists student population with appropriate response to the emergency.
- c. Assigns and supports institution liaisons to families of students as appropriate.

It will be the responsibility of the team members to direct and contact other members of their staff as needed. It is the responsibility of the CMT leader to review this manual at least annually to determine that all information is current and correct. Any changes should be given in writing to the vice president of student services who will present them to the CMT for approval and distribution to the entire campus. The website copy should be current with all changes.

Evaluation of the crisis management plan should be done on an annual basis in order to have it current for the beginning of each academic year. The CMT should be authorized to give immediate attention to any identified changes.

Changes in the manual should include updates of names and telephone numbers of those serving in various positions, additions or deletions in the basic material of the plan, changes in responsibilities of the CMT members, individual building contacts, etc.

TEAM MEMBERS AS OF JANUARY 2015**HOME****WORK****CELL**

TEAM LEADER:	Blevins	601.268.6850	601.318.6155	601.408.4088
ASSISTANT TEAM LEADER:	Bridgeforth	251.645.6560	601.318.6188	601.307.8220
ADMINISTRATIVE LIAISON:	Green	601.268.9154	601.318.6495	601.467.4424
CAMPUS SECURITY:	Banks	601.270.2845	601.268.2722	601.270.2845
DAMAGE CONTROL:	Moore	601.563-5341	601.318.6155	601.563.5341
EMPLOYEE LIAISON:	Shows	601.310.9899	601.318.6126	
PUBLIC INFORMATION:	Hamilton	601.582.8578	601.318.6524	601.520.1648
INFORMATION TECHNOLOGY:	Andrews	601.466.9443	601.318.6741	601.466.9443
HAZARDOUS MATERIALS:	Hattiesburg Fire Dept.		601.582.3311	
TRADITION LIAISON:	Bracey	228.234.2592	228.702.1802	228.234.2592
STUDENT LIAISON:	Holmes	601.303.7536	601.318.6102	601.303.7536

(It is the responsibility of team members to contact the team leader if the member has a change of phone number.)

DISASTER AND OFF-CAMPUS RESOURCES**Hattiesburg Resources:**

City of Hattiesburg Police Department	601.544.7900
City of Hattiesburg Fire Department	601.582.3311
City of Hattiesburg Water Department	601.545.4634
Forrest County Emergency Management	601.544.5911
Forrest General Hospital	601.288.7000
Forrest County Sheriff's Department	601.544.7800
Mississippi Power	800.532.1502
Red Cross	601.582.8151

Tradition Resources:

Harrison County Sheriff's Department	228.865.7092
Coast Electric	228.539.5712
East Central Harrison Utilities	228.896.7310
Garden Park Medical Center	228.575.7013
Emergency Management	228.865.4002
Red Cross	228.896.4511

Section III: University Notification System

Declaration Of State Of Emergency

The authority to declare a campus state of emergency rests with the university president or his designee as follows:

Should a campus emergency occur, security personnel shall immediately place into effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities. Security shall immediately consult with the CMT leader and the assistant team leader. If unable to contact these CMT members, the president should be contacted directly regarding the emergency and possible need for the declaration of the state of emergency.

Notification Chain

Text messaging (Sader Watch), emergency alert horn and voice messaging, emails, and telephone are utilized for emergency notification at William Carey. These systems are intended for immediate transmission of specific information regarding emergency warnings to students, personnel, and to affected areas of the campus. Back-up systems of internet and public access television are utilized for extended periods.

Safety

The university alert systems are the focal point for initial communication to administration, faculty, and students. All personnel are expected to pass on information to those who may not have received the emergency notification and direction. The CMT leader or designee will make the determination as to the need for the CMT being called in as a unit.

During an emergency, campus phones must be restricted to official business only. In the absence of phone service, security and key administrators will provide notification through the use of two-way radio phones.

Individual Building Contacts

HATTIESBURG CAMPUS

<u>Building</u>	<u>Contact</u>	<u>Ext.</u>	<u>Evacuation Area</u>
Art Building	Brenda Waldrip	6188	Lawrence Hall, front
Bass Hall	Area Coordinator	6385	Tatum Ct, front
Braswell Hall	Area Coordinator	6634	Clinton Gym
Bryant Hall	Resident Director	6458	Lawrence parking
Byrd Hall	Resident Director	6635	Clinton Gym
Clinton Gym	Steve Knight	6415	Thomas parking
COM Facilities	Darrell Lovins	6552	
Crawford Hall	Tim Glaze	6386	McMillan front
Donnell Hall	Bennie Crockett	6116	Mary Ross Hall
Encore	Jeff Davis	543-0221	Lawrence Hall, front
Facilities	Bob Blevins	6155	Kennedy Complex parking
Fail/Asbury	Janet Williams	6568	Soccer field parking
Fairchild	Barry Morris	6139	Thomas Fine Arts
Green Science	Frank Baugh	6118	Lawrence front
Johnson Hall	Area Coordinator	6234	Clinton Gym
Kennedy Sports Complex			
Baseball	Bobby Halford	6110	Wilkes Hall parking
Softball	Wendy Hogue	6551	Wilkes Hall parking
Lawrence Hall	Brenda Waldrip	6188	Crawford front
Library	Sherry Laughlin	6170	Thomas Fine Arts
Lorena Smith Hall	Barry Morris	6587	Library
McMillan Hall	Jeff Andrews	6741	Wilkes west side
Bookstore			
IT			
Post Office			
Missionary House	Valerie Bridgeforth	6102	Lawrence parking
Polk Hall	Resident Director	6356	Green Sci. front
Ross Hall	Area Coordinator	6234	Tatum parking
Mary Ross Hall	Cheryl Dale	6199	Clinton Gym
Student Center	Emily Sheckells	6444	Lawrence front
Tatum Court	President	6495	Lawrence front
	Garry Breland	6101	
Tatum Theatre	Tim Matheny	6521	Clinton Gym
Thomas Business	Cheryl Dale	6199	Clinton Gym
Thomas Fine Arts	Don Odom	6175	Tatum front
Wheeler House	Barbara Hamilton	6524	Soccer field
Wilkes Hall	Dale McVeay	6036	McMillan front

Tradition

Administration	Jerry Bracey	1831	1st Floor Admin.
Library/Academic	Peggy Gossage	1890	1st Floor Academic

Section IV: Emergency Command Post

When a major emergency occurs, or is imminent, it shall be the responsibility of the CMT leader to set up and staff a command post. This center shall be kept fully operational at all times until the crisis has been declared over.

General Command Post

If the emergency involves a large portion or the entire campus, the command post is to be set up in Common Grounds. If this site is unavailable, the leader will select an alternate location. At least one security officer is to staff the command post at all times until the emergency is declared to be at an end. A conference room with facilities for emergency teams and which is designed to accommodate multiple telephone and/or electrical appliances and wireless internet is desirable.

Field Emergency Command Post

If the emergency involves only one building or a small part of the campus, a campus security vehicle is to be used as the command post until the emergency ends. A small area with desk, chairs, and communication equipment may also be required near the scene.

Field emergency equipment could include barricades, security tape, signs, hand-held radios, portable public address systems, first aid kit, and university directories.

Section V: Campus Resources

On Campus

1. William Carey University utilizes two different systems for notification of impending emergency situations and hazardous conditions. The primary emergency notification system is known as Sader Watch. In the event of an emergency, a text message will be sent to the mobile number and/or email registered with the system. This is a free service provided by WCU; however, normal text message fees may apply. To register for alerts, visit the website http://entry.inspironlogistics.com/williamcarey/wens.cfm?ep_id=hst.

In addition, Carey's ALERT horn, siren and public address system can be activated to alert members of the university community of an imminent threat to public safety. The following horns and sirens are used as part of this system.

EMERGENCY SIREN: This 25-second signal is intended to immediately get the attention of members of the WCU community. When students, staff, and visitors hear this siren, they should immediately try to seek shelter in a secure location and follow any verbal instructions that may accompany this alarm.

ALL CLEAR HORN: This signal consists of three consecutive 5-second horn blasts and indicates that it is now safe to resume normal activities on campus.

RED ALERT HORN: This signal consists of a single 15-second horn blast and indicates that there is an imminent dangerous or hazardous situation on campus. When students, staff, and visitors hear this horn, they should immediately try to seek shelter in a safe location such as a building or vehicle away from the problem site until the "all clear" signal is given.

Announcements and other information regarding WCU operations will be provided by the institution and/or media outlets should it be necessary. The institution will maintain close contact with local law enforcement and civil defense agencies, and only under emergency or threatening conditions will the university be closed during normal operating hours.

2. The CMT leader and assistant team leader's contact information is provided. Cell numbers should be used if there is no response to campus phone or in the event of downed land lines.

Name	Campus	Home	Cell
Bob Blevins	ext. 6155	601.268.6850	601.408.4088

3. Physical Plant: Operational hours are 7:00AM until 5:00PM Monday through Friday. The facility director and maintenance supervisor contact information is provided.

Name	Campus	Home	Cell
Bob Blevins	ext. 6155	601.268.6850	601.408.4088
Ben Jackson	ext. 6155		601.520.2822

4. Student Support and Residence Life: Regular operational hours are 8:00AM until 5:00PM Monday through Friday. The vice president of student services and director of housing contact information is provided.

Name	Campus	Home	Cell
Valerie Bridgeforth	ext. 6188	601.307.8220	601.307.8220
Jamie Holmes	ext. 6102		601.303.7536

5. Purchases during an emergency will be in coordination with the president, chief financial officer, and the CMT leader. Contact information for the chief financial officer is provided.

Name	Campus	Home	Cell
Grant Guthrie	ext. 6193	601.584.7851	601.520.1352

6. Receiving shipments during a campus-wide emergency or disaster will be done at the general command post. For isolated emergencies, the location for receiving supplies will be outlined for security to implement.
7. Emergency Shutdown of Utilities: In the event of a natural disaster where major structural damage is sustained, the facilities director will be responsible for making the decision to close off hazardous utilities, i.e., electricity and natural gas.

Name	Campus	Home	Cell
Bob Blevins	ext. 6155	601.264.6850	601.408.4088

Emergency Food Supply

MMI Dining Services, as the food service provider for the university, maintains a food supply designed to cover several days without outside shipments. MMI Dining Services and the food service manager have a plan to address food spoilage and/or contamination in the event of power loss. Concerns pertaining to food shall be directed to the MMI manager.

Name	Campus	Home	Cell
Dale McVeay	ext. 6036		601-447-4450
Chris Gipson	ext. 6036		601-467-6359

Materials And Location

Emergency kits to include flashlights, emergency band radios, and first aid supplies are located in residential buildings and supervised by the area coordinator or resident director of each building. These supplies are maintained for potential use in an emergency. Large items such as generators and pumps are located and maintained in the facilities department.

Medical Supplies

First aid kits are available in several areas across campus. Student services, facilities, security, and nursing maintain emergency supplies and would be first responders in an emergency on campus until qualified medical assistance can arrive. These kits are replenished yearly.

Documentation Of Emergency Notification

The registrar's office utilizes the university's collegiate management system to maintain information for student contact, i.e., home phone and emergency contact. Residential life maintains emergency information cards on each residential student.

Section VI: Emergency Procedures and Guidelines

Emergency Evacuation Procedures

1. Building Evacuation

- a. All building evacuations will occur on notification by security or the contact person outlined on the Quick Reference Emergency Plan published and distributed to each office on campus (Hattiesburg, Tradition).
- b. When notification occurs, leave by the nearest marked exit and alert others to do the same. Evacuation areas for each building are outlined on the above mentioned document and in this manual (Section II).
- c. Assist disabled persons leaving the building. Do not use elevators in the event of fire or tornado as there is the potential for individuals to become trapped.
- d. Once outside, proceed to the designated area at least 50 yards away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

2. Campus Evacuation

- a. The CMT leader or designee through the authority of the president will announce the evacuation of all or part of the campus grounds.
- b. All persons are to vacate immediately the area in question and leave campus or relocate to another part of the campus as directed.

NATURAL DISASTERS/EVENTS

Fire

Before the Emergency

Know the location of fire extinguishers, fire exits, and alarm systems on campus and how to use them. Training and information is available through the facilities department and, if needed, the fire department. All housing staff receive training each year for safety in residential housing.

Identify the Emergency

An emergency exists when building fire alarms or sprinkler systems are activated, or when someone actually sees smoke or fire and sounds an alarm. Security should be notified immediately and the fire department called. Security should be called as

- a. They can verify the emergency and call for proper assistance.
- b. They can deal with small fire by using fire extinguishers
- c. They can implement an existing plan to have security meet fire equipment as it comes onto campus and to show exactly where the emergency is located.

Take Appropriate Action

When an alarm sounds, the building(s) affected must be evacuated immediately. Walk quickly to the nearest marked exit and alert others to do the same. Assist disabled persons in exiting the building. Close all doors to help confine the fire and reduce oxygen.

NEVER USE WATER TO EXTINGUISH AN ELECTRICAL FIRE!

DO NOT LOCK DOORS!

DO NOT USE ELEVATORS DURING A FIRE!

DO NOT RETURN TO AN EVACUATED BUILDING unless directed to do so by a university official. If you become trapped in a building and a window is available, place an article of clothing outside the window as a marker to rescue crews. If no window is available, remain near the floor where the air is less toxic. Shout periodically to alert emergency crews of your location.

ABOVE ALL, DO NOT PANIC.

Once outside, move to the clear, designated area away from the affected building in order to be counted as safe. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

A command post may be set up near the emergency site. Keep clear of the post unless you have official business. Any damage or injuries should be reported to the post. This will be the site for immediate first aid. The CMT will determine other action as necessary.

A personnel member has been designated as the contact for each building on campus. This person or designee will be responsible (as much as possible) for sensitive documents or materials.

End Crisis Mode

The university will activate the appropriate notification system to update the campus and outside media. If injuries are incurred, designated offices will deal with types of injuries and family contacts, i.e., student services for student injuries. Designated offices will develop a follow-up plan for each type of crisis and hold a debriefing meeting to discuss problems or improve action plans. Written documentation of the particular crisis will be prepared for future use.

Hurricane

Before the Emergency

Review the disaster procedures and know the contact persons critical to the potential disaster.

Identify the Emergency

All faculty, staff, and students will be alerted as to the emergency situation by Sader Watch, emergency siren, and by word of mouth. Security and Sader Watch will be responsible for notifying persons on campus of warnings that occur in the evening or on weekends. Upon notification of a threat, residential staff will follow outlined procedures for student housing.

In the event of a hurricane threat to Mississippi, the office of the president will make the official call for continued operation or closing of the university. Detailed hurricane procedures are available for each campus location. Should the university officially close because of a hurricane, notification of re-openings will be conducted via the website www.wmcarey.edu, local media, or by telephoning 1-800-962-5991. No structures on William Carey's campus are approved Red Cross shelters; therefore, no one will be allowed to remain on campus.

Residential students on the Hattiesburg campus will follow specific evacuation guidelines outlined through the housing office.

Tornado

Upon notification of a tornado warning for the immediate area by any one of the above mentioned notification systems, all students and university personnel should go immediately to the designated area for that building as outlined in *Quick Reference Emergency Plan* and in Section II of this manual. All persons will remain in these locations until the warning alert is lifted.

Take Appropriate Action

If outside and unable to get to shelter, seek a ditch or depression in the ground and lie flat on the ground. Notices are posted in each building designating areas where occupants should go in the event of a tornado warning. The designated areas for each building are as follows:

Art Building	1st floor Lawrence Hallway
Bass Hall	Lower Level Floor Hallway
Braswell Hall	Lower Level Floor Hallway
Bryant Hall	Lower Level Floor Hallway
Byrd Hall	Lower Level Floor Hallway
COM Buildings	Interior Hallway
Common Grounds	Evacuate to Lawrence Hall – if time does not permit, go to interior wall and cover with couch cushions
Crawford Hall	Interior Hallway
Donnell Hall	Interior Hallway
Encore	Student Center Storage
Facilities Building	
Fail-Asbury	Computer Lab
Fail Addition	Interior Hallway
Fairchild Hall	Interior Hallway
Gillespie Gallery	Interior Wall
Green Science	Lower Level Floor Hallway
Gym	Interior Lobby Wall
Johnson Hall	Lower Level Hallway
Kennedy Complex	Bathrooms, Dugouts, Storage Rooms, Umpire Changing Room
Lawrence Hall	Lower Level Interior Hallway
Lorena Smith	Interior Hallway
Maintenance	Paint Room
Mary Ross	Interior Hallway
McMillan Hall	Interior Hallway
Missionary House	1st Floor Bathroom
Polk Hall	Lower Level Hallway
Ross Hall	Lower Level Hallway
Smith/Rouse Library	Interior Hallway
Student Center	Storage Room
Tatum Court	Basement
Tatum Theatre	Clinton Gym
Thomas Fine Arts	Lower Level Floor Hallway
Wheeler House	Lower Level Interior Hallway

CAUTION: Avoid power or utility poles as they may be energized.

If in a vehicle, stop as quickly as safety permits. Exit the vehicle and seek shelter in a ditch or depression and lie flat on the ground.

In the event that a tornado strikes the campus, the CMT will coordinate efforts with proper local authorities. Facilities will shut off utilities as needed. Staff will administer first aid as needed or until authorized medical service is available.

ENVIRONMENTAL DISASTERS/EVENTS

Chemical Spill or Contamination

Before the Emergency

The university does not store chemical or hazardous materials that would potentially create an emergency situation for the campus. The university is located in proximity to a rail and highway system that has the potential of creating a crisis should that transit system engage in transporting toxic materials.

Identify the Emergency

Notification by whatever source that a spill or contamination has taken place and can possibly affect persons on campus will constitute an emergency. During regular operational hours, the president's office, academic vice president's office, security, or the facilities office would receive the notifying call from off campus. Any one of these offices will obtain the following:

- Name and telephone of person/business calling
- Nature of emergency
- Emergency action warranted

Take Appropriate Action

Upon receipt of a call from the emergency management office or the fire department validating an emergency situation that is potentially harmful to persons, the university will proceed with outlined directions to ensure the safety of all.

Buildings may need to be evacuated. Assist disabled persons in exiting the building.

Emergency medical assistance will be administered until qualified medical assistance is available.

End Crisis Mode

The emergency will be considered over when determined by the proper authorities.

Food Poisoning

Identify the Emergency

An emergency exists when there is an outbreak of illness on campus that appears to be food poisoning or the result of possible contamination of food products from Sodexo.

Take Appropriate Action

The vice president of student services and Sodexo's food service manager should be contacted immediately and made aware of the situation. The residence life staff should be notified in order to be aware if students in their facilities come down with the illness.

The external relations office should be contacted to deal with outside media coverage. The CMT leader should also be notified, but there may not be a need for the entire university's notification system to be activated. The team leader will decide at this time what other notifications should be made.

If the source of food poisoning is the campus dining services or catering, all individuals who have come into contact with the contaminated food must be contacted and made aware of the situation. Security should be notified so that they are aware of the situation and are able to field incoming calls made to security.

The vice president of student support and MMI's manager should designate emergency food suppliers. Efforts should be made to determine the source of contamination.

Medical needs of those affected must be assessed and addressed by the Forrest County Health Services as deemed necessary. When investigation is complete, clean up efforts should begin to rid the campus of the source of the contamination.

End Crisis Mode

The crisis will be considered over when all persons affected have been given the proper assistance. The reason for the contamination should be addressed and steps taken to prevent a reoccurrence. Negative public relations fallout should be addressed on and off campus.

Power Outage

Identify the Emergency

An emergency exists when there is an obvious loss of power. The emergency will probably become evident to everyone very quickly. If telephones are out of service as well, information may have to be passed by staff members going from point to point or by cell phones. Security will notify the facilities department director.

Only if the outage is prolonged will the CMT leader be notified for the university notification system to be activated.

Take Appropriate Action

The source of the outage should be identified as quickly as possible. If the problem is on campus, the facilities department will investigate and proceed as necessary. If the outage is caused by factors off campus, Mississippi Power should be contacted for assistance. The time frame will be determined by Mississippi Power. Mississippi Power will keep the CMT leader and director of facilities informed.

End Crisis Mode

The crisis will be considered over when proper authorities have taken charge and power is restored. Individual circumstances should be assessed to see if a back-up power source is warranted.

CRIMINAL OR TERRORIST ACTS

Bomb or Bomb Threat

Before the Emergency

Know the gathering locations and contact persons for each of the buildings used for work, study, and residence.

Identify the Emergency

If someone receives a bomb threat or observes a suspicious object or package on campus, security should be notified immediately. Security will make the call for the university notification system to be activated and will place a call to the police department.

If you receive a bomb threat, immediately fill out the bomb threat form that is found on the following page of this manual. This will provide information to the investigators regarding the call.

If you are in a building where a bomb is suspected

DO NOT OPEN DRAWERS OR CABINETS!

DO NOT TURN LIGHTS OR OTHER SWITCHES ON OR OFF!

DO NOT TOUCH ANY SUSPICIOUS PACKAGES!

Evacuate the area immediately.

Take Appropriate Action

The CMT and local authorities will determine the plan of action. A decision on evacuation will be based upon available information. If the decision is to evacuate a building(s), occupants should take personal packages, lunches, briefcases, etc., so they will not be mistaken for explosives. Because a bomb may be sound sensitive, building fire alarms should NOT be activated in order to prompt evacuation. Individuals responsible for an evacuation should accomplish the task quickly and quietly.

End Crisis Mode

The crisis will be considered ended when declared so by the city police department or the CMT leader in cooperation with the police department. This will usually be after a sufficient amount of time has passed and the threat considered over.

BOMB THREAT REPORT FORM

(Record of threatening phone call)

Date and time call received _____

To the best your ability, record the exact words of the person making the call. _____

Questions to Ask:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you place the bomb? _____

Description of Voice _____

Check correct(s) Male ____ Female ____ Young ____ Middle Age ____ Old ____

Tone of Voice _____

Accent _____ Background noise _____

Is voice familiar to you? _____ If so, who did it sound like? _____

Remarks _____

Person receiving or monitoring call _____

Department _____ Phone _____

Criminal On Or Near Campus

Identify the Emergency

An emergency exists when the campus has been notified through official means that a crime has been committed and the suspect is located on or near the campus. This is reserved for more serious crimes in which the criminal may resort to desperate measures. Notification should be made to the entire campus population through the standard campus alert alarm system of text, e-mail, telephone, etc.

Take Appropriate Action

This kind of emergency usually dictates that the police department set up a command post in the immediate area of concern; however, this is not necessarily on the university's campus grounds. Until the crisis ends, a campus communication center may be warranted. Security should be placed in strategic locations on campus to monitor persons approaching campus. Information forthcoming to the CMT leader from the police department should be disseminated as necessary. The public information officer is responsible for handling outside media if necessary.

End Crisis Mode

Events will be monitored and the campus notified when this situation is brought to conclusion.

Hostage Situation

Identify the Emergency

Should a hostage situation develop on campus, security and the CMT leader should be notified immediately. This will allow for the campus notification system to go into action as well as gaining assistance from the local police department. Upon arrival of the local police department, activity with regard to the hostage situation will be directed by that unit.

Take Appropriate Action

It is possible that buildings may need to be evacuated, but only at the direction of city police department and/or the CMT. Any evacuation should be done quickly and quietly with direction through the police. Hostage situations have an ongoing danger until resolved, so the less movement there is in the proximity the better. Assessment will need to be made as to the individuals in danger and what campus locations are threatened. This will be done in conjunction with the expertise of the police. A command post may be set up close to the crisis point; therefore, all nonofficial traffic should keep clear of the area in question.

End Crisis Mode

The emergency will be considered over when the situation has been entirely resolved by the police and the CMT. Notification will be conducted by using the university alert system.

Murder On Campus

Identify the Emergency

An emergency exists once security or an official of the university has been notified that an act of violence has been committed resulting in death. The location of the scene and the identity of the person calling should be requested.

Security will immediately notify the city police department and the CMT leader. The CMT leader will activate the university notification system at large as well as those staff located in the immediate area of the crisis.

Take Appropriate Action

If the crime scene is on university property, it should be secured immediately. This should be done by anyone available until the police arrive.

Assessment will be done to determine if anyone else is in danger, if the suspect might be in the area, and if any other adjoining areas/buildings might need to be evacuated.

The police department will have full charge of the scene and the crime from this point forward. The university will be available to assist as necessary.

End Crisis Mode

The public information officer of the university will be responsible for handling any media brought on by this crisis. Release of information by the university will be done in conjunction with the police department.

Protest

Identify the Emergency

An emergency exists when there is a gathering anywhere on campus of parties in protest fashion. When it is identified as such, security should be notified, who in turn will notify the CMT leader.

The university is a private entity and has adopted a policy of no tolerance for nonstudent demonstrations or protests. If such an off-campus group engages in a protest on campus property, the city police will be contacted for removal. If the protest is conducted off campus property lines, security will monitor the situation.

If the protest is conducted by students, the CMT leader will notify the team members to appropriately address the students.

Take Appropriate Action

A nonviolent protest will be constantly evaluated, regardless of its proximity to the university. Proper university officials designated by the president will be involved to offer reasonable solutions.

A violent protest will be turned over the city police department for resolution.

End Crisis Mode

The emergency will be considered over when the protesters are dispersed and there is no longer a danger presented to the campus and its population.

Unstable Person

Identify the Emergency

A psychological crisis (unstable person) exists when an individual is threatening harm to himself/herself, others, or is out of touch with reality due to severe drug reaction or a psychotic break. A psychotic breakdown may be manifested by hallucinations or uncontrollable behavior. Such crisis may involve a person who does not have an affiliation with the institution.

Take Appropriate Action

Do not attempt to handle a situation that you feel could be dangerous on your own. The person dealing with the unstable person should immediately call security for assistance. Security will then call the appropriate university staff if the individual is a student or city police if the individual does not have a university affiliation. If the situation occurs in the residence hall, the residence life team may also be utilized.

Once the call has been made to security, determine whether or not you can keep the individual in the current location. If there is imminent threat, do not attempt to detain or restrain the individual. The resource people mentioned above will assure that the individual receives proper medical attention.

End Crisis Mode

The crisis will be determined over when the individual has been turned over to the proper authorities for assistance.

Section VII: Training

It is recommended that the appointed and current crisis management team meet to outline and review this manual in an effort to improve effectiveness during an on-campus crisis. It is a given that individuals, when faced with adverse conditions, tend to react in the way for which they have been trained.

The university will provide the *Quick Reference Emergency Plans* for each campus building. An “Emergency Warning and Hazardous Weather Procedures” form is located in each building near the entrances. These guides will assist individuals to take the initial steps required in an emergency or crisis situation until the university’s CMT and security can take appropriate action.

Meetings and training sessions should be documented and include names, date of meeting, location, and any specialized resources from off campus. It is also recommended that the university offer the campus as a mock crisis training location for local authorities.

Section VIII: Summary

This manual is an attempt to identify steps that the university may need to take in case of emergencies. Several types of crises have been identified and outlined for what would be a beginning and ending. A crisis management team has been established and a means by which to contact them should the need arise. A step-by-step process of reactions to ensure safety and protection has been outlined for the university. It is understood that there could be variables and unknowns involved for any one emergency. These guidelines are written to suggest a general direction that should be taken into consideration when deciding upon what action to take. Each situation must be evaluated individually and decisions made based upon the factors present at that time. No management plan is perfect or ideal for all incidents, and suggestions can only be evaluated after an actual experience.