



# **Crisis Response Plan Greenwood Center**

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**207 West Park Avenue  
Greenwood, MS  
662-453-7377**

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.

## **CRISIS RESPONSE PLAN**

### **Quick Reference Greenwood Center**

#### **INTRODUCTION**

This plan was developed to help provide protection for the students, faculty and staff of the Greenwood Center.

Please read this plan. Greenwood Center staff personnel should be prepared to take proper action should an emergency of any type occur. Familiarize yourself with the categories.

#### **CRISIS RESPONSE TEAM**

A safety committee composed of the Director of the Greenwood Center, the Vice President of Student Services, the Director of Public Safety and the Director of Maintenance will meet during the school year to review the safety and emergency procedures of the Greenwood Center. The committee welcomes comments and suggestions from staff and instructors to make the Greenwood Center a safer environment. A responsibility of the committee will be to review any accidents that occur at the center and determine if the accident could have been prevented and if proper emergency procedures were followed.

#### **AUTOMOBILE ACCIDENT**

If you are involved in or witness an automobile accident at the Greenwood Center, you should:

Call Greenwood Police Department 453-3311

A full report should be given to the Campus Police Department by the person witnessing the accident.

#### **BOMB THREAT – DO NOT TREAT BOMB THREATS AS A JOKE**

##### **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 the on-duty Campus Police Officer or Greenwood Center Director and have them immediately dial “662-453-3311”.
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 Main Campus (662-246-8011)** 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?

**CIVIL DISTURBANCE**

A civil disturbance is any set of circumstances that in the judgment of the administration would cause a disruption of normal college activities and would potentially jeopardize the safety of students, faculty, or staff.

Contact the on duty Campus Police Officer or the Director of the Greenwood Center at **662-453-7377 or the emergency number 662-299-6300**. If further assistance is needed, contact the Greenwood Police Department at **662-453-3311**.

## **HAZARDOUS WEATHER**

When the weather conditions are severe enough to warrant limited activities at Mississippi Delta Community College, students and employees will be advised by the MDCC Webpage, listening to their local radio and TV stations (Greenwood, Greenville and Cleveland). Announcements and other information regarding MDCC operations will be provided by the above local TV and radio outlets. For additional information call the Office of Public Relations at 246-6405.

## **TORNADOES**

All persons in the building will be alerted as to the emergency situation by telephone, police radio, or word of mouth. All college personnel (FACULTY, STAFF, AND STUDENTS) should go immediately to the designated areas within the building.

A siren will sound if a tornado warning is given for the immediate vicinity. One long blast 15-30 seconds means a tornado is in the area.

The following rooms have been designated as evacuation locations for inclement weather at the Greenwood Center:

Classrooms 1, 2, 5, 6, 7, 8

Classrooms 3, 4, and 13

Classroom 9, Office 10 and Library

Administrative Office

Culinary Arts

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**Inner Hallway**

**Remain in Classroom**

**Middle Hallway, Faculty Offices or Break-Room**

**Evacuate to Unisex Bathroom**

**Evacuate to Main Building Bathroom**

## **PHYSICAL PLANT (BUILDING PROBLEMS)**

### **ELECTRICAL/LIGHT FIXTURE**

Call the Physical Plant at 246-6441 or 246-6461 (Day) or (Night) Campus Police at 246-8011.

### **PLUMBING FAILURE/FLOODING**

Stop using electrical equipment immediately. Call the Physical Plant; (Day) 246-6441 or 246-6461 or (Night), Campus Police at 662-246-8011.

### **GAS LEAKS**

**Stop all operations.** Leave the building. Do not touch light switch or use any electrical equipment, including cell phones. **This will cause an explosion. Call the Physical Plant at 662-246-6441 or 662-246-6461 (Day) or (Night), Campus Police at 662-246-8011. The Vice President for Student Services 662-246-6442, the Director of Student Life 662-246-6445, and Campus Police 662-246-6470 will also need to be contacted. The Campus Police Emergency number is 662-246-8011.**

## **VENTILATION PROBLEMS**

If smoke or foul odors come from the ventilation system, immediately notify the Physical Plant at **662-246-6461 (Day) or (Night), Campus Police at 662-246-8011 or the Greenwood Emergency number 662-299-6300.**

**WEEKENDS/NIGHTS** Physical Plant emergency services can be reached through the on-duty Campus Police Officer by calling the Campus Police Emergency Number: **246-8011.**

## **SERIOUS INJURY OR ILLNESS**

Report the injury/illness to the Vice-President of Student Services Office (246-6442), Greenwood Campus Emergency Line 662-299-6300, Greenwood Center 662-453-7377 or Campus Police Emergency Line (246-8011). If it is a life threatening injury, dial 911.

1. The Director of the Greenwood Center or their designated representative will call for emergency medical services and/or transportation to local health care facilities.
2. In case of injury or illness, the Director of the Greenwood Center will notify the involved person's family.
3. All safety precautions should be enforced and injured persons should not be moved until they have been checked.
4. A full report should be given to the Director of the Greenwood Center by the person administering aid to the victim.

## **SMOKE/FIRE/GAS**

**When smoke/fire/gas is discovered, take the following steps immediately:**

1. **Warn others: Identify others in the building that are not familiar with the evacuation procedures.**
2. **Dial 911 then dial the Campus Police Emergency Line 662-246-8011.**
3. **Evacuate the Building.** Supervise students and guest to proceed to the designated evacuation area. The designated area is the East Parking Lot in front of the Greenwood Center.
4. **Stay Clear.** The Building Coordinator and staff will make sure occupants are evacuated to the designated area at least 500 feet from the building.
5. **Count Heads.** Each instructor or group leader will make sure all his/her students/employees are out of the building and notify Campus Police or safety personnel if someone is missing.

6. **Keep Access Roads Open.** College personnel will make sure that access roads are kept open for emergency vehicles.
7. **Use Fire Extinguishers.** In the event of a fire attempt to put the fire out. Know the location of and how to operate fire extinguishers in your building.
8. **Stay in a Safe Area.** No one, absolutely no one, will be allowed to go back into the building for any reason until the fire department or ATMOS officials declare the area safe.

## **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 Carrier...

Agree to [Terms of Service](#) \*

\* Required Fields

[Privacy Statement](#)

**Already have an account?**

Log in below to make changes to your account: