



Crisis Response Plan

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Stauffer-Wood Administration Building, P.O. Box 668, Moorhead, MS 38761, 662-246-6558.

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Telephone Directory

Campus Contacts

Campus Emergency Line	246-8011
Campus Police	246-6470
Student Services.....	246-6442
Public Relations.....	246-6273
Maintenance.....	246-6441

Evacuation Sites Primary.....	246-6436
Secondary.....	246-5461

Law Enforcement

Police Department	246-5461
Sunflower County Sheriff's Office.....	887-2121

First Responders

County EMS.....	887-6253
Fire Department	246-5611

Utilities

Natural Gas.....	887-4332
Electrical.....	800-968-8243
Water/Sewer.....	246-5461
Phone/Internet.....	246-6330

Local Government Agencies

Moorhead.....	246-5461
Sunflower County.....	887-1252
Health Department.....	887-4951
Emergency Management Agency.....	887-6253

Purpose Statement

Mississippi Delta Community College is committed to supporting the welfare of its students, faculty, staff and visitors. Preparing a college Crisis Response Plan and allocating resources to respond to possible emergencies is one way the college offers this support. The plan is designed in accordance with appropriate laws, regulations and policies that govern crisis/emergency preparedness and reflect the best and most current thinking in the area.

The campus Crisis Response Plan is designed to maximize human survival and preservation of property, minimize danger, restore normal operations of the college, and assure responsive communications with the college community, surrounding neighborhoods and the municipality. This plan is set in operation whenever a natural or induced emergency affecting the college reaches proportions that cannot be handled by established measures. A crisis may be sudden and unforeseen, or there may be varying periods of warning. This plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and durations.

The plan provides for aiding the local community when appropriate, although the primary responsibility of the plan is for the college community for which it is designed. This plan is a tool to accomplish the above stated purpose with a minimum of confusion and wasted effort.

Objective

The primary objective of the Crisis Response Plan is to establish, promote, implement, and maintain good safety and health policies for the student body, faculty, staff, and visitors. Ancillary objectives of the Crisis Response Plan include:

- Develop and recommend procedures that shall ensure the college's compliance with local, state and federal regulations.
- Support college units, individually, in the implementation of their safety and health processes.
- Assemble and maintain an effective Crisis Response Team for the purpose of providing a safe campus, assuring compliance with standards, and facilitating communication between the committee and the campus community.
- Develop and preserve information on safety and health as an educational resource for the college. This also applies to requirements under the Clery Act.
- Provide effective and beneficial training programs for the purpose of assuring safety and awareness.
- Conduct periodic evaluations of each college unit to assure compliance with the college's safety plan and all regulations issued by local, state, and federal agencies.
- Facilitate technical problem-solving activities to ensure compliance with local, state, and federal regulations.
- Provide the President of the college with information on safety and health activities.
- Submit required reports to local, state, and federal agencies as required.
- Comply with requirements of the Federal Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Authority

The authority to declare a campus state of emergency lays with the college President or his/her designee.

Building Safety Coordinators

Each building has an assigned Safety Coordinator who is responsible for directing persons to the assembly areas in the event of an emergency.

Building	Coordinator
Fine Arts and Boggs Scroggins	Maurice Calvert Janet Burford Jennifer Woodard Dr. Brent Gregory
Allied Health	Patricia Kelly Megan Applewhite
Men's Residence Hall	Robert Mallet Adrian Wilson
Cafeteria	Wyatt Williams Chandra Clay Betty Bush
Stauffer-Wood Administration Building	Felicia Nash Mary Owens
Capps Center	Todd Donald Dawn Ferguson
New Women's Residence Hall	Janice Kilby Karen Woods
Greenville Higher Education Center	Dr. Mary Ann Brocato David Dodd Jeffery Oswalt Veronica Velasquez
Jack Harris Maintenance Building	Don Lee Nancy Dill Clayton Henderson
Vandiver Student Union	Willie Brown Emily Simmons
Horton Building	Sarah Buchanan Angie Cather
J.T. Hall Coliseum	Vanessa Farrell
LETA Classroom	Dean Bearden Diane Cook
Jack E. Harper Science Building	Dr. John Ammons Barbara Smith
Library	Johnny Davis Kristi Bariola Joyce Allen
Tanner Hall	Lillie Nash
Vocational Technical Building	Rosalyn Shaw
Shop Areas	Nick Lofton Steele Robbins
Veterans Apartment	Arthur Richardson Clifton King
Greenwood Center	Mary Joseph Terry Landfair Bobby Fuller
Lineman Program	Joe Curtis

Crisis Response Plan

Policies and Procedures

College policies and procedures are in place to respond to specific crisis situations. For example, Campus Police have procedures to respond to reports of crime, the Counseling Center has procedures for responding to students in emotional distress, facilities management has a disaster plan for responding to natural disasters, and residence life has plans for responding to events in residence halls. While most of these plans outline procedures for immediate responses to events, they should be viewed as part of a larger, coordinated college response to a crisis.

Goals

The college's goals when a crisis occurs are to:

- Respond quickly to immediate threats to the well-being of students, faculty, staff, and visitors.
- Respond to the emotional as well as physical trauma sustained by victims, family members, and the greater college community.
- Protect the human, physical, and financial assets of the college.
- Communicate openly, honestly, and proactively with the college's constituents, recognizing the importance of avoiding panic, speaking with one voice, and balancing individuals' legal rights to privacy with the public's need to know about the situation.
- Demonstrate through its management of the crisis that the college is maintaining responsible control of the situation, viewing each crisis as an opportunity to establish trust and build the college's credibility and reputation.
- Initiate internal review of the crisis situation as appropriate.
- Ensure appropriate follow-through on commitments made during the crisis and, after the crisis has subsided, evaluate the college's response in order to improve procedures.

Scope

The College and site-specific plans encompass all campuses and address a broad range of potential major emergencies. Such types of incidents are as follows:

- Person-caused—violence, vandalism, hostage, assault, threat of suicide
- Natural—snowstorm, flood, high winds, fire, freeze-up
- Situational—toxic substance, explosion, oil spill, gas leak, plane crash, chemical
- Medical—injury accidental, injury crime, terminal illness, infectious disease

- Mechanical—heat, water, electrical, structural, computers, telephones

Crisis Response Team

The college has established a Crisis Response Team that may be called together to develop and manage the institution’s response to a crisis. In the event of a crisis on campus, the Vice President of Student Services has been designated by the President to serve as Incident Commander for the campus. The team consists of the following members:

Title	Name	Office #
Executive Vice President	Dr. Charlie Barnett	246-6304
Vice President of Student Services	Dr. Edward Rice II	246-6444
Assistant to the Vice President for Student Services	Mr. Derrick Fields	246-6442
Director of Public Safety	Mr. Henry Manuel	246-6462
Vice-President of Business Services	Mrs. Marsha Lee	246-6314
Vice President of Instruction	Mrs. Teresa Webster	246-6317
Associate Vice President for Enrollment Management	Dr. Brent Gregory	246-6302
Director of Maintenance	Mr. Don Lee	246-6441
Associate Vice President for Public Relations and College Advancement	Mr. Reed Abraham	246-6273
Training Officer LETA	Mr. Dean Bearden	246-6436
Digital Content and Marketing Director	Mrs. Melaney Emerson	246-6456
Counselor for Enrollment Management	Mrs. Kate Failing	246-6361

Team responsibilities

- Gather and share information about the event.
- Separate and clarify issues; define terms; identify additional information needed.
- Determine overall college response to an event.
- Identify individuals or groups affected by the event.
- Plan appropriate responses for each group.
- Assign responsibility for carrying out plans.
- Recommend initiation of internal investigation of incident.

Activating the Crisis Response Team

In the event of an emergency, the Crisis Response Plan will be initiated.

1. The first person on the scene will assess the situation and implement an initial action plan. This may include calling for Campus Police, emergency medical, fire, and/or law enforcement support. When appropriate, the Vice President of Student Services will mobilize the Crisis Response Team by texting or calling members. To assemble the Crisis Response Team at the Incident Command Center (ICC), one of the following pages will be sent:

ERT 911-ICC1 –LETA Lobby

ERT 911-ICC2 – Campus Police Office

ERT 911-ICC3 – Offsite – Court Room City Hall Moorhead, MS.

NOTE: The response team member will communicate the status of the situation and immediate needs to the President and the college community as information becomes available.

2. The Vice President of Student Services will identify emergencies as “Level 1” or “Level 2” emergencies.
 - Level 1: A situation that will not involve outside agencies and/or media. The Vice President of Student Services will decide if it is necessary to mobilize the entire Crisis Response Team, specific members of the Crisis Response Team, or none at all.
 - Level 2: Situation is such that outside agencies and media will most likely be involved. MDCC Administration will be informed immediately, and the Crisis Response Team will be mobilized.
3. All campus emergencies will be debriefed at the next Crisis Response Team Meeting to discuss the response that was provided. The debriefing will be used to identify what worked and what needs to be revised.

Incident Command Center

The Incident Command Center (ICC) is a communications center staffed with personnel who gather information and coordinate responses to an emergency. The ICC expedites reaction to a situation by providing appropriate staff to gather, process, retrieve, analyze, and display data rapidly in a readily useable form to assist in making accurate and timely decisions.

Purpose

The ICC's primary purpose is to minimize injuries and damages by directing the response of internal resources, requesting the assistance of external agencies, and coordinating the efforts of both.

Assignment

1. To be thoroughly familiar with the overall situation.
2. To maintain a continuous flow of information on the changing events.
3. To know what internal resources are available.
4. To direct or redirect resources to meet the highest priority needs.
5. To request assistance from or offer assistance to other units or organizations as appropriate.
6. To know what external resources are available to meet the needs of the college.
7. To maintain records of the flow of information into and out of the ICC and of actions taken.
8. To act as a clearinghouse for information, verify the accuracy, and correct inaccurate information.
9. To initiate follow up actions as appropriate.
10. To pass correct information to other organizations who have a need-to-know.
11. To operate continuously during the crisis.
12. To maintain records/logs of calls, assignments, and actions.

Staff

The Vice President of Student Services oversees the operation of the ICC which is staffed by the Crisis Response Team and management personnel from Public Relations, Maintenance, Campus Police, and Business Office. Each member is responsible for contributing expertise and necessary information from their respective areas.

Backup ICC

The backup ICC serves as an alternate in the event that the primary ICC is seriously damaged. It is the responsibility of the Vice President of Student Services to activate

and designate the location of the backup ICC. The scope of the disaster and extent of damages to the primary ICC will dictate where the backup ICC is positioned. If the primary ICC is destroyed, a portable radio unit can become the backup ICC, or the radio can be detached and taken to the building or area selected for the backup ICC. Operations will remain the same but may be tempered by the physical location and staffing accommodations.

Telephone Communications

During a disaster, the in-house telephone telecommunications network can be affected to different degrees depending upon the type and scope of the disaster:

1. Loss of outside dial tone.
2. Loss of inside and/or outside dial tone affecting certain portions of the campus property.
3. Loss of all inside and outside dial tone. A devastating event has potential to seriously damage MDCC telephone company equipment beyond use.
4. Loss of power.

Campus Lockdown

Lockdown is a condition requiring complete separation and protection of college occupants from any situation regarding an existing internal or external situation that could directly threaten their safety.

An emergency lockdown is declared when, in the opinion of a college administrator, a situation exists that threatens the safety of college occupants and requires they remain in their classrooms. When a dangerous person or condition exists in or near the college, the primary objective is to protect college occupants from danger.

During a lockdown, doors should be locked, and no one is to enter or leave a room. Windows should be covered and shut. It is safest to move students away from doors and windows. Make sure everyone is quiet and remains in a lockdown until the Incident Commander gives the “ALL CLEAR” notice.

Active Shooter

Violent incidents, including but not limited to acts of terrorism, an active shooter, assaults, or other incidents of workplace violence can occur on college grounds or in close proximity with little or no warning. An active shooter is considered to be a suspect or assailant who uses a firearm to cause serious injury or death. Mississippi Delta Community College has adopted nationally accredited law enforcement response procedures to contain and terminate such threats as quickly as possible. The following information regarding law enforcement response will enable you to take appropriate action. Try to remain calm as your actions will influence others. The following instructions are intended for incidents that are of an emergent nature (i.e. imminent, or in progress).

Actions You Should Take Immediately

1. Secure the Immediate Area. Whether in a classroom, residence hall room, office, or restroom:

- a. Lock or barricade the door. Block the door using whatever is available, such as desks, tables, file cabinets, other furniture, etc.
- b. After securing the door, stay behind solid objects away from the door as much as possible.

- c. If the assailant enters your room and leaves, lock or barricade the door behind him.
- d. If it is safe for you to do so, allow others to seek refuge with you.

2. Protective Actions. Take appropriate steps to reduce your vulnerability:

- a. Close blinds.
- b. Block windows
- c. Turn off radios and computer monitors.
- d. Silence cell phones.
- e. Keep people calm and quiet.
- f. After securing the room, people should be positioned out of sight and behind items.

3. Open Areas. If you find yourself in an open area, immediately seek protection:

- a. Put something between you and the assailant.
- b. Consider trying to escape if you know where the assailant is and if there appears to be an escape route immediately available to you.
- c. If in doubt, find the safest assembly area available.

4. Call 246-8011. Emergency situations should be reported to law enforcement by dialing 246-8011. You may hear multiple rings, but stay on the line until it is answered. Do not hang up. Be prepared to provide the Police Officer with as much information as possible, such as the following:

- a. Begin by stating your name, the building name, and room number.
- b. Describe the nature of the emergency
- c. Number of people at the location.
- d. Injuries, if any, including the number of injured and types of injuries.

Try to provide information in a calm, clear manner so that the Police Officer can quickly relay your information to responding law enforcement and emergency personnel.

5. What to Report. Try to note as much as possible about the assailant including:

- a. Specific location and direction of the assailant(s).
- b. Number of assailant(s).
- c. Gender, race, and age of the assailant(s).
- d. Language or commands used by the assailant(s).

- e. Clothing color and style.
- f. Physical features, e.g., height, weight, facial hair, glasses.
- g. Type of weapons, e.g., handgun, rifle, shotgun, explosives.
- h. Description of any backpack or bag.
- i. Do you recognize the assailant(s)?
- j. Do you know their name(s)?
- k. What exactly did you hear (e.g., explosions, gunshots, etc.)?

7. When to Leave

- a. The assailant may not stop until his objectives have been met or until engaged and neutralized by law enforcement.
- b. Always consider the risk of exposure by opening the door for any reason.
- c. Attempts to rescue people should only be made if it can be done without further endangering yourself or the persons inside the secure area.
- d. Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
- e. If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.
- f. It is best to remain in a secured area until the “ALL CLEAR” is issued by law enforcement.

What to Expect From Law Enforcement Response

Mississippi Delta Community College Police Officers will immediately respond to the area and may be assisted by other law enforcement agencies. Law enforcement’s purpose is to stop the active shooter as soon as possible. The first officers to arrive on the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers (this will not take place until the threat is neutralized and the area is secure). Remember:

1. Help is on the way.

- a. Remain inside the secure area, so long as it remains safe to do so.
- b. The safest place for you to be is in a locked/barricaded room.
- c. Law enforcement will locate, contain, and stop the assailant.
- d. The assailant may not flee when law enforcement enters the building but instead may target arriving officers.

2. When law enforcement arrives:

- a. Follow officers' instructions.
- b. Put down any items in your hands, e.g., bags, jackets.
- c. Immediately raise hands and spread fingers.
- d. Keep hands visible at all times.
- e. Avoid making quick movements toward officers such as holding on to them for safety.
- f. Avoid pointing, screaming, and/or yelling.

3. Injured Persons. Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.

- a. You may need to explain this to others to calm them.
- b. Once the threat is neutralized, officers will assist EMS with treatment and evacuation of injured and other personnel.

4. Evacuation. Responding officers will establish safe corridors for persons to evacuate.

- a. This may be time consuming.
- b. Simply follow the directions of law enforcement personnel.
- c. Remain in secured areas until instructed otherwise.
- d. You may be instructed to keep your hands on your head.
- e. You may be searched.
- f. After evacuation, you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.

Attempted Suicide

You may come in close contact with a wide variety of students on a daily basis. You get to know some of these individuals very well and are familiar with their moods and behaviors. Thus, you are in an excellent position to notice attitudinal or behavioral changes that might indicate an adjustment difficulty or emotional problem. Working together, we may be able to identify and assist students who need additional support in order to remain enrolled and be successful at MDCC. If a suicidal attempt appears imminent, notify Campus Police at 246-8011. If the attempt is threatened but does not appear to be imminent, notify the Vice President of Student Services Office with detailed information.

The following are observable signs that may indicate a student referral:

- Comments about suicide, depression, abuse, or other trauma

- Inability to concentrate in class
- Withdrawal or isolation from others
- Crying or sleeping in class
- Unusually high (or low) energy level
- Sudden lack of interest in hygiene or appearance
- Dramatic weight loss or gain
- Change in peer groups
- Sudden drop in class attendance, participation, or performance
- Under the influence of drugs/alcohol in class

Guidelines for referring a student for counseling services (non-emergency):

- Speak directly to the student and express your concern.
- Give the student the Counseling Office number at 246-6264.
- Encourage the student to make contact with the Counseling Office.

The counselor at MDCC can:

- Answer your questions concerning steps to take in assisting students
- Offer information about personal concerns and problems
- Provide community referral services for students and employees of MDCC

Emergency Action Plan

Responsibility for the Decision to Close

On the rare occasions when MDCC is forced to close, the decision will be made by the President, Director of Public Safety, Executive Vice President, Vice-President of Student Services Staff and the Director of Maintenance.

Official Announcements

If the decision is to close the college, the MDCC administration will make all official College announcements by way of the Public Relations Director. Announcements of an emergency closing will, to the extent possible, specify the starting and ending times of the closing, and whether the closing includes specific College services, events, evening classes, athletic events and programs.

The College website is the primary source of information on College closings. Announcements are also distributed via email and text message. To the extent possible, local radio and television stations will be notified. Calling College offices will not guarantee that the latest or most accurate information is provided to the caller.

Therefore, college announcements will be made available as follows:

- College website: www.msdelta.edu
- College email to all employees and students with active email addresses
- Text Message (note: registration of your mobile number is required)
- Radio: Local AM & FM stations will be notified
- Television: WABG-ABC and WXVT-CBS

Severe Weather Threats

Common terms used during severe weather include:

Tornado Warning- Tornado detected. Take shelter.

Tornado Watch- Tornados are possible.

If a *TORNADO WARNING* is issued:

1. Stay away from windows.
2. Go to the basement when possible or lowest floor possible. Disabled individuals will receive assistance as needed.
3. If in the classroom, go to an interior hallway or designated area.
4. If outdoors without shelter, lie flat in a nearby ditch and shield your head.

On Campus Daytime Alert

When a tornado threatens, you will hear the citywide alarm. Building coordinators will initiate the severe weather procedures.

New Women's Dorm:

Move to the east hallways on the 1st floor or move into the bathroom with a pillow.

Coliseum:

Move to the football locker room.

Vo-Tech:

Move to the hallway of the Main building next to the Administration offices.

Horton Building/Horton Annex:

Move to the ground floor on the Northeast side hallway of Horton Building.

Jack Harper Science Building:

Move to inside laboratory.

Library:

Move to the hallway next to the conference rooms or move to the Horton Science building.

Tanner Hall:

Move to the four downstairs classrooms on the north side.

Student Services Building:

Move to the vault in the business office or in the financial aid office hallway.

Fine Arts Building:

Move to the hallway.

Men's Dorm:

Move into the bathroom or under your bed.

Stauffer-Woods Administration Building:

Move into the vault.

Cafeteria:

Move to the basement under the main floor.

Allied Health:

Move to the hallway across from room 15, to the restrooms, or storage rooms 10 and 11.

Jack Harris Maintenance Building:

Move to the inner file room in the inner office.

Law Enforcement Training Academy:

Move to the west wing of the New Women's Residence Hall.

Veterans Apartment:

Move to inner hall on the first floor.

Lineman Program: (Modular Building)

Move to the Coliseum into the Football Locker

When a Tornado Threatens at Night

1. As soon as a warning is issued, campus police will open the Horton Science Building and will secure the buildings on campus.
2. Campus Police will inform the women's dorm, men's dorm, library, and any other classes in session. Campus Police will establish communications with these groups.
3. Campus Police will inform everyone to listen for the citywide warning alarm system. This alarm gives off a high-low modulating sound.

Earthquake

Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Once a significant earthquake begins, building occupants must take immediate action. Individuals should take emergency action to ensure their own personal safety; additional actions will be implemented after the quake stops. An earthquake may cause noticeable shaking of the ground and buildings. This shaking will vary in intensity (i.e. mild tremors to shaking sufficient to destroy buildings). When a significant earthquake occurs, occupants should immediately take cover. Some forms of covers consist of: standing under doorway and bracing your hands and feet against each side; getting under a desk or heavy table; standing flat against an interior wall.

Do not seek cover under laboratory tables or benches as chemicals could spill and cause injury. Do not use elevators to get to lower floors. For disabled or impaired individuals, please refer to Appendix I (Guidelines for Persons with Disabilities).

Immediate Action Plan

1. SEEK SHELTER IMMEDIATELY.

A. Indoors: Watch for flying glass, falling plaster, bricks, light fixtures and other objects. Stay clear of high bookcases, shelves and other furniture, which might slide or topple, as well as windows and mirrors.

B. Outside: Avoid high buildings, walls, power poles and other objects, which could fall. If possible, move to an open area, large parking lot or, lawn area away from all hazards.

C. In a car: Stop in the safest place available, again, in an open area.

2. As long as it is safe to do so, remain in place until the “ALL CLEAR” signal is given.

Fire Prevention

Resident Hall Emergency Fire Plan

Despite all precautions to prevent our MDCC students from fire hazards, fires can happen. The following information will help in the event of a fire.

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

1. **Know** where exits are located.
Make sure the windows in your room are not blocked.
Know the nearest hall exit.
2. **Know** the location of fire extinguishers in your hall.
Never play with fire extinguishers.
3. When you are notified that there is a fire, do the following immediately:
 - A. Check your room door. If it is hot, **DO NOT OPEN IT.** Otherwise, open the door slowly and be prepared to close it if the hallway is full of smoke or fire.
 - B. Should you encounter smoke in the hall or in your room, **CRAWL** to the nearest exit.
 - C. If you become trapped in your room, open the window and exit through it. If the window is stuck, break it out and exit through the window.
 - D. Disabled individuals will receive assistance from the Dorm Director or other dormitory staff during the emergency.
4. Any time you see smoke or fire, carefully investigate and call for help.
5. **NEVER** cook in your room!
6. Each time you leave your room, check to make sure **EVERYTHING IS OFF!**
This includes hot combs, irons, hair dryers, curlers, etc.

Fire Safety Protocol for the Classroom

In the event of fire, proceed according to the following directions:

1. Call the Campus Police Emergency Line at 246-8011.
2. Instructors should inform students where to exit the building. Instructors will also assist disabled individuals with exit procedures. Students are to walk quietly and calmly, always keeping to the right without taking time to gather any personal belongings before leaving the classroom. Always listen to the teacher's instructions.
3. Confine fire by closing the door to the area involved.
4. Notify maintenance at 246-6441 of a break or suspected break in lines that might present an additional hazard.
5. Keep path to emergency area open for emergency vehicles.
6. No one should return to the building until the authorities declare the area safe.

Gas Leak Emergencies

If a gas leak is suspected, immediately report the incident to the Vice President of Student Services Office or Campus Police. Be prepared to provide information such as your name, exact location of the suspected leak, and injuries or property damage. The Maintenance Department will be notified and will in turn contact Atmos if needed.

If there is a suspected gas leak inside a building or near a building, the Maintenance Department will be called to assess the potential dangers. Campus Police will also assess the danger to occupants, to the public and to property. Once a leak has been identified, all effected occupants will be notified to evacuate the immediate area. Campus Police will ensure that occupants evacuate the building to a safe distance in an orderly manner. Occupants will be instructed not to turn on or off electrical switches, use phones (both land line and cellular) and pagers, light matches or cigarettes, nor start machinery or other equipment. Atmos and other local emergency responders such as the fire department will be notified if needed. Campus Police will give the “ALL CLEAR” when it has been determined to be safe to return to the area.

The Maintenance Department will ensure that all flames or burners are extinguished. If MDCC personnel cannot safely extinguish a fire, the local fire department will assist in the emergency. Explosions that occur due to a gas leak will be handled by the local fire department. Campus Police will secure the scene and ensure that effected occupants remain a safe distance from the danger.

In the event of a natural disaster such as a tornado, the Maintenance Department will assess the scene to determine the extent of damage. If needed, the main valve will be closed to prevent a gas leak. If a leak has occurred, Atmos will be notified to assist in the emergency. Local authorities will be notified as needed.

Assembly areas

When a campus emergency is identified that requires an evacuation, Campus Police will contact all building coordinators. Each building coordinator will inform all personnel in their respective buildings of the type of emergency and appropriate evacuation procedures. Each building will be evacuated to the designated assembly areas as follows:

New Women’s Dorm: Football Stadium

Coliseum: Football Stadium

Vo-Tech Building:	Soccer Field
Jack Harper Science Building:	Football Stadium
Horton Building & Annex:	Football Stadium
Library/Tanner Hall:	Vacant lot on West Side of Cherry Street
Student Services/Fine Arts:	Vacant lot on West Side of Cherry Street
Men's Dorm:	Soccer Field
Cafeteria:	Football Stadium
Stauffer-Wood Administration:	Open lot behind the building
Allied Health:	Soccer field
Jack Harris Maintenance Building:	Practice Football Field
Veterans Apartment:	Soccer Field/Football Stadium
Lineman Program:	Baseball Field
Law Enforcement Training Academy:	Baseball Field
Law Enforcement Barracks:	Open lot behind Faculty Row

When conditions improve, Campus Police will give the “All Clear” and allow occupants to return to their buildings.

Bomb Threats

If you receive a telephone bomb threat:

1. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information about the device, the validity of the threat, or the identity of the caller. Listen carefully for background noises.
2. Notify a supervisor or co-worker and have them immediately dial “0” for the campus dispatcher 246-6470 to notify Campus Police.
3. Note the phone number of the caller if your telephone has a display.

4. Gather as much information as possible. Use the bomb threat checklist, and ask questions in a polite and non-threatening manner. **WRITE DOWN THE EXACT WORDS OF THE CALLER AND ANY THREATS.**
5. Upon completion of the call be sure Campus Police has been notified. Complete the checklist while the call is still fresh in your memory.
6. Remain available to answer questions from responding officers.
7. If the threat was received by another individual and he/she is relaying information to you, use the checklist to gather as much information as possible.

The form below is for note taking and printing only. It is not sent to MDCC Police or any other law enforcement agency.

Date of Call:	Phone # of Caller:
Time Call Received: <input type="checkbox"/> AM <input type="checkbox"/> PM	Time Call Concluded: <input type="checkbox"/> AM <input type="checkbox"/> PM
Person Receiving Call:	Phone # Call Received On:

What were the EXACT WORDS of the caller? Ask them to repeat the message, if necessary.

Ask the following questions:

- When is the bomb going to explode?
- Where exactly is the bomb?
- Did you place the bomb?
- When did you put it there?
- What does the bomb look like?
- What kind of bomb is it?
- What will make the bomb explode?
- Why did you place the bomb?

- What is your name?
- Where are you?
- What is your address?
- Are you aware that it could kill or injure innocent people in addition to those you intend to hurt?

Bomb Threat Checklist

Characteristics of the call: (Check all that apply)

Call Origination:	<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Unknown
Message:	<input type="checkbox"/> Live	<input type="checkbox"/> Recorded	<input type="checkbox"/> Message read by caller	

Characteristics of the Caller:

Sex of Caller:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unknown	
Estimated Age: Adult	<input type="checkbox"/> Child/Teen	<input type="checkbox"/> Young Adult	<input type="checkbox"/> Middle-aged Adult	<input type="checkbox"/> Older

Voice Qualities:	
<input type="checkbox"/> Clear	<input type="checkbox"/> Distorted / Muffled
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft
<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Pitch-Low/Deep
<input type="checkbox"/> Raspy	<input type="checkbox"/> Smooth
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Unpleasant
Comments:	

Speech Pattern:	
<input type="checkbox"/> Deliberate	<input type="checkbox"/> Fast
<input type="checkbox"/> Hesitant	<input type="checkbox"/> Slow
<input type="checkbox"/> Distinct (Describe)	<input type="checkbox"/> Speech Impediment
<input type="checkbox"/> Slurred	<input type="checkbox"/> Accent (Describe)
Comments:	

Language:	
<input type="checkbox"/> Educated	<input type="checkbox"/> Irrational
<input type="checkbox"/> Uneducated	<input type="checkbox"/> English
<input type="checkbox"/> Well-spoken	<input type="checkbox"/> Non-English
<input type="checkbox"/> Foul	<input type="checkbox"/> Unusual Phrases/Slang
<input type="checkbox"/> Rational	
Comments:	

Behaviors:	
<input type="checkbox"/> Calm	<input type="checkbox"/> Angry
<input type="checkbox"/> Confident	<input type="checkbox"/> Nervous
<input type="checkbox"/> Blaming	<input type="checkbox"/> Fearful
<input type="checkbox"/> Depressed	<input type="checkbox"/> Agitated
<input type="checkbox"/> Laughing	<input type="checkbox"/> Crying
Comments:	

Background Sounds

<input type="checkbox"/> Airport / Airplanes	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Train
<input type="checkbox"/> Animals / Birds	<input type="checkbox"/> PA System	<input type="checkbox"/> Traffic / Street
<input type="checkbox"/> Children	<input type="checkbox"/> Quiet	<input type="checkbox"/> Water / Wind
<input type="checkbox"/> Factory Machinery	<input type="checkbox"/> Restaurant / Bar	<input type="checkbox"/> Weapons
<input type="checkbox"/> House Noises	<input type="checkbox"/> Talking / Voices	
<input type="checkbox"/> Music	<input type="checkbox"/> Television	
Comments:		

Observation/Comments:

Did you recognize the voice? Who do you think it is?
Did the caller indicate in-depth knowledge of the facility?
Did the caller attempt to disguise their voice?
Comments:

Disaster Recovery Plan

Natural or man-made disasters can occur in any given location with or without warning. These events might include, but are not limited to, tornadoes, earthquakes, fires, floods, natural gas explosions, pipeline ruptures or explosions, bombings, or other man-made destruction. While it is impossible to create a scenario for every possible individual disaster, it is possible to establish general procedures to be followed to recover from such an event.

In the event of a natural or man-made disaster affecting either the main campus in Moorhead or the off-campus sites at Greenwood, Greenville, or Indianola, the college will take the following steps to maintain the operations of the institution and ensure the safety of our students, faculty, and staff.

- (1) Once the initial threat of the disaster has passed, the President, or designee, will assemble the President's Cabinet, the Crisis Response Team, and other such school personnel as needed to plan for continued operation at the college.
- (2) The first priority will be to consider the current and future safety of the students, faculty, and staff at the college. The necessary precautionary steps will be implemented immediately. This may include, but are not limited to, immediately closing off any damaged buildings or areas of the college that could pose a threat to the continued safety of individuals.
- (3) The college personnel, with the assistance of appropriate professionals such as structural engineers, if needed, will evaluate all damaged buildings for safety and viability of use. This will include inspection of critical infrastructure such as electric and gas utilities, water and sewage systems, fire suppression and alarm systems, Internet connectivity, and HVAC equipment.
- (4) The college will take inventory of the classrooms and other facilities that are safe and available for immediate continued use by faculty, staff, and students. This includes ensuring that all critical college infrastructure systems, such as utilities, communications, and information technology, are operational in the indicated spaces.
- (5) All computerized student records are regularly backed up to an off-site data storage facility. This will assist the college in restoring critical information technology systems in a timely and efficient manner.

Disaster Recovery Plan...Continued

(6) Plans to continue the operation of the college using the available facilities will be made and communicated to faculty, staff, and students. In the event of widespread destruction on the college campus, it is possible for Mississippi Delta Community College to continue educational operations through the use of online educational technology. All college classes are required to have an online component, which could be used to continue instructional activities in the event of a disaster.

(7) The President, or designee, will coordinate efforts to bring damaged physical facilities back into operation as soon as possible. In the event of lengthy repair timelines, the college will acquire temporary facilities to continue the operation of the college until all original facilities have been restored or replaced.

APPENDIX

I: Guidelines for Persons with Disabilities

If you are disabled, follow the below guidelines:

- It is your responsibility to prepare for emergencies by learning the location of exits, stairwells, and fire alarms in each building you use frequently.
- Tell a coworker, classmate, or instructor in each area or class if you will need assistance during an emergency evacuation from the building.
- Practice using escape routes.
- If you cannot speak loudly, carry a whistle or have some other means for attracting the attention of others.
- Know how to help others help you. Give clear instructions about your needs or preferences.

Evacuation Procedures

Faculty and staff are responsible for directing evacuations from their classroom and work areas. When the situation involves a person with a disability, use these guidelines to assist them:

- Know the evacuation routes.
- Do not move disabled persons without first asking them if they need help.
- Remain calm.
- If asked, assist the person to the nearest safe exit. If a stairwell is used and smoke is not present, assist them inside and close the fire door.
- If you cannot assist in the evacuation, alert emergency personnel to the location of the person.

Use of Elevators

- **DO NOT USE** the elevator during fire!
- If you do not know the nature of the emergency, assume it to be a fire.
- If the emergency is other than fire, persons with disabilities have priority using the elevators for evacuation.
- If you are physically able to use the stairways, you should **NOT** use the elevators during any emergency.

Visually Impaired Persons

In the event of an emergency, inform the person the nature of the emergency and offer to guide him/her. As you walk, tell the person where you are and advise of any obstacles. Remain calm at all times. When you have reached the assembly area, inform the person about where he/she is and ask if any further assistance is needed.

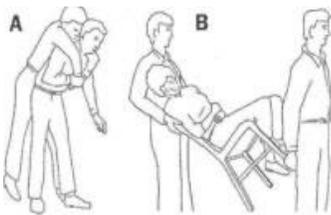
Hearing Impaired Persons

Persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required. Two methods of warning that may be used include:

- Writing a note telling what the emergency is and the nearest evacuation route.
- Turning the light switch on and off. Then indicate through gestures or writing what is happening and what to do.

Persons Using Crutches, Canes or Walkers

Ask if the person needs assistance to evacuate. Offer to guide them to the emergency exit. If necessary, carrying options include using a two person lock arm position (A) or having the person sit in a sturdy chair (B), preferably one with arms.



Persons in Wheelchairs

- Ask the person how you can help.
- Determine if the person wants to be removed from the chair.
- Determine if the person wants to be carried down a flight of stairs (forward or backward)
- Ask what type of assistance they will need after evacuation.
- Alert emergency personnel to the location.

II: MDCC Dining Room (Sodexo)

General Safety Rules

1. It is a requirement of the job for all Sodexo employees to wear approved slip resistant shoes.
2. All employees using a knife will wear a glove on the opposite hand. All employees using or cleaning a slicer will wear gloves on both hands.
3. All employees involved in heavy lifting over 40 lbs or awkward lifting will wear a back support belt. Proper lifting techniques will be followed at all times.
4. Protective equipment and/or clothing must be worn as required. Oven mitts and apron when preparing over, fryer, or grill. Rubber gloves, apron and goggles when handling chemicals, hot grease or oven cleaner.
5. Report promptly to your Manager any item or equipment that appears defective or in need of repair.
6. Keep floors clean and free of grease residue. Clean up food and water spills immediately. Post “Wet Floor” signs when needed.
7. High traffic areas must be cleaned in stages and in a fashion that will provide a dry walk surface at all times.
8. Report any hazardous condition or unsafe work habits immediately to your supervisor.
9. Promptly replace all safety guards after clean machinery. Horseplay, running, and practical jokes are prohibited.
10. Machinery and tools, including knives and slicing equipment, must be used only for the purpose for which they were intended.
11. Employees must disclose to their Manager the use of any substances, legal or illegal, that create drowsiness, slowed reaction time, hallucinations, etc.
11. Any accident must be reported immediately to the Manager.

III: Campus Safety Evaluation Checklist

	Yes	No
Are floors, aisles, and inside passageways kept clean and dry and all spills cleaned up immediately?		
Are floor holes, such as drains, covered?		
Are yards maintained so as to minimize tripping and falling hazards?		
Are there handrails on all stairways having four or more steps?		
Are all exits marked with an exit sign and illuminated by a reliable source?		
Are all exit routes always kept free of obstructions?		
Are all containers labeled as to their contents?		
Are persons required to wear eye and skin protection when handling unsafe materials?		
Have procedures been set for clean up of unsafe spills?		
Are flammable liquids kept in closed containers when not in use?		
Are all spills of flammable or combustible liquids cleaned up promptly?		
Are gasoline and other flammable liquids stored in approved containers?		
Are restrooms and washrooms kept in clean and sanitary condition?		
Are extinguishers selected for the types of combustibles and flammables in the areas where they are to be used? Class A Ordinary combustible material fires Class B Flammable liquid or grease fires Class C Energized electrical equipment fires		
Are extinguishers fully charged and kept in designated places?		
Are extinguishers located along normal path of travel?		
Are extinguisher locations not obstructed or blocked?		
Have all extinguishers been serviced, maintained and tagged at intervals not exceeding one year?		

Last Date Evaluation Completed: _____

Signed: _____

Location Inspected: _____

IV: Mini Safety Bulletins

Fire and Gas Evacuation

In the event that a fire or gas leak is discovered in the building, the alarm should be pulled immediately. When the fire alarm is sounded:

- Evacuate the building immediately using the existing evacuation plans. **ASSUME THAT THE ALARM IS SOUNDED FOR A FIRE HAZARD AND EVACUATE THE BUILDING. THERE WILL BE NO OTHER ANNOUNCEMENT TO EVACUATE.**
- Stay calm and low to the ground if smoke is present, and cover mouth and nose.
- **Teachers should take their grade books.**
- If trapped in a room, close as many doors as possible between you and the fire. Place clothes around and under the door to stop smoke from coming in.
- Report to predetermined assigned areas outside of the building for accountability.

Earthquake

At the first sign of the ground shaking or when vibration begins, the teacher or person in charge should give the following commands:

- Drop and take cover.
- Turn away from windows.
- Stay under shelter until shaking stops.
- Listen for instructions.

Further instructions will be given by a member of the Crisis Response Team or designee.

If evacuation is necessary: Campus Police orders evacuation via the intercom, if possible.

- Building is evacuated using the existing evacuation plans.
- Teachers take their grade books.
- All teachers, students, and other building personnel report to predetermined assigned areas outside of the building for accountability.

NOTE: TEACHERS MAY NEED TO MAKE THEIR OWN DETERMINATION ABOUT EVACUATION IF NO ANNOUNCEMENT IS MADE.

Rape

If a rape occurs on campus involving either a student or staff member:

- Notify the Campus Police Office in person or by telephone (246-8011). **DO NOT USE TWO-WAY RADIOS.**
- The Vice President of Student Services contacts the college counselor so they can shield victim from contact with others and give care until authorities arrive.
- Campus Police will notify the President of the College.
- If it is determined the assailant is still on the premises, a CODE RED condition will be announced.
- Follow existing CODE RED procedures.

Student/Staff Member Medical Emergency

- Notify Campus Police by telephone (246-8011)
- Campus Police will contact appropriate agencies to assist with the handling of the situation
- Campus Police will notify the Vice President of Student Services Office
- Vice President of Student Services contacts the college counselor.
- Vice President of Student Services calls President of the College.

Suicide

- An employee or student having any reason to believe someone is considering or threatening suicide is to contact the Vice President of Student Services immediately (246-6442).
- Student Services will contact the college counselor.
- The counselor will meet with the student in the case of a suicide threat or attempt.

Bomb Threat

- Notify the Campus Police Office (246-8011). Provide as much information as possible.
- Campus Police will contact appropriate agencies to handle the bomb threat.
- Do not disturb, move, shake, or touch any suspicious packages.
- Campus Police notifies the Vice President of Student Services who in turn notifies the Crisis Response Team.
- Vice President of Student Services orders evacuation (if necessary) via intercom and by way of Building Coordinators. Immediately evacuate the building using the existing evacuation plans.

V: Crisis Response Checklist

This list is intended to provide focus for discussion during a volatile situation and should not be considered a limit to potential responses. Some members of the team will automatically assume certain responsibilities based upon the nature of their positions.

Gather information

_____ Define:

- Nature of event
- Names, ages, phone numbers, and status (e.g. student, staff) of those involved, including any witnesses
- Date, time, and location of event
- Nature/number of injuries
- Property damage/estimate of loss/nature of insurance
- Nature of immediate response (what has already happened)

Define Issues

_____ Does the situation involve, for example:

- Controlled substances
- Race
- International/overseas student
- Gender/sexual orientation
- Guns
- Arson
- Security
- Safety
- Sexual/other assault

Define Overall Institutional Response

_____ Prepare statement if necessary

Identify affected groups and groups needing information

- Victims
- Victims' family, friends, roommates
- Students
- Faculty and staff
- Community members

- Media
- Prospective students, families
- Legislators, government agencies
- Trustees
- Alumni and donors

Define response actions and assign responsibilities

- Contact victim, family
- Free phone calls home
- Expanded escort service on and off campus
- Meeting with student organizations
- Grief counseling
- Special housing arrangements
- Cancellation of events
- Letters to families/alumni/donors
- Increased security
- Closing facilities
- News conference

VI: Roles and Responsibilities in Incident Command

INCIDENT COMMANDER (IC)

The Incident Commander (IC) is solely responsible for emergency, disaster and crisis operations and shall remain at the Incident Command Center (ICC) to observe and direct all operations. The IC will ensure the safety of the students, staff members and others on college grounds. The IC shall assess the type and scope of the emergency, determine the threat to human life, implement the Crisis Response Plan, and assign functions and positions as needed.

Preparedness

- Ensure the college Crisis Response Plan is all-inclusive having contingency plans in place for every type of emergency.
- Ensure that Crisis Response Team members are selected annually and are adequately trained.
- Review and update the Crisis Response Plan with Crisis Response Planning Team annually.
- Place equipment, food, first aid, and emergency kits in a place that has easy access; inventory and monitor shelf life expirations at least annually.
- Update internal and external phone lists at the beginning of each college year and throughout the year as needed.

Response

- Ensure that the college's Crisis Response Team (CRT), emergency responders, and college officials are notified.
- Gather facts on the incident, and assess the situation based on those facts.
- Ensure that 911 is called if needed.
- Make decision to remain at current status or prepare to Evacuate or Lockdown.
- Develop and implement a plan of action. Have a back-up plan ready.
- Make internal notification to teachers and staff to carry out the plan.
- Ensure that a member of the CRT meets external emergency responders at the emergency access point (main doors of college, etc.).
- Meet with external emergency responders IC and form Unified Command (UC).
- Constantly monitor the situation and get updates from all resources.
- Ensure that all college occupants reach the designated assembly area or sheltering area.

Recovery

- Assess damage to facility.
- Initiate incident report.
- Debrief the President of the college, faculty, staff, parents/guardians and students as appropriate.
- Conduct a post-incident critique with CRT, campus police, external emergency responders and other key stakeholders.
- Ensure that proper clean-up/decontamination occurs.
- Prepare college for reopening.

CAMPUS POLICE CHIEF (CPC)

A crime or other situation in or near a college may require the college staff to take steps to quickly secure the college from internal or external threats. This will involve developing specific assignments for college personnel during such an emergency and creating a system to make sure the college is secure. The CPC would then act as a liaison with the agency handling the local event.

Preparedness:

- Participate in drills and tabletop exercises.
- Ensure the Crisis Response Plan is current.

Response:

- Under the order of the Incident Commander (IC), secure the entire college and report back to the IC.
- Assist with searching the college.
- Assist with the evacuation and lockdown.

Recovery:

- Work logistics and prepare to return the college back to a normal condition.
- Participate in the post-incident critique.
- File a report with the local law enforcement agency if needed.

EVACUATION COORDINATOR

The duties of this position focus on organizing the off-site Evacuation location during an emergency situation. This includes planning the movement of the college occupants to the location and assisting with the accounting of the occupants once they are moved. Key aspects of this assignment involve planning for the use of a location and planning the evacuation route and process to safely move the students. When organizing an evacuation, consider persons with special needs and plan for how those persons will be moved and what assistance may be required.

Preparedness

- Identify on-site and off-site evacuation assembly areas and review annually.
- Note evacuation assembly areas in the college's CRP.
- Identify all routes to off-site evacuation assembly areas.
- Develop contingency plans to evacuate persons with special needs to the off-site emergency evacuation assembly area.

Response

- Assist Faculty and Staff with the evacuation of the college.
- Assist Faculty and Staff with the accounting process at the evacuation assembly area.
- Assist with the needs of the students at the evacuation assembly area.
- Check in with the owner/facility manager of the secondary evacuation assembly area.

Recovery

- Participate in the post-incident critique.
- Assist IC with incident report.

VII: Mitigation Prevention Checklist

This Mitigation Prevention Checklist will reduce exposures to the college and should be referred to often to ensure a safe and secure environment.

EXTERIOR OF COLLEGE

- Be aware of the surrounding neighborhood. If anything looks suspicious, report it to local law enforcement.
- Exterior doors should be properly numbered.
- Ensure all gates are secured.
- Ensure all external utilities are secure and protected.
- Ensure all roof hatches are secured and locked.
- All emergency exit doors, windows, and hatches should be properly marked and visible from the outside of the building.
- Keep college grounds well-manicured, and reduce blind spots or hiding areas by cutting down shrubs to no higher than 3 feet.
- Doors and windows should be in good working order and locked 24/7 except for the main entrance.
- Exterior doors should not be propped open with blocks or other objects.
- Outdoor lighting should be effective to illuminate areas of use during night hours.
- All sides of the college and athletic facilities should be illuminated to reduce the risk of criminal activity on college grounds.
- Athletic facilities should be secured when not in use.
- All exterior cameras should be in good working order.
- Ventilation intakes should be properly secured from intrusion.
- Dumpsters/garbage cans should remain away from the college. Garbage cans should be secured so they cannot be used to damage or enter college property.
- Parking lots should be well-lit, free of debris, and adequate parking spaces should be provided with signs for handicapped parking, visitors, teachers and students (if applicable).
- The college should adopt proactive off-premises procedures for field trips, sporting events and other events that occur off college grounds.

INTERIOR OF COLLEGE

- All doorways and exits should be free from obstructions that would hamper or delay an effective Evacuation.
- All interior doors should be properly numbered or identified with a label.
- All emergency exit doors, windows and hatches should be clearly marked.
- All exit lights should be in good working order.
- Classrooms should be organized and clear of obstructions that would hamper or delay an effective Evacuation.
- All classrooms should be secured when not in use.
- Paper hanging in the hallways and classrooms should be minimized to reduce the amount of combustible material in the college, especially in Evacuation egress areas.
- Universal Evacuation signage should be posted in every room at adult eye level, near the door and in hallways.
- An emergency procedures guide should be placed in all classrooms.
- All chemicals should be properly stored in their original containers. Chemicals should be secured when not in use.
- Food and chemicals should never be stored together in a refrigerator or other area.
- Computer/server rooms should be secured at all times and access should be limited. Appropriate ventilation and climate control systems should be installed in the server rooms.
- The auditorium should have universal Evacuation signage and properly illuminated exit lights.
- The gym should have universal Evacuation signage and properly illuminated exit lights.
- Only authorized personnel should have access to the kitchen.
- All cafeteria staff should be trained yearly on basic emergency procedures and proper food preparation safety procedures.
- All knives, box cutters, and other sharp instruments should be secured when not in use.
- Boiler rooms & mechanical rooms should be clean, locked and organized.
- Utility shut offs should be properly labeled for shut-off.
- The custodian should implement a maintenance logging system for preventive maintenance including heating ventilations and air conditioning (HVAC), fire suppression, fire extinguishers, smoke detectors and security alarm.

INTERIOR OF COLLEGE

- Hallways should be free from obstruction including furniture, musical instruments, large art displays, and any other item that could impair an effective Evacuation.
- Hallways should be properly numbered and/or identified.
- Missing and damaged ceiling tiles should be replaced.
- Restrooms should be clean and organized. College staff should make periodic checks to reduce the opportunity for property damage and criminal activity.
- ID cards should be worn by college staff at all times. This policy should be enforced.
- Visitors and vendors should report to the main office and sign in. Identification should be requested.
- Visitors and vendors should receive a pass that indicates exactly where they are going within the college.
- All employees that handle the mail should be trained on how to identify suspicious packages and envelopes.
- The college should keep an up to date list of special needs students and staff that includes those with temporary disabilities (e.g. crutches, pregnancy, broken bones, etc.) Additional contingency plans should be established for persons with special needs. These contingencies include special Evacuation and Lockdown procedures.
- College Crisis Response Plans MUST be updated on a bi-annual basis. If no changes are needed, a memorandum acknowledging such must be forwarded to all faculty and staff
- The college Crisis Response Team should work with local public safety agencies to find ways to reduce risks.
- All public safety agencies shall have access to the college's Crisis Response Plan and accurate floor plans.
- Proper evacuation procedures should be implemented and faculty, staff and students should participate in drills each year.
- Primary and secondary evacuation assembly areas should be designated.
- Sheltering areas should be identified and marked. All students and faculty should know where they are located.
- Sheltering areas should be in areas that protect college occupants from glass and flying debris and provide the best possible structural protection.
- Lockdown procedures should be implemented and tested a minimum of one time per year.

VII. REGISTERING FOR MDCC ALERTS

MDCC Alerts is Mississippi Delta Community College's alert service provided through e2Campus. This service will send you instant alerts and time-sensitive messages, including up-to-date information on emergencies and campus closings. Messages can be sent to your cell phone via text message, or to your e-mail account. Registration is free. To register for MDCC Alerts, go the following webpage and complete the form: <http://www.msdelta.edu/mdccalert>.

MISSISSIPPI DELTA
COMMUNITY COLLEGE

About MDCC Alerts

MDCC Alerts is Mississippi Delta Community College's alert service provided through e2Campus. This service will send you instant alerts and time-sensitive messages, including up-to-date information on emergencies and campus closings.

Messages can be sent to your cell phone via text message, or to your e-mail account.

Registration is free. All cell phone text message fees will apply. Contact your service provider for more information.

FAQs and Support

Want more details? For more information about MDCC Alerts, [click here to view the FAQs](#).

[Click here for an instructional video for the MDCC Alerts registration process](#)

Need Help?
[Click here to submit a ticket with MDCC Alerts technical support.](#)

Mobile Opt-in Categories

To receive general, college-wide alerts, just text MDCCALERTS to **79516** to subscribe. To receive campus-specific alerts, see below:

- Text **MDCCMAIN** for Moorhead Campus alerts
- Text **GHECALERTS** for Greenville Higher Education Center alerts
- Text **GWDALERTS** for Greenwood Center alerts
- Text **CAPPSALERTS** for Capps Center alerts

Message and data rates may apply. Text HELP to 79516 for help. Unsubscribe at anytime by texting STOP to 79516.

Register Now!

Email Address
(employees enter your MDCC email): *

First name: *

Last name: *

Password: *

Verify Password: *

Optional Groups
(check all that apply):

- Capps Technology Center
- Greenville Campus (GHEC)
- Greenwood Campus
- Moorhead Campus

Mobile Phone (TXT): Select Camer... ▼

Agree to [Terms of Service](#) *

* Required Fields

[Privacy Statement](#)

Already have an account?

Log in below to make changes to your account: