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Alcorn State University strives to provide a safe and healthy campus environment for students, employees, vendors, and visitors. The University seeks to be proactive in employing measures to prevent threats and/or actual incidents of emergencies and crises and to mitigate the consequences of such incidents should they occur.

It is essential that all staff and faculty members are familiar with potential emergency situations and know how to implement this plan in the event of an emergency. This plan will serve as a reference for University personnel.

## **PURPOSE**

The Emergency Management Plan provides procedures for the management function and organizational structure for response to emergencies that are of a magnitude to cause a significant disruption of the functioning of all or portions of the University. This plan describes the roles and responsibilities of departments, schools, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

## **MISSION**

The University will respond to an emergency situation in a safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority 1:** Life Safety
- Priority 2:** Property Conservation
- Priority 3:** Incident Stabilization

## **ASSUMPTIONS**

This Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disasters. While the incidents of emergencies at Alcorn State University have been minimal over the years and limited primarily to tornado watches, and/or potential hurricanes, the University maintains a posture of preparedness for the “unlikely” occurrence of the “most likely” emergencies. Alcorn State University understands that disasters may happen at any time. The key to a successful recovery is planning ahead and taking the necessary steps to prevent and minimize risk.

The following assumptions are made and should be used as general guidelines in such an event:

1. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning;

2. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency;
3. An emergency or a disaster may be declared if information indicates that such conditions are developing or are probable. Disasters may be community-wide. Therefore it is necessary for the University to prepare for and carry out disaster response and short-term recovery operations in conjunction with local resources, and
4. Since Alcorn State University is a registered municipality, provisions have to be made to encompass members of the surrounding community as an emergency shelter area. The gymnasiums, dormitories and other facilities may be requested and/or required (if available) to support survivors of local, state and federal emergencies.

### WHAT SHOULD YOU DO IN AN EMERGENCY?

1. **Be aware of your surroundings.** Being aware of where you are and what is happening around you can help you to understand how information, events, and your own actions will impact your safety and your ability to protect yourself, both now and in the near future.
2. **Protect Yourself.** Based upon your assessment of the situation, use your best judgment to protect yourself and, if possible, others.
3. **Call for help.** Any emergency service can be summoned by calling 911 or 3000 if using a campus phone.
4. **Help Others.** Once you are safely away from the danger, warn others of the hazard and help if you can without putting yourself in danger.  
**Remember: BRAVES** help others, especially other **BRAVES**.

### TYPES OF EMERGENCIES/LEVELS OF RESPONSE

In order to provide warnings and a comprehensive means to disseminate information, emergency situations will be assigned a condition by levels. “Emergency Conditions” increase as the risk of the threat increases; response would be as follows:

1. **Level 1 - low/guarded:** A minor incident is defined as a local event with limited impact, which does not affect the overall functional capability of the University. Planning and response is carried out at a limited local level. The Emergency Management Plan would not be activated; however, protective measures and essential personnel will be called in as needed. Examples include: a trash can fire in a classroom, fumes coming from a chemistry lab or a vehicle on fire;
2. **Level 2 - elevated emergency:** An emergency is defined as a serious event that significantly disrupts one or more operations of the University. Multiple University

resources are involved; implement Emergency Management Plan to the extent necessary. Essential personnel will remain present on campus and / or called in until relieved by management. Examples include a building fire, people trapped in an elevator or explosion in a lab or maintenance shop;

3. **Level 3 - high/severe disaster:** A disaster is defined as a very serious event that seriously impairs or halts the operations of the University. The Emergency Management Plan is fully implemented. Immediate response to call in and/or personnel will remain present on campus until relieved by University administration. Examples include: a tornado hitting the main campus area, a gunman or shooting on campus, or bomb threat.

### Emergency Response Implementation

Scope	Level – 1	Level – 2	Level – 3
University Activities	Minimal and localized. Most University activities not impacted	Significant. University activities localized shutdown.	Very significant. University activities shut down for a period of time.
Faculty, Staff and Students	Site-specific localized impact. Injuries possible	Site-specific or general impact with possible disruptions. Injuries possible.	General impact with probable disruptions. Injuries and possibly fatalities are a serious concern.
Media Coverage	None expected or limited local coverage	Local/regional coverage.	Local, regional and possible national coverage.
Public & Government Concern	Limited	Potential exists for an embarrassing situation. Government agencies may investigate prevention/response/recovery efforts.	Potential exists for an embarrassing situation and government investigations or hearings.
Emergency Operation Team (EOT) involvement	Limited or none	Conditionally involved.	Actively involved.
Emergency Management Team (EMT) involvement	Probably none	Consulted as needed.	Consulted regularly and actively involved.

**ORGANIZATIONAL COMPONENTS**

The University’s Emergency Management Plan consists of two major elements:

- Emergency Management Team (EMT)
  - Emergency Operations Team (EOT)
1. **The Emergency Management Team (EMT).** The Emergency Management Team (EMT) consists of the President of the University and senior management (Vice Presidents). It also includes members who have been designated to serve as an EMT member. These members include, but are not limited to: Campus Police Chief, Fire Chief, CITS and Facilities Management. The EMT is responsible for developing the Emergency Response Guidelines, training EOT members and activating the EOT during an actual emergency or training exercise. The EMT will also make evaluations during an emergency and take appropriate actions.
  2. **The Emergency Operations Team (EOT).** The Emergency Operations Team (EOT) is activated, based on the type and nature of the incident, to manage the operational aspects of the University’s response to an emergency event. The University Incident Commander heads the Emergency Operations Team. The Incident Commander has responsibility for overall management of the incident and must be fully qualified to manage the incident. The Vice President for Fiscal Affairs, has been trained in emergency response and has been designated as the University Incident Commander. Members are responsible for ensuring that their functional area has a Critical Operations Plan and necessary resources to execute the plan.

The EOT consists of the following core members but may consist of additional supporting staff as necessary.

At Least 1 member of Senior Management	Chief of University Police
Fire Chief	Facilities Management
Purchasing	Housing Management
University Relations	CITS

The EOT may incorporate additional service from supporting organizations on or off campus. Those supporting groups may include the following:

Food Services Management	Director of Day Care Facilities
Director of Human Resources	Director of Counseling Services
Claiborne County Emergency Management	MS Emergency Management (MEMA)
Federal Emergency Management Agency	Agriculture

## ROLES AND RESPONSIBILITIES OF EOT

Members are responsible for ensuring their functional area has a Critical Operations Plan and necessary resources to execute their plan. Critical Operation Plans are located on the Emergency Response Link via the University's website. All members must be knowledgeable of overall Emergency Management Plan operations. Members must also be available during a crisis situation.

It should be noted that, for any given incident, it might not be necessary for all members of the EOT to be part of the incident stabilization and recovery effort. The Incident Commander will be responsible for notifying members of the EOT when their services are needed.

The team members are responsible for evaluation of information from various sources during an actual event and providing advisement to the Incident Commander on appropriate action requiring a decision.

### Emergency Management Plan Organization Relationship & Primary Responsibilities

Position	Definition	Responsibility
Incident Commander (IC)	Person in charge of the EOT	Coordination and giving approval for all essential functions of the EOT. Keeping members of the EMT updated on emergency status. Requesting for support services.
Member of senior management	Can be the Incident Commander, President or direct reports	Provide decision making empowerment to the EOT.
Chief of Police / Assistant IC in case of a shooter, bomb threat, or hostage situation.	In charge of securing function and law enforcement under the direction of the Incident Commander	Dispatching patrol and securing areas on campus. Performing lockdown of strategic areas and coordination of outside police agencies if IC requests.
Fire Chief / Assistant IC in case of a fire, storm, or environmental threat.	In charge of fire, environmental, ambulance and search and rescue	Dispatch fire fighters, ambulance service and environmental first responders. Coordinate outside agencies at IC request
Facilities Management	Senior Representative from the Facilities area	Assist the Fire Chief with search and rescue, coordinate University transportation, and assist food services, housing and health with setting up temporary location. Provide engineering support to Police Chief during police emergency.
Public Relations Management	Personnel who have been officially designated to	Provide communication to outside agencies and press releases including updates as approved by EMT

	communicate to offsite agencies and press	
Information Technology	Computer Networking Representative	Set up computer and telecommunication hardware and provide website updates as necessary.
Health Service Management	Management personnel from campus infirmary	Set up treatment center for victims and coordinate off campus medical support (i.e.: hospital) with IC approval.
Purchasing	Member of the Business Department with authority to make purchases	Support purchasing of equipment necessary to manage emergencies.
Housing Management	Member of Student Affairs who has authority over student housing	Support securing student housing and communicating basic living needs during an emergency.

### CANCELLATION OF CLASSES FOR INCLEMENT WEATHER

The President or designee has the authority to close the University or portions of the University, cancel classes, or alter employee's work schedules due to an incident or unsafe weather conditions. More information can be found on the Emergency Response link on the University's webpage.

### EMERGENCY OPERATIONS CENTER

The Emergency Operating Center (EOC) serves as the centralized, well-supported location in which the Emergency Operations Team and the Emergency Management Team gather and assume their roles. Response activities and work assignments will be planned, coordinated and delegated from the EOC. The Campus Police Headquarters will serve as the primary EOC (Alternate 1). If the Campus Police Headquarters is unavailable, the J. L. Bolden Campus Union will serve as the EOC (Alternate 2). If the J. L. Bolden Campus Union Building is unsuitable or unusable, the backup EOC on campus will be the Amenities Building (Alternate 3). The Vice President for Fiscal Affairs (Incident Commander) may, at his/her discretion, designate another EOC on or off campus, and the location will be communicated to the Emergency Operation Team.

### UNIVERSITY RELATIONS AND INFORMATION DISSEMINATION

To ensure the accuracy and timelines of the dissemination of information in an emergency situation, the Incident Commander (IC) will provide information to the Associate Vice President for Marketing or designee who will disseminate information to the university community and to the general public. No University employee or student is authorized to speak officially on behalf of Alcorn State University in an emergency unless specifically designated to by the President. Questions regarding the emergency situation should be directed to the Associate Vice President for Marketing.



**SPECIAL UNIT/BUILDING EMERGENCY PLANS**

Because the University consists of several colleges on different campuses and building structures, several units' plans, with emergency management specific provisions must be maintained.

The list below shows the plans that may be found via the emergency response link on the University's website.

**UNIVERSITY BUILDINGS**

**Alumni Affairs House**

**Biotechnology Building**

1st Floor: School of Business

Biotechnology Department

**Bowles Hall**

**Child Development Center/Eunice Powell**

**Clinton Bristow Dining Hall**

**Dave Whitney Complex**

**Ecology Building**

**Financial Services Building**

**Fine Arts Building**

**Harmon Hall**

**Industrial Technology Building**

**Infirmery**

**J.D. Boyd Library**

**J. L. Bolden Campus Union Building**

**Lott Townhouses**

**Math and Science Building**

**Matt Thomas Apartments**

**Morris/Boykin Agriculture**

**and Extension Research Building**

**Natchez Campus**

**President's House**

**Residence Halls**

Female Honors

John Burrus Hall

MWEHV Complex A

MWEHV Complex B

MWEHV Complex C

MWEHV Complex D

Hiram Revels Hall

Student Nursing

Albert Lott Hall

Beulah Robinson Hall

**Saturday Science Academy House**

**Vicksburg Campus****Walter Washington Administration and Classroom Building**

1st Floor  
2nd Floor  
3rd Floor  
4th Floor  
5th Floor  
6th Floor

**BUILDING COORDINATORS**

Building Coordinators are considered the direct person of contact for each building from the EMT. Building Coordinators are responsible for alerting building occupants during an emergency or evacuation. They are also responsible for conducting a role call once evacuation or shelter-in-place assembly has taken place. This procedure is done to assist the EMT in accounting for all building occupants.

Each University building must have a Building Emergency Plan (EMP) that plans for possible emergency incidents. The Building Coordinator or an individual designated by the department head will develop the EMP and submit it to the Campus Emergency Preparedness and Planning Office for review, distribution to the fire department, and posting to the Emergency Operations Center building binder.

Once the plan is developed, reviewed and/or revised, it should be re-submitted annually to the Fire Chief.

The EMP is designed to provide students, faculty, staff and visitors basic **warning notification system, shelter-in-place** and **building evacuation** emergency information for natural and human-caused incidents.

As a member of the Alcorn Community, you should also be familiar with this document. This plan describes the procedures to follow in a variety of emergencies. A copy of this **Guide** can be viewed electronically on the Emergency Preparedness website:

<http://www.alcorn.edu/police/emergency.aspx?id=215>. If you have any questions about the EMP, contact the Fire Chief at 6196.

All Building Coordinators are responsible for completing the following form online, with the assistance of the Fire Chief, at <http://www.alcorn.edu/police/default.aspx?ekfrm=9668>.

## Special Unit Emergency Management Plans

The Building Emergency Plan will be used to provide Building Coordinators (emergency personnel) with information about critical operations and emergencies in the building, regarding the evacuation or shelter-in-place relocation of the building's occupants.

### General Special Unit Information

Name	<input type="text"/>
Job Title	<input type="text"/>
Phone Number	<input type="text"/>
E-mail Address	<input type="text"/>
Building Name	<input type="text"/>
Primary Building Coordinator	<input type="text"/>
Office Phone Number	<input type="text"/>
Cell Phone Number	<input type="text"/>
Home Phone Number	<input type="text"/>
E-mail Address	<input type="text"/>
Secondary Building Coordinator	<input type="text"/>
Office Phone Number	<input type="text"/>
Cell Phone Number	<input type="text"/>
Home Phone Number	<input type="text"/>
E-mail Address	<input type="text"/>
Emergency Assembly Areas (as many as apply)	<input type="text"/>
Accounting Procedures (How do you account for your building's occupants?)	<input type="text"/>
Shelter-in-Place Procedures	<input type="text"/>

Building Evacuation Procedures	<input type="text"/>
Building Evacuation Procedures for People with Special Disabilities	<input type="text"/>

### Critical Operations Information

This section of the form is applicable if you have critical operations within your facility that need to be communicated to First Responders. Critical operations include data storage, servers, animal quarters, etc.

Description of Critical Operations	<input type="text"/>
Critical Operations Procedures	<input type="text"/>
Critical Operations Emergency Contact	<input type="text"/>
Office Phone Number	<input type="text"/>
Cell Phone Number	<input type="text"/>
Home Phone Number	<input type="text"/>
E-mail Address	<input type="text"/>

Please refer the University Emergency Management Plan for further details on Emergency Management.

<input type="button" value="Submit Form"/>	<input type="button" value="Reset"/>
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## **FACULTY AND STAFF RESPONSIBILITIES**

Faculty members are seen as leaders by students and their staff and should be prepared to direct their students to assembly areas in the event of an emergency. Every member of the faculty and staff should be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and staff must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action.

All faculty and staff are responsible for emergency preparedness planning for their own work areas and securing their work areas in the event of an emergency. Work areas need to be secured in advance of certain weather systems (hurricanes, floods, etc.).

## **DECLARATION OF EMERGENCY**

The primary responsibility for monitoring emergency threats and events resides with the University Police Department. It operates on a continuous 24 hour basis and is always available to receive emergency communications from a variety of official and public sources. In any type of emergency, the Shift Supervisor (supervisor in charge) should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the police chief and follow the chain of command.

Based on information obtained from appropriate entities, the University Incident Commander (Vice President for Fiscal Affairs) will initially declare the level of the emergency and may activate portions or all of the Emergency Management Plan to the extent necessary to control the situation.

Upon activation, appropriate Emergency Operations Team members will be notified and should report to the designated Emergency Operations Center (EOC) as directed. The University Incident Commander shall review the circumstances of the emergency with the Emergency Operations Team and determine the appropriate response.

Should it be deemed necessary to warn the University community of an impending threat or emergency situation, the University Police Department is designated to maintain the Police Communications Center with authority to activate alert warning resources and activities. Based upon the initial report, and information obtained from other appropriate entities, the University Incident Commander will declare the level of the emergency.

In a major event (typically Level 2 or 3) the University Incident Commander will summon the Emergency Operations Team (EOT) Members to report to the Emergency Operations Center (EOC) or other specific location as directed. Emergency Management Team (EMT) Members that do not serve on the Emergency Operation Team (EOT) will also be contacted and may also be present.

## SATELLITE COMMUNICATION DEVICES

In the event cellular or office landline services are disrupted, Alcorn State University will utilize satellite phone service as part of emergency response communication to off campus emergency response agencies.

## CAMPUS EMERGENCY NOTIFICATION SYSTEM

### Messaging

As part of its continuing efforts to enhance the safety and security of the Alcorn community, the university has established an Emergency Notification System (the Connect-ED system). All ASU Emergency Notification System (ENS) messages will contain at minimum the following information, in this order:

1. Nature of the incident,
2. Location, and
3. Actions to be taken by affected populations.

This system permits the university to distribute information via telephone, e-mail, text message, and/or voice message. The university deploys the system:

- In the event of an emergency that poses a substantial threat to the health and/or safety of members of the university community;
- To alert members of the university community of weather-related closings; and
- During routine testing.

Any message sent during such routine testing is identified as such.

The system is designed to provide our students, staff and faculty with an additional layer of security and protection in emergency response, in conjunction with other well-established emergency communication methods, such as university broadcast emails, online updates via the university homepage, voice over fire alarms and coordinated use of public media outlets.

Although the system is neither optional nor voluntary, the university strongly urges each member of the university community to take advantage of the Connect-ED system. Should you decide to do so, it is your responsibility to:

- Provide accurate contact information using the Connect-ED system page; and
- Update that information as necessary.

All members of the Alcorn community are urged to register for the Connect-ED services via web at <https://connected.alcorn.edu/default.asp>.

## Outdoor Warning System

In the October 2012 timeframe, ASU will be implementing an Outdoor Warning System. The system will be called “Big Voice”, and will consist of strategically placed sirens that audibly warn the university community to take shelter in the event of an emergency, such as a severe weather event. The warning system will be audible throughout the main campus. When you hear the warnings, you should take all necessary precautions, as specified by the EMT. When the threat has passed, a verbal “all clear” announcement will broadcast using the warning system’s voice feature.

Until the University Outdoor Warning System has been established, the university’s constituents will be issued emergency warnings through Institutional Affairs.

## EMERGENCY/CRISIS RESPONSE TEAM PROCEDURES TO FOLLOW DURING SPECIFIC TYPES OF EMERGENCIES

### FIRE EMERGENCY

#### Faculty and Staff Responsibilities

All faculty and staff are responsible for emergency preparedness planning for their own work areas and securing their work areas in the event of an emergency. Work areas need to be secured in advance of certain weather systems (hurricanes, floods, etc.).

#### If You Discover a Fire

1. **Alert** people in the area of the need to evacuate
2. **Activate** the nearest fire alarm
3. **Call** Campus Police at (601)877-3000

#### If a Building Fire Alarm is sounding or, You Receive Notification of a Fire Emergency

1. Feel the door or doorknob to the hallway with the back of your hand. If it feels hot, **DO NOT OPEN IT** – the fire may be on the other side of the door. If you are trapped, put a cloth or towel under the door to help prevent the entry of smoke. Dial (601) 877-3000 and tell the Campus Police your location and telephone extension and that you are trapped in the room and need rescue. Stay on the phone until instructed otherwise.
2. If the door is not hot, open it slowly. If the hallway is clear of smoke, walk to the nearest fire exit and evacuate via the nearest stairwell to the street/ground level exit.
3. Close doors behind you.
4. Do not attempt to use elevators. Elevators are tied to the fire detection system and are not available to occupants once the alarm sounds.

5. Assemble at the area designated for your department and remain there until instructed.

Small fires can be extinguished without evacuation, but you must constantly evaluate and be ready to evacuate if the fire cannot be controlled. **NEVER ENTER A SMOKE-FILLED ROOM.**

1. **Alert** people in the area.
2. **Activate** the fire alarm.
3. **Smother** the fire or use the correct fire extinguisher. Aim the extinguisher at the base of the fire.
4. **Maintain** an accessible exit.
5. **Avoid** smoke and fumes.
6. **Remain** available to answer questions from Campus Police or Fire Department.
7. **Contact** the Fire Chief at (601)877-6196 to replace the fire extinguisher.
8. **Report** all fires to your supervisor and Fire Chief.

### Fire Extinguishers

The use of fire extinguishers must conform to the following guidelines which are specified by the OSHA Standard (29 CFR 1910.157):

- Portable fire extinguishers suitable to the conditions and hazards involved shall be provided and maintained in an effective operating condition.
- Portable fire extinguishers shall be conspicuously located and mounted where they will be readily accessible. Extinguishers shall not be obstructed or obscured from view.
- Portable fire extinguishers shall be given maintenance service at least once a year and a written record shall be maintained. Facilities management is responsible for obtaining annual maintenance for the extinguishers.
- Monthly inspections which entail visually inspecting for broken seals, damage, and low gauge pressure, depending on type of extinguisher, are performed by Facilities Management personnel. A tag affixed to the extinguisher is initialed by the inspector after each inspection.



- Employees designated to fight fires must receive training in the general principles of fire extinguisher use and the hazards involved with initial stage of firefighting.

### Shelter in Place

**Shelter in Place** is a directive to seek immediate shelter indoors following the announcement of an emergency condition. The act of sheltering in an area inside a building offers occupants an elevated level of protection. Sheltering can be related to a variety of situations: severe weather emergencies, hazardous conditions, chemical release, or criminal activity. In some instances it is safer to shelter in place than to evacuate a building.

- If the hazard causes elevators to become inoperative, the fire alarm will sound.
- If safe to do so, go to the nearest stairwell and tell someone who is evacuating to notify the emergency personnel of your location and that you are unable to evacuate or
- Call (601)877-3000 and tell them your name, your location and that you are unable to evacuate and why you are unable to evacuate the building. Follow the directions of the operator.

**THINK AHEAD!** Always evacuate from a place to a pre-designated place.

### BOMB THREATS

A **bomb threat** may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please **do not** attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible as this is evidence that should be turned over to the Campus Police Department. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions will be provided with that assumption.

#### Immediate Action

- Remain calm and immediately refer to the **Bomb Threat Checklist** found on the EMP website, <http://www.alcorn.edu/police/emergency.aspx?id=9555>. If applicable, pay attention to your telephone display and record the information shown in the display window.
- The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
- While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
- Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
- Attempt to obtain information on the location of a device (building, floor, room, etc.).
- Attempt to obtain information on the time of detonation and type of detonator.

- Immediately after the caller has ended the call, notify the Campus Police Department at (601)877-3000. If possible call Campus Police using a different phone while keeping the caller on the line.
- If the threat was left on your voice mail, do not erase.
- Notify the immediate supervisor within your work area.
- If an evacuation occurs, all persons outside of the building should keep away from windows and other glass areas. If the building structure is affected, persons should seek shelter in another building or in an area directed.

### **Decision**

The decision to evacuate a University facility should be made after a thorough evaluation of the information available, including but not limited to:

- the nature of the threat
- the specificity of location and time of detonation
- circumstances related to the threat (i.e. political climate, series of events leading to the threat, etc.)
- discovery of a device or unusual package, luggage, etc.

### **Subsequent Procedures & Information**

Staff can be of assistance to the Police Department in several ways. Staff will be more familiar with their work area than the police officers. As the search is conducted, staff may be asked to identify boxes or objects in their work area. The importance of good housekeeping will be very apparent at this time. Throughout the year, it is important to keep areas free of unnecessary debris. If an evacuation is necessary, classes will be dismissed. The Chief of Police may make a decision to evacuate a building without consultation. If a device, package, bag, etc. is discovered, Campus Police Department will notify the surrounding Police Fire Departments, who will organize a search team and direct the search. Other emergency units will be alerted to the threat and asked to stand by for further instructions. Persons leaving the building should report to a specified location for further instructions.

The decision to resume normal activities in the building will be made jointly by the Police Chief or a designee in consultation with the President and/or appropriate individuals in the University administration after police and fire personnel have deemed the affected area clear. Campus Police will interview the person who received the threat.

### **CIVIL DISOBEDIENCE OR OTHER CRIMINAL ACTIVITIES**

**Civil Disobedience** will usually take the form of an organized public demonstration of disapproval or disagreement with an idea or course of action. In many cases, campus protests such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A protest should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Disruption of the normal operations of the University.
- Obstructing access to offices, buildings, or other University facilities.
- Threat of physical harm to persons or damage to University facilities.
- Willful demonstrations within the interior of any University building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.

**Criminal Behavior** is the breach of rules or laws, as established by Alcorn State University, the State of Mississippi, and Claiborne County, for which a conviction can be prescribed.

In the event of civil disobedience or criminal behavior, do not attempt to resolve the issue. Instead, contact Campus Police immediately at (601)877-3000.

### **GUNMAN (ACTIVE ASSAILANT)**

An “active shooter” is a person whose actions could result in serious injury or death. One or more assailants may be involved. They may be very near or far away, at one or several locations, targeting students, faculty/staff, or random victims. No two situations are exactly alike. A shooting can occur anytime, anyplace, and involve anyone.

If there is a shooter or assault, try to remain calm. Your actions will influence others. A survival mindset can help you and those around you avoid catastrophe. Cooperate in taking responsibility for your personal safety and security.

### **Immediate Actions**

- If possible, run away from the threat as fast as you can.
- If you cannot flee, lock and barricade doors. If there are no locks, barricade the door with furniture.
- Take adequate cover/protection behind solid objects that are as far away from the door as possible. Examples are concrete walls, thick desks, and filing cabinets.
- If the assailant enters your room and leaves, lock or barricade the door after he or she has left.
- If it is safe to do so, allow others to seek refuge with you.

### **Protective Actions**

- Close blinds and cover windows, and turn off lights.
- Turn off all computer monitors, radios, and other electronic equipment.
- Silence cell phones, after calling 9-1-1 and/or Campus Police.
- If it is safe to do so, place signs in exterior windows to identify your location and the location of those that are injured.

### **If You Are in an Unsecured Area**

- If you find yourself in an open area, immediately seek protection. Put a barrier between you and the assailant.
- Consider trying to escape if you know the location of the assailant and there appears to be an escape route immediately available.
- If in doubt, find the safest area available and secure it the best way that you can.
- If the shooter confronts you and you cannot flee, you cannot hide. You may choose to play dead, if other victims are around you. Your last option may be to fight back. This is dangerous, but depending on your situation, this could be your last option.

### **Keeping the Area Secure**

- The assailant may not stop until his or her objectives have been met or until engaged or neutralized by law enforcement.
- Always consider the risk of exposure by opening the door for any reason.
- Attempts to rescue people should only be made if it can be done without further endangering either yourself or the persons inside of the secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise try to entice you to open the door of a secured area.
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

### **Law Enforcement Response**

- The Campus Police Department will immediately respond to the area, assisted by other local law enforcement agencies if necessary. Remember that help is on the way so try to remain calm.
- Law enforcement will locate, contain, and stop the assailant.
- Remain inside a secure area. The safest place for you to be is in a secure room.
- The assailant may not flee when law enforcement arrives, but instead may target arriving officers.

### **If There Are Injured Persons Around You**

- Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure. Be prepared to explain this to others.
- Once the threat is neutralized, Police and Emergency Medical Services will begin treatment and evacuation.

### **Evacuation**

- Responding officers will establish safe corridors for persons to evacuate. This may be time consuming.

- You may be instructed to keep your hands on your head, and you may be searched.
- You may be escorted out of the building by law enforcement personnel. Follow their directions.
- After evacuation, you may be taken to a triage or other holding area for medical care, interviewing, counseling, or other support.
- Remain in secure areas until instructed otherwise. Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

## HOSTAGE SITUATION

A **Hostage Situation** is one where a person (Hostage Taker) takes persons and holds them against their will with force or threat of force. This also includes barricaded suspects and the hostages are used as leverage for protection or negotiation with authorities. All hostage situations are not the same, where some are very dynamic and change quickly, while others can be long and drawn out with little change over time. In all situations, persons must use good judgment and common sense in avoiding or dealing with hostage takers.

### If You Hear or See a Hostage Situation but are Not Immediately Involved

- Remain calm
- Immediately remove yourself from any danger.
- Immediately notify the Campus Police Department at (601)877-3000.
- If possible, have the following information:
  - a. Location and room number of incident
  - b. Number of possible hostage taker(s)
  - c. Physical description and names of the hostage taker(s)
  - d. Number of hostages
  - e. Any weapons the hostage taker(s) may have
  - f. Your name
  - g. Your location and phone number

### If You are Taken Hostage

- Remain calm, be polite and cooperate with the hostage taker(s).
- DO NOT attempt escape unless there is an extremely good chance of survival. It is sometimes safer to be submissive and obey the hostage taker(s).
- Speak in a calm voice and do not complain, avoid being belligerent and comply with all orders and instructions of the hostage taker(s).
- DO NOT make sudden movements, statements, comments or hostile looks.
- Be aware of your non-verbal communications.
- Be an empathetic listener if the hostage taker(s) talks to you.
- Observe the hostage taker(s) and try to memorize their physical traits, voice patterns, clothing or other details that can help provide a description later.

- Avoid getting into political or ideological discussions.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

### During a Rescue by the Police

- **DO NOT RUN.** Drop to the floor and remain still. If that is not possible, stand still and keep your hands in plain view at all times. Make no sudden moves a police officer may interpret as hostile or threatening.
- Wait for instructions and obey all instructions given by the police. Do not resist or argue if a police officer is not sure whether you are a hostage taker or a hostage. Even if you are handcuffed and searched **DO NOT** resist the police officers. Wait for the confusion to calm down as you will be taken to a safe area, where proper identification and status will be determined. Police officers must make sure all persons are safe and sometimes they will be required to secure persons until they are able to determine if they are suspects or victims.

## INCLEMENT WEATHER

### TORNADOES

**Tornado Watch:** A tornado watch means that the conditions are favorable for the formation of a tornado. Campus Police shall alert the campus community of the tornado watch through email and the university radio station.

**Tornado Warning:** A tornado warning is issued when a tornado has been sighted in the area and poses an immediate threat and danger to the areas for which the warning is issued. When a tornado warning is issued for the campus community, the following actions shall be implemented/followed:

- Campus Police shall execute the email alert tornado warning system and instruct the campus radio station to carry prepared messages regarding the tornado warning.
- Campus Police shall activate the siren warning system and drive around the campus sounding mobile alerts.
- All individuals on campus are required to comply with instructions from the Campus Police and other university officials.

### For Your Protection

- When tornadoes threaten, you should leave automobiles and portable structures for more substantial shelter.
- In substantial shelter, you should put as many walls between you and the tornado as you can. This means that interior bathrooms, hallways, and closets on the lowest

floor are the best place to be. If it is available, move to a below ground shelter, such as a basement.

- Stay away from windows.
- Do not try to outrun a tornado in your automobile.
- If caught outside or in a vehicle with an approaching tornado, lie flat in a nearby ditch or depression.

Tornado safety is based upon avoiding windblown debris when tornadoes are near. The common thread in safety rules is putting as many walls as you can between you and the tornado and always on the lowest floor of the building as you can safely get to before the tornado strikes. All building safety plans for tornadoes are centered on these guidelines. On our campus, always move to interior hallways on the lowest floor possible in all buildings.

### **Shelter-in-Place**

Shelter-in-place is the use of any classroom, office, or building for the purpose of providing temporary shelter.

1. If inside a building:
  - Go to the lowest level of the building, if possible.
  - Stay away from windows.
  - Go to an interior hallway.
  - Use arms to protect head and neck in a “drop and tuck” position.
2. If there is no time to get inside:
  - Lie in a ditch or low-lying area or crouch near a strong building.
  - Be aware of potential for flooding.
  - Use arms to protect head and neck in a “drop and tuck” position.
  - Use jacket, cap, backpack, or any similar items, if available, to protect face and eyes.
3. If you need to report a tornado or severe weather event:
  - Dial Campus Police at (601)877-3000 to report a tornado sighting.
  - Seek a safe shelter inside a building, in a ditch, or beside an embankment.

**KNOW THE LOCATION** of the nearest emergency shelter for your location! The following areas should be considered “off limits” during a tornado evacuation:

- Near outside doors
- Any location on the upper floors of building
- Any outside area
- Near windows



- You should also avoid auditoriums, gymnasiums, cafeterias, or other buildings with large, free-span roofs.
- Stay away from damaged buildings and out of the disaster areas.
- **DO NOT** use vehicles except in life threatening emergencies.

## HURRICANES

The normal official hurricane season is between June and November each year; however, hurricanes may occur during other periods of the year. Consequently, hurricane watches or warnings may be issued at any time as appropriate.

### Hurricane Watch

A hurricane watch is issued when the conditions are conducive for a hurricane in specific region(s), usually coastal areas. Hurricane watch may be issued for any area regardless of its proximity to a coastal region.

- Stay alert, listen to the radio for instructions, and procure functioning battery operated weather band radio.
- Be prepared to act promptly if a hurricane warning is issued.
- Keep battery-operated radio tuned to local radio station.
- Comply with official announcements on the radio and/or television station(s).
- Comply with instructions from designated university officials (Campus Police Chief, Campus Police, and Emergency Response Team).

### Hurricane Preparedness

**Preparation PRIOR to a Hurricane *Saves* lives.**

**Take the following steps to protect yourself, loved ones and your belongings.**

1. All furniture, including beds, should be pulled away from windows. All electronic equipment should be placed off the floor, preferably in a closet.
2. Since floors can get wet, all articles such as shoes, rugs, clothes, bags, suitcases, etc., should be placed on closet shelves or in dresser drawers, and fill several small containers with water for drinking. Those who live in facilities that have bathtubs should fill a clean tub halfway. If the hurricane is a major storm, water supply may be cut off. If this is the case, the water in the tubs will be needed for washing and flushing the toilets.
3. Papers, books, school supplies, etc. should be put inside desks or dressers.
4. Valuables should be placed in lockable closets or drawers and secured throughout a hurricane. All doors should be locked when occupants are not in the room or apartment.



5. All windows must be closed tightly. In those facilities where venetian blinds are provided, the blinds should be RAISED all the way to the top. Where shutters are provided, these shutters should be closed in all rooms.
6. Insure that the emergency brake is set and your car, if applicable, is in reverse gear or park. All windows should be closed and the car locked. Be certain to fill the gas tank. Gas pumps cannot work if a power failure occurs.
7. Have a flashlight in case of power failure. Do not use candles or other flammable lighting under any circumstances; fire is uncontrollable during a hurricane.
8. Have snack food items, such as crackers, cookies, peanuts, etc. Food service on campus will be available as long as possible, but students should plan for an emergency by having non-perishable items available. Do not plan to travel off campus after a storm since transportation may not be possible.

### Residence Hall Procedures DURING a Hurricane

1. It is essential that all students stay indoors throughout the entire hurricane. Residents must not leave their living units until directed to do so by the residence hall staff. During the peak of the storm for maximum protection, it is suggested that students close room or bedroom doors and remain in hallways and/or living rooms.
2. Students should remain away from dangerous areas, such as the glass windows and doors in the lobby areas of the residence halls or the living rooms of apartments.
3. Do not attempt to open windows or doors to see what is happening outside. Wind currents are especially strong near high-rise buildings.
4. On-campus students should report all accidents, injuries, broken windows, or excessive water to your Residence Hall Manager, Resident Assistant or the on duty personnel at the desk of the residence hall.
5. Telephone calls should be made only in case of emergency.
6. Keep in mind that everything is calm when the eye of the storm passes overhead. Do not venture outside, as the second half of the storm will follow shortly.
7. On-campus residents may not use fire stairs to go to an adjacent floor, and elevators will be shut off. **DO NOT ATTEMPT TO GO OUTSIDE.**
8. During the storm, a "state of emergency" exists. As a result, alcoholic beverages or other substances that impair judgment are prohibited.

### FLOODING

When heavy rain threatens, get out of areas subject to flooding. This includes creeks, streams, dips, washes, low spots, canyons, and low water crossings.

- Do not camp or park vehicles along streams and creeks, particularly during threatening weather.
- Avoid already flooded and high-velocity flow areas. Do not cross, on foot or in your vehicle, quickly flowing creeks, streams, or low water crossings, especially if you do not know the water depth.
- Road beds may not be intact in low-water crossings during flash flood episodes.

- Be especially cautious at night when it is harder to recognize flood dangers.
- If your vehicle stalls in high water, LEAVE IT IMMEDIATELY AND SEEK HIGH GROUND.

The threat of flash flooding on our campus is real. During periods of heavy rain, avoid low-lying areas. Listen to the advice of campus officials regarding areas where flooding is occurring and avoid these areas.

## EARTHQUAKE

The probability of the occurrence of a damaging earthquake in the vicinity of Alcorn State University is very low; however the following procedures will be followed in the event of an earthquake “threat” or occurrence.

Comply with the instructions of the Emergency Commanding Officer, University Police or other designated university official(s).

### In Classroom or Office

In the event of a suspicious tremor or the announcement of an earthquake, occupants in classroom and offices should:

- Immediately take cover under desks or tables.
- Stay away from windows.
- Evacuate the building as soon as the tremor has subsided. **DO NOT USE elevators. DO NOT re-enter the building until it has been checked and certified to be safe.**

### Outside

- Go to an open space away from the buildings and other structures that could fall.
- Lie or crouch low.
- Follow the instructions of the Emergency Commanding Officer, University Police or other designated official(s).

### In a Vehicle

- Stop the vehicle away from electric power lines, bridges, overpasses, large trees, or buildings.
- Remain in the vehicle

### After the Earthquake

- Follow the instructions of the Emergency Commanding Officer or the University Police.
- **DO NOT** remove any injured person unless there is imminent danger of a building collapsing. Call the University Police/Fire Department and report injury and wait for assistance.

## NUCLEAR POWER PLANT INCIDENT

### Plume Exposure Pathway

The Plume Exposure Pathway EPZ is that area within approximately a 10-mile radius of the reactor. Although the radius for an EPZ implies a circular area, the actual shape depends upon the political and geographical boundary characteristics of the zone. The principal radiological exposure from this pathway would be from whole body exposure, thyroid exposure, deposited radioactive material, and inhalation of radioactive particulates.

The 10-mile Plume Exposure Pathway EPZ for the GGNS is divided between Mississippi and Louisiana, with about two-thirds of the zone in Mississippi. Most of the Mississippi portion is in Claiborne County, and an unpopulated area of Warren County. Within the EPZ, there are ten distinct areas called Protective Action Areas (PAAs). Protective Action Recommendations (PARs) for the general public will be made by MEMA in MREPP 16 Rev. 12: 01/11 coordination with the MSDH/DRH for the population within these areas.

### Ingestion Exposure Pathway

The Ingestion Exposure Pathway EPZ is that area within a radius of approximately 50 miles from the reactor. The principal radiological exposure from this pathway would be from ingestion of contaminated water or foods such as milk, fresh vegetables or fish. The primary responsibility for detailed planning and emergency response for this pathway rests with the MSDH/DRH. The state and local governments will increase their readiness/response efforts according to the emergency classification level declared at the affected fixed nuclear facility.

The 50-mile Ingestion Exposure Pathway EPZ for the GGNS is divided between Mississippi and Louisiana, with about two-thirds of the zone in Mississippi, impacting 16 counties. About one-fifth of the RBS 50-mile Ingestion Exposure Pathway EPZ extends into Mississippi impacting all of Wilkinson County, and portions of Adams, Amite, Franklin and Pike Counties.

- In the event of a nuclear incident/accident, the Campus Police shall activate the e-mail alert nuclear warning system.
- Campus Police shall activate the nuclear alert siren warning system and shall drive around the campus sounding the mobile sirens.
- The Campus Police shall contact the Incident Commander (IC) who will determine the other immediate steps which may include:

- Notify the University President/Administrative Council.
- Evacuate students and employees to designated shelters on campus.
- Issue protective gears.
- Close-down the campus.
- Evacuate the campus.

## EVACUATION ROUTE

Because Alcorn State University is approximately 21.6 miles from Grand Gulf Nuclear Station, it is at a high risk for nuclear exposure in the event of a Nuclear Power Plant Incident. In the event of a Nuclear Power Plant Incident, a siren will be activated on the campus. All evacuation procedures from the campus will be directed and organized by the Campus Police Department.

Per Campus Police instructions, please exit the campus and follow the Evacuation Route signs on Hwy 552. Exit Hwy 552 and head south on Hwy 61. **NEVER** travel north. **ALWAYS** travel south on Hwy 61. The distance of travel to the point of safety is determined by the Claiborne County Emergency Management Office. For more information, please refer to the **Claiborne County Emergency Management Procedures Manual**.

## HAZARDOUS CHEMICAL AND GAS LEAKS, ACCIDENTS (SPILLS)

For emergency spills or releases; such as a high concentration of toxic substances, situation that is life or injury threatening, condition that poses a fire or explosion hazard, a situation that poses a safety or health hazard to employees cleaning the release up or has the potential for uncontrolled environmental contamination:

- Pull fire alarm, emergency alarm or provide verbal warning to leave the building or area if outside.
- Leave the facility by nearest exit, secure critical research operations if time permits, go to area upwind from the facility.
- Contact Campus Security; the Chief of Police will make any required local, state, or federal reports.

## INFRASTRUCTURE FAILURES

Infrastructure failure can involve:

- Utilities
- Elevators
- Fire detection and suppression systems
- Heating, ventilation, and air conditioning

To report infrastructure failures call the University Facilities Management Department at ext. 6470

### **Electrical Failures**

- Turn off equipment to reduce the potential for damage caused by power surges.
- Evacuate laboratories because of the inability to operate fume hoods.

### **Plumbing Failures / Pipe Ruptures**

- Buildings will need to be evacuated if water or sewage systems cannot be restored within a reasonable time.
- Turn off electrical equipment to minimize the potential for electrocutions and equipment damage.

### **Natural Gas Leaks**

- Open windows, if possible, to increase ventilation and let gas escape.
- Turn off all possible ignition sources.
- Do not turn on lights or any electrical equipment.
- Do not use the phone.
- Call the University Police from phones in areas removed from gas leaks.
- Activate building alarms if you believe there is potential danger to building occupants.
- Do not start vehicles within areas of gas leaks.

### **Elevator Failures**

- Persons trapped in elevators should use emergency telephones in elevators to call the University Police.
- Do not attempt to crawl through escape hatches or force elevator doors open. Only trained mechanics, elevator technicians, and fire/rescue personnel are permitted to conduct elevator rescues.

## **EMERGENCY EVACUATION PROCEDURES**

In the event of an emergency, determine the nearest exit to your location and the best route to follow. If time permits during the evacuation, secure your workplace and take personal items. In most emergencies, complete evacuation of the campus is not necessary. If however, there are hazardous materials released, flooding or other major incident, it may be necessary to relocate all university students, faculty, and staff to a safer location.

It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of campus and the other protective action for a different area of campus. When such actions are warranted, you will be appropriately advised by campus police, fire, safety or university officials via radio and television stations and the Emergency Alert System (Big Voice), ConnectED alert messaging system, door-to-door notifications, or other appropriate means.

### Campus-wide Evacuation

- Evacuation orders to be disseminated via ConnectEd Messaging alert system;
- **Do not** activate the building fire alarm system to achieve evacuation;
- Remain calm but act quickly;
- Promptly secure equipment, research, etc. in safe shutdown condition before leaving;
- Spread the word of the evacuation order to others as you exit the building;
- Remember to take personal belongings with you (backpacks, briefcases, purses, car keys, personal computing devices, etc.); Pedestrians should exit campus by the shortest route;
- Exit campus as directed;
- You may use your vehicle to leave campus unless directed otherwise;
- If possible, Transportation Services will continue to operate off-campus routes, outbound only;
- Transportation Services can be reached at 601.877.3000;
- Campus Police may direct traffic at some on-campus intersections, and
- Do not call 911 (or 9-911 from a campus phone) unless there is an immediate, life-threatening emergency;

### Shelter-in-Place

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building and await further instructions.

- Move indoors or remain there – avoid windows and areas with glass;

- If available, take a radio or television to the room to track emergency status, and
- Keep telephone lines free for emergency responders, do not call 911 for information.

**If hazardous materials are involved:**

- Turn off all ventilation systems and close all inlets from the outside;
- Select a room(s) which is easy to seal and, if possible, has a water supply and access to restrooms, and
- If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth and breathe through it in as normal a fashion as possible.

**Transportation**

Transportation may be requested from the Grand Gulf Nuclear Plant and local counties, if the University's resources are not sufficient. When carrying out emergency transportation activities, immediate needs will be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people. Continuing transportation needs typically involve the movement of relief supplies, equipment, and emergency workers during response and recovery operations.

Where possible, emergency passenger transportation requirements will be satisfied with the following resources:

- Voluntary use of personal vehicles
- County-owned vehicles
- School/University buses
- Leased or rented buses
- Donated transportation equipment or services
- State-owned or contracted vehicles

The Transportation Officer shall identify appropriate transportation resources to fill requests, coordinating as necessary with the requester and transportation providers. In accordance with this plan, emergency support and assistance will be provided as quickly as is feasible.

**Transportation Officer will:**

1. Identify available transportation resources and maintain a transportation resource contact list;
2. Coordinate with schools, other public agencies, and businesses regarding emergency use of their transportation assets and develop appropriate agreements and procedures for notifying appropriate officials of emergency situations;

3. Coordinate with local public transportation authorities and commercial transportation providers to establish procedures for providing transportation resources during emergency situations;
4. Coordinate with other emergency services to identify and prioritize requirements for transportation of supplies, equipment, materials, and passengers necessary for response and recovery operations;
5. Coordinate public transportation support for mass evacuations;
6. Coordinate with the Sheriff and/or Police Chief(s) on evacuation routes and the location of transportation pickup points and staging areas;
7. Coordinate with local public transportation authority, pickup points and times for students, faculty and staff requiring public transportation;
8. Provide the Public Information Officer, via the Emergency Management Team (EMT), timely information on emergency transportation arrangements that can be disseminated to the public, and
9. Coordinate with the Shelter Officer for passenger and cargo transportation to support shelter and mass care operations.

### **Evacuating from a Building**

1. Walk, Do Not Run!
2. Do not use elevators.
3. Those that are unable to rapidly evacuate the building should move to a stairwell landing and wait for assistance from trained first responders. Elevators should not be used in the case of fire. Inform first responders and the Campus Police Department of persons who have not been evacuated.
4. Gather outside at your designated area. Report any special circumstances to the Emergency Response Team or Campus Police.
5. If you cannot return to your building, wait for instructions from Campus Police.

## **EVACUATION OF THOSE PERSONS WITH PHYSICAL DISABILITIES**

### **Individuals Who Use Wheelchairs or are Otherwise Mobility Impaired:**

- If on ground floor – Leave the building at the nearest safe exit.
- If on above or below ground floor - Predetermine the safest plan of action considering your particular physical circumstances and the areas you will be in, with advice from your physician.



The following general procedures are suggested by fire department and emergency personnel:

- In all areas you frequent, become familiar with location of at least two exits, alarm provisions, safety equipment such as fire extinguishers, storm shelter areas, and evacuation staging areas.
- Before an emergency, choose at least two peers or fellow employees who are willing and able to assist you, if assistance may be needed in carrying you with or without the wheelchair to safety.
- Ask faculty, supervisor, building contact or the Vice President for Student Affairs if help is needed in getting volunteers.
- Discuss with assistants and practice, if possible, the safest method for moving you up or down a stairway. If you have difficulty being understood, develop a card containing all appropriate instructions and carry it with you.
- Carry a loud whistle or similar device you can operate, for use in the event you become trapped during an emergency. If not in immediate danger, wait till traffic has thinned, inform faculty or supervisor, then go with assistants to a **Designated Rescue Area**, usually beside an exit stairway or a room near the exit stairway with a door that closes, a window and preferably a telephone. If near a telephone, dial Campus Police at (601)877-3000 and inform dispatchers where you are. Assistants should then exit to alert emergency responders. Wait for trained emergency responders to assist you from the building.
- If in immediate danger, inform assistants of safest way to move you up or down stairs.

### Notes

- Persons on respirators should be given priority assistance in emergencies involving smoke or fumes because their ability to breathe is seriously jeopardized.
- There are many different types of wheelchairs which have many movable or weak parts which are not built to withstand the stress of lifting.
- Remove batteries from an electric wheelchair before attempting to transport it.

### Individuals with Vision Limitations or Hearing Impairment

Follow the process above in predetermining emergency evacuation routes and assuring a volunteer (which could be a faculty or staff member) is assigned to inform you of the danger and assist you, if needed, out the safest evacuation route. It may be advisable to wait until the traffic has thinned.

ALL Building Coordinators are responsible for securing the following *Voluntary Registry for Persons Requesting Additional Assistance* form from all persons with disabilities in their assigned building.

ALL persons with disabilities must complete the following form online at <http://www.alcorn.edu/police/emergency.aspx?id=9701>.

## Voluntary Registry for Persons Requesting Additional Assistance

Name:	<input type="text"/>	Assistance Location(s):	<input type="text"/>
E-mail:	<input type="text"/>	Assistance Location Phone:	<input type="text"/>
Primary Phone:	<input type="text"/>	Emergency Contact Name:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/>	Emergency Contact Number:	<input type="text"/>
Title:	<input type="text" value="Student"/>		

### Emergency Notification Types of Assistance Requested

Fire / Building Evacuation:	<input type="text"/>
Severe Weather:	<input type="text"/>
Shelter-in-Place:	<input type="text"/>
Other (specify):	<input type="text"/>

Submit Form

Reset

## DISASTER RESPONSE CHECKLIST

Use this list as a guide to plan and organize your response to an emergency.

- Assess the disaster situation
- Convene the disaster response team
- Set up the command post
- Review the written Disaster Plan
- Eliminate hazards
- Assess damage to the University
- Activate plans for acquiring services, supplies and staff
- Control the environment
- Organize the recovery phase
- Supervise activities
- Communicate internally and externally
- Document all activities

## CAMPUS RECOVERY

After a disaster where University operations have been shut down the entire campus environment may be dangerous. The first recovery step is to secure the campus and then to secure all University facilities. Only after the environment is safe can restoration efforts begin followed by an orderly reopening of normal University operations. Information is provided to the Associate Vice President for Marketing (University Relations) for dissemination throughout the recovery process.

**APPENDICES**

- I. Emergency Contacts
- II. Emergency Management Team
- III. Emergency Operations Team
- IV. Residential Housing Assembly Areas / Pick-Up Points
- V. University Buildings' Assembly Areas
- VI. Passenger Transportation Request
- VII. Passenger Transportation Use Log
- VIII. Important Links
- IX. Building Coordinators
- X. Emergency Management Plan Glossary
- XI. Grand gulf nuclear station emergency public information

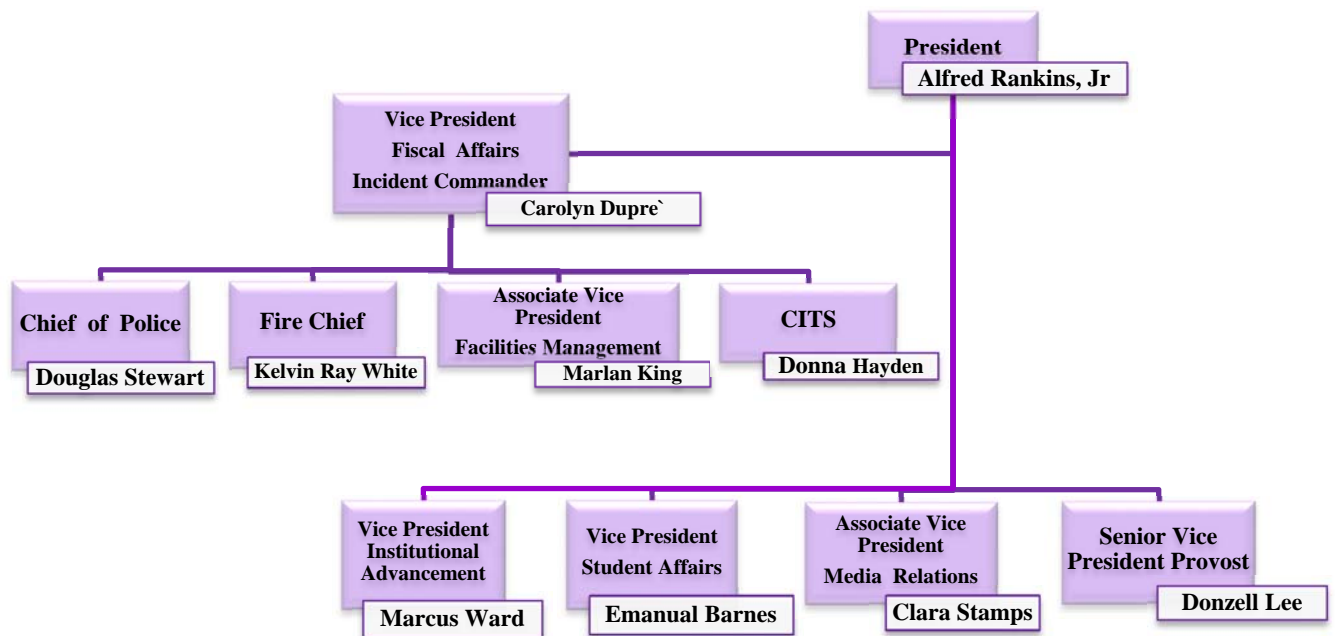
## APPENDIX I EMERGENCY CONTACTS

<b>Departments</b>	<b>Office Phone #</b>
Agriculture, Dean	601.877.6137
CITS, CIO	601.877.6182
Medical Services	601.877.6460
Food Services	601.877.4060
Chief of Police	601.877.3000
VP for Student Affairs	601.877.6380
VP for Fiscal Affairs	601.877.4701
Director of Transportation	601.877.3980
Director of Auxiliary Services	601.877.4705
Associate VP for Marketing/University Relations	601.877.6131
Associate VP for Facilities Management	601.443.4000
Fire Chief	601.877.3000
VP for Academic Affairs & Provost	601.877.6142
Vicksburg Campus	601.629.3538
Natchez Campus	601.877.4345

**APPENDIX II EMERGENCY MANAGEMENT TEAM (EMT)**

<b>Name</b>	<b>Title</b>	<b>Phone Number</b>
<b>Alfred Rankins</b>	<b>President</b>	<b>601.877.6111</b>
<b>Carolyn Dupre`</b>	<b>Vice President for Fiscal Affairs</b>	<b>601.877.4701</b>
<b>Donzell Lee</b>	<b>Interim Vice President for Academic Affairs/ Provost</b>	<b>601.877.4709</b>
<b>Emanuel Barnes</b>	<b>Vice President for Student Affairs</b>	<b>601.877.6380</b>
<b>Clara Stamps</b>	<b>Associate Vice President for Marketing and Media Relations</b>	<b>601.877.6131</b>
<b>Derek Horne</b>	<b>Director of Athletics</b>	<b>601.877.6508</b>
<b>Douglas Stewart</b>	<b>Police Chief</b>	<b>601.877.3000</b>
<b>Donna Hayden</b>	<b>CIO-Center for Information Technology</b>	<b>601.877.3944</b>
<b>Marcus Ward</b>	<b>Director of Institutional Advancement</b>	<b>601.877.6288</b>

**Emergency Management Team (EMT)  
Organization Chart**



## APPENDIX III EMERGENCY OPERATIONS TEAM (EOT)

Name	Title	Phone Number
Carolyn Dupre`	Incident Commander	601.877.6111
Ray White	Fire Chief/Campus Emergency Coordinator	601.877.4701
Mertha George	Director of Purchasing	601.877.6154
Clara Stamps	Vice President for Marketing and Communications	601.877.6131
Marlin King	Director of Facilities	601.877.4000
Douglas Stewart	Police Chief	601.877.3000
Donna Hayden	CIO-Center for Information Technology	601.877.3944
Jessica Foxworth	Director of Residential Life	601.877.6479
Corey Young	Director of Campus Dining Service Manager	601.877.4063
Dyann Moses	Director of Counselor Services	601.877.6284
Ivory Lyles	Interim Dean of Agriculture	601.877.6137
Arthur Owens	Director of Day Care Facility	601.877.6255
Marvin Ratcliff	Claiborne County Emergency Management	601.437.4684
Carla Williams	Director of Human Resources	601.877.6187
	Mississippi Emergency Management (MEMA)	866.519.6362
	Federal Emergency Management Agency (FEMA)	202.646.2500
	Grand Gulf Nuclear Facility	601.437.2800
Willie Moses	Director of Student Union	601.877.6322
Elester Shedrick	Director of Facilities Services	601.877.3980
Michael Harrington	Director of Operations	601.877.4715
Dorothy Jackson	Director of Student Health Services	601.877.6461
Dominic Raby	Barnes and Noble Bookstore/Amenities Building	601.877.4096
DeAngelo Henderson	Transportation Manager	601.877.6199
Devina Hogan	Director of Student Life/Engagement	601.877.6341
Londell Eanochs	Network & Telephone Services	601.877.2423/6675
Felton Square	Technology Infrastructure	601.877.2408
Desmond Stewart	Technology Infrastructure	601.877.6633

**APPENDIX IV      RESIDENTIAL HOUSING ASSEMBLY AREAS / PICK-UP POINTS**

<b>Building</b>	<b>Location</b>	
Female Honors		
John Burrus Hall		
MWEHV Complex A		
MWEHV Complex B		
MWEHV Complex C		
MWEHV Complex D		
Hiram Revels Hall		
School of Nursing		



## APPENDIX V UNIVERSITY BUILDINGS' ASSEMBLY AREAS

Building	Location	
Alumni Affairs House		
Bell		
Biotechnology Building		
Bowles Hall		
Child Development Center/Eunice Powell		
Clinton Bristow Dining Hall		
Dave Whitney Complex		
Ecology Building		
Financial Services Building		
Fine Arts Building		
Harmon Hall		
Industrial Technology Building		
Dumas		
Morris/Boykin Agriculture and Extension		
Infirmary		
J. D. Boyd Library		
J. L. Bolden Campus Union Building		
Lott Townhouses		
Math and Science Building		
Matt Thomas Apartments		
Natchez Campus		
President's House		
Saturday Science Academy House		
Vicksburg Campus		
Walter Washington Administration Classroom		

**APPENDIX VI PASSENGER TRANSPORTATION REQUEST**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Priority:** 1 2 3  
**Requested by:** \_\_\_\_\_ **Residential Hall**  
**Number of people needing transportation:** # of Students # of Adults # of Children  
**Special Need:** 0 Yes 0 No **If No, list any special vehicles or equipment needed:**

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**Pick up from:**  
**Date** \_\_\_\_\_ **Time** \_\_\_\_\_  
**Place/Address:** \_\_\_\_\_

**Contact at pick-up:**

**Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Drop off:**

**Date** \_\_\_\_\_ **Time:** \_\_\_\_\_  
**Place/Address:** \_\_\_\_\_

**Contact at pick-up:**

**Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Resources committed:**



**APPENDIX VIII IMPORTANT LINKS**

**Mississippi Hurricane Preparedness Guide**

**<http://www.msema.org/wp-content/uploads/2013/06/Hurricane-Preparedness.pdf>**

## APPENDIX IX BUILDING COORDINATORS

University Buildings	Building Coordinator	E-mail	Office #/Cell #
<b>Alumni Affairs House</b>	Janice Gibson	janice@alcorn.edu	(601)877.6726
<b>Biotechnology Building</b>			
1st Floor: School of Business	Geraldine Varnado	gbrooks@alcorn.edu	(601)877-6450 (601)529-5793
Biotechnology Department	Lashonda Rankin	lraink@alcorn.edu	(601)877-6678 (601)668-2148
<b>Bowles Hall</b>			
	Karen Shedrick	karen@alcorn.edu	(601)877-6111 (601)529-9532
<b>Child Development Center/Eunice Powell</b>	Gwendolyn Lucas	glucas@alcorn.edu	(601)877-6253 (601)529-6688
	Latasha Holmes	lholmes@alcorn.edu	(601)877-6255
<b>Dave Whitney Complex</b>	Derek Horne	djhorne@alcorn.edu	(601)877-6508
<b>Clinton Bristow Dining Hall</b>	Corey Young	corey.young@sodexo.com	(601)877-4063
<b>Ecology Building</b>	Girish K. Panicker	panicker@alcorn.edu	(601)877-6598
	Nancy Smith	nsmith@alcorn.edu	(601)877-3367
<b>Financial Services Building</b>	Janice Harris	jharris@alcorn.edu	(601)877-6191 (601)597-9605
<b>Fine Arts Building</b>	Linda McDonald	lindasm@alcorn.edu	(601)877-6261 (601)786-1267
<b>Harmon Hall</b>	Krishina Moore	ksmoore@alcorn.edu	(601)877-6479 (662)769-5477
	Sewindia Scott-Williams	sewindia@alcorn.edu	(601)877-6400 (601)334-1010
<b>Industrial Technology Building</b> Military Science Building	Denease Moore	denmoore@alcorn.edu	(601)877-6482 (601)218-8919
	Maple Jones	mbjones@alcorn.edu	(601)877-6479 (601)415-8609
	Delbra Jones	delbra@alcorn.edu	(601)877-4714 (601)618-1521
<b>Infirmary</b>	Dorothy Jackson	drjackson@alcorn.edu	(601)877-6461 (601)807-0531
<b>J.D. Boyd Library</b>	Jocelyn Brooks	jbrooks@alcorn.edu	(601)877-6673 (601)400-6499
<b>J. L. Bolden Campus Union Building</b>	Willie Moses	wmoses@alcorn.edu	(601)877-6322 (601)415-6696
<b>Lott Townhouses</b>	Calvin Broomfield	calvinbr@alcorn.edu	(601)597-9316
<b>Math and Science Building</b>	Deautral Davis	dddavis@alcorn.edu	(601)877-6430 (601)597-1261
	Yolanda Jones	yjones@alcorn.edu	(601)877-6439 (601)954-7247
<b>Matt Thomas Apartments</b>	Johnnie Thomas	jtthomas@alcorn.edu	(601)877-6506
<b>Morris/Boykin Agriculture and Extension Research Building</b>	Deidra Knox	deidra@alcorn.edu	(601)877-6137 (601)597-4753
	Cassandra Vaughn	cfvaughn@alcorn.edu	(601)877-6541

			(601)384-0219
<b>Natchez Campus</b>	Pamela Wood	pwood@alcorn.edu	(601)877-4345 (318)452-7949
<b>President's House</b>	President Alfred Rankins	president@alcorn.edu	(601)877-6111
<b>Residence Halls</b>			
Female Honors	Deborah Horton	ddhorton@alcorn.edu	(601)877-4118 (601)618-0881
Female Honors	Ashley Guidry	aaguidry@alcorn.edu	(601)877-4118 (225)721-3707
John Burrus Hall	Lena Gordon	eglenna@alcorn.edu	(601)877-6605 (601)334-0303
John Burrus Hall	Lore Green	lgreen@alcorn.edu	(601)877-6605 (601)942-4730
MWEHV Complex A	Aimee Reynolds	alreynolds@alcorn.edu	(601)877-6805 (601)807-4651
MWEHV Complex A	Gail Ellis	gellis@alcorn.edu	(601)877-6967 (601)618-9538
MWEHV Complex B	YaDonna Watts	ywatts@alcorn.edu	(601)877-6806 (601)529-5638
MWEHV Complex B	Margie Campbell	mncampbell@alcorn.edu	(601)877-6806 (601)346-6154
MWEHV Complex C	Kelly Thomas	kelly1@alcorn.edu	(601)877-6807 (601)392-8706
MWEHV Complex C	Lamont Wilson	lwilson@alcorn.edu	(601)877-6807 (818)269-1685
MWEHV Complex D	James Horton	jhorton@alcorn.edu	(601)877-6808 (662)347-6034
MWEHV Complex D	Robert Benson	rbenson@alcorn.edu	(601)877-6808 (662)347-6034
Hiram Revels Hall	Larry King	lking@alcorn.edu	(601)877-2308 (601)807-6999
Hiram Revels Hall	Donyea Hargrove	dlhargrove@alcorn.edu	(601)877-2308 (662)251-3721
Student Nursing	JoMarie Blissett	jblissett@alcorn.edu	(601)304-4408 (601)754-2818
<b>Saturday Science Academy House</b>			
	Mary Trimble	mtrimble@alcorn.edu	(601)877-6338
<b>Vicksburg Campus</b>	Christopher Gilmer	cgilmer@alcorn.edu	(601)877-3568
<b>Walter Washington Administration &amp; Classroom Building</b>			
1 <sup>st</sup> Floor	Sabrena Johnson	sljohnson@alcorn.edu	(601)877-4711 (601)597-7417
2 <sup>nd</sup> Floor	Juanita M. Edwards	jaunita@alcorn.edu	(601)877-6672
	Torrey Turner	tturner@alcorn.edu	(601)877-6499
3 <sup>rd</sup> Floor	Donna Hayden	dhayden@alcorn.edu	(601)877-3944
4 <sup>th</sup> Floor	Gretchen Buckles	gbuckles@alcorn.edu	(601)877-6141
5 <sup>th</sup> Floor	Alfred Galtney	agalney@alcorn.edu	(601)877-3965 (601)597-9532

6 <sup>th</sup> Floor	Linda Smith	lsmith@alcorn.edu	(601)877-4701 (601)618-3269
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**APPENDIX X EMERGENCY MANAGEMENT PLAN GLOSSARY**

**Accident**-an undesirable or unfortunate happening that occurs unintentionally and usually results in harm, injury, damage, or loss; casualty; mishap

**Active Assailant** - a person who attacks with a gun or other immediately dangerous weapon.

**AED**-Automated External Defibrillator - an automated agent or device for arresting fibrillation of the atria; or ventricular muscles of the heart.

**Bomb Threat**- an indication or warning of probable trouble due to the possible imminent danger of an explosive device used as a weapon to disperse or injure crowds.

**Building Coordinator**- Building Coordinators are considered the direct person of contact for each building from the EMT. Building Coordinators are responsible for alerting building occupants during an emergency or evacuation. They are also responsible for conducting a role call once evacuation or shelter-in-place assembly has taken place.

**Building Evacuation** - the removal of persons or things from an endangered building or area on campus.

**Campus Evacuation**- the complete removal of persons or things from the entire campus in the event of danger.

**Civil Disobedience**- will usually take the form of an organized public demonstration of disapproval or disagreement with an idea or course of action.

**Connect-ED**- This system permits the university to distribute information via telephone, e-mail, text message, and/or voice message.

**CPR**-Cardiopulmonary Resuscitation - emergency procedure for reviving lung functions, involving special physical techniques and often the use of electrical and mechanical equipment.

**Criminal Behavior** - is the breach of rules or laws, as established by Alcorn State University, the State of Mississippi, and Claiborne County, for which a conviction can be prescribed.

**DEQ**-Department of Environmental Quality

**Disability** - a physical or mental handicap, especially one that prevents a person from living a full, normal life; legal incapacity.

**Disaster** - a calamitous event, especially one occurring suddenly and causing great loss of life, damage, or hardship, as a flood, airplane crash, or business failure.

**Earthquake** - a series of vibrations induced in the earth's crust by the abrupt rupture and rebound of rocks in which elastic strain has been slowly accumulating.



**Emergency** - a sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.

**EMT-Emergency Management Team** - The Emergency Management Team consists of the President of the University and senior management (Vice Presidents). It also includes members who have been designated to serve as an EMT member.

**ENS-Emergency Notification System** - ConnectED

**EOC-Emergency Operating Center** - The Emergency Operating Center (EOC) serves as the centralized, well-supported location in which the Emergency Operations Team and the Emergency Management Team gather and assume their roles.

**EOT-Emergency Operations Team** - The Emergency Operations Team (EOT) is activated, based on the type and nature of the incident, to manage the operational aspects of the University's response to an emergency event.

**EPA**-Environmental Protection Agency

**Fire Emergency** - a fire emergency occurs there is an uncontrolled fire or imminent fire hazard; destructive burning occurrence.

**Fire Extinguisher** - a portable container, usually filled with special chemicals for putting out a fire.

**Flooding** - a great flowing or overflowing of water, especially over land not usually submerged, usually caused by excessive rain or a breach in a protective barrier securing a body of water.

**Hazard** - an unavoidable danger or risk

**Hazardous waste**- Hazardous waste is defined by the US Environmental Protection Agency (EPA) and the Mississippi Department of Environmental Quality (DEQ), as any material that may pose a substantial or potential hazard.

**Hostage Situation** - an occurrence in which a person is given or held as security for the fulfillment of certain conditions or terms, promises, etc., by another.

**Hurricanes**-a violent tropical storm of the western North Atlantic, having wind speeds of or in excess of 72 miles per hour; a storm of the most intense severity.

**IC-Incident Commander** - The University Incident Commander heads the Emergency Operations Team. The Incident Commander has responsibility for overall management of the incident and must be fully qualified to manage the incident.

**Inclement Weather**- severe, rough, or harsh; stormy.

**Infrastructure Failure**- problems with the basic, underlying framework or features of a building; building damage.

**Ingestion Exposure Pathway**- the area within a radius of approximately 50 miles from the reactor.

**Lockdown**- a security measure taken during an emergency to prevent people from leaving or entering a building.

**Media**- the means of communication, as radio and television, newspapers, and magazines that reach or influence people widely.

**Nuclear Power Plant Incident** - A nuclear power plant uses uranium fuel to produce steam for generating electricity. This process changes uranium into other radioactive materials. If a nuclear power plant accident occurs, heat and pressure build up, and the steam, along with the radioactive materials, may be released.

**OSHA**-Occupational Safety and Health Administration

**Outdoor Warning System**- outdoor sirens.

**Plume Exposure Pathway**- the area within approximately a 10-mile radius of the reactor.

**Recovery**-restoration or return to any former and better state or condition.

**Secure** - free from or not exposed to danger or harm; safe

**Shelter-in-Place** - is a directive to seek immediate shelter indoors following the announcement of an emergency condition. The act of sheltering in an area inside a building.

**Tornadoes**- a localized violently destructive windstorm occurring over land, and characterized by a long, funnel-shaped cloud extending toward the ground and made visible by condensation and debris.

## APPENDIX XI GRAND GULF NUCLEAR STATION EMERGENCY PUBLIC INFORMATION

## 1 LISTEN FOR 3 TO 5 MINUTE SIREN SIGNAL

People who live, work, visit and go to school within the 10 mile Emergency Planning Zone, will be notified by sirens, tone-alert receivers and/or information broadcasts on radio or television.

**REMEMBER.** Hearing a siren or tone alert does not mean evacuation. It simply means **TURN ON YOUR RADIO** and listen for instructions.

## 2 TURN ON YOUR RADIO

The radio stations listed below will provide the most up-to-date information concerning what to do.

### 24-hour broadcasting:

Jackson/Vicksburg	WMSI at FM	102.9
Jackson	WJMI at FM	99.7
Jackson	WJDX at AM	620
Jackson	WMPM at FM	91.3
Natchez	WQNZ at FM	95.1
McComb	WAKH at FM	105.7
Port Gibson	WATU at FM	89.3
Vicksburg	WRTM at FM	100.5

## 3 IF ORDERED TO TAKE SHELTER

Remain in your home. Close all doors and windows. Turn off all outside sources of air. Close fireplaces. Use the phone only during a personal emergency. Stay tuned to local Radio Stations.

## 4 IF YOU ARE ORDERED TO EVACUATE

### Check these.

- Turn off appliances. (Except refrigerators/freezers)
- Close all blinds, curtains.
- Check your home for security.
- Lock the doors.
- Tie a white cloth on or near the front door to show you have left.
- Check with your neighbor to see if they are able to leave.

**Bring these items with you, if needed.**

Clothing, medicine, Baby supplies, Blankets, Pillows, Sanitary Supplies, Portable radio, Flashlight, First aid kit, Batteries.

**Additional Information.**

Handicapped register with your local civil defense/emergency preparedness office for help.

If school is in session, children will be taken to a safe area and cared for until you arrive. Please do not go to the school to pick up children.

Some children must spend time by themselves. Their parents work or tend to other duties. If you are one of these parents, please speak to your children about the proper emergency response in the event of an incident at GGNS. Then if you are away, your children will know what to do until you return.