

2013-2014 QUICK REFERENCE EMERGENCY PLANS

EAST CENTRAL COMMUNITY COLLEGE

WARRIOR ALERT SYSTEM

SchoolCast, a rapid communication system allows college officials to contact students and staff within a matter of minutes in the event of an emergency situation, as well as un-scheduled school closings.

The SchoolCast solution represents an important part of Warrior Alert, EC's emergency notification system, and will allow swift and simultaneous notification via cell phone, text messaging, e-mail, and traditional telephone.

If a student or faculty/staff member has not signed up for the Warrior Alert notification system, or to receive additional information, please contact James Miller at 601-635-6267 or e-mail: jmiller@eccc.edu.

Switchboard-----	601-635-6215 or 601-635-2111, Ext. 0
EC Police Department-----	601-635-6268
EC Police Department Cell-----	601-527-8939
ECCC Physical Plant-----	601-635-6266 or 601-635-6298
Ambulance-----	911
Decatur Police -----	601-635-3555 or 911
Newton County Sheriff-----	911
Decatur Fire Department-----	911
Dean of Students-----	601-635-6366

CRIMINAL ACTIVITY

Bomb Threat: Do Not Take Bomb Threats As Jokes! Report any Bomb Threat immediately by contacting the ECCC Police Department-----601-635-6268, ECCC Police Department Cell-----601-527-8939 or Emergency Services at 911.

Upon notification of a bomb threat, all individuals should immediately evacuate the building(s). All personnel and students, when evacuated, will be moved at least 500 feet away from the building and should not return to the area until it is deemed secure by the authorities. Personnel should notify emergency officials in the event that anyone is left in the building.

Active Shooter on School Campus: Anyone who witnesses a person with a firearm on the East Central Community College campus should notify the proper authorities immediately by contacting the ECCC Police Department-----601-635-6268, ECCC Police Department Cell-----601-527-8939 or Emergency Services at 911.

In the event of an active shooter on campus, the campus faculty, staff and students will be notified via the Warrior Alert system. The campus will be placed in "lockdown." The college faculty and staff have been trained on how to react to this situation. No one should leave their location without the lockdown being lifted via the Warrior Alert system or the local authorities.

The safest place is to be locked securely in a room instead of moving about on campus. In the event of this lockdown, East Central Community College will work with local law enforcement authorities who have also been trained as to the policies and procedures the College will follow.

HAZARDOUS WEATHER

When the weather conditions are severe enough to warrant limited activities at East Central Community College, students and employees will be advised by watching Meridian and Jackson television stations or by listening to local radio stations. In addition to these media outlets, announcements and other information regarding ECCC operations will be provided via the Warrior alert system and the College web site. Only under emergency or threatening conditions will ECCC be closed during normal operating hours.

TORNADOES

In the event of a tornado, all persons in the building will be alerted to the emergency situation by Warrior Alert (using telephone or email) or by word of mouth and should go immediately to an interior room or hallway and stay away from glassed areas. The town of Decatur also may sound a siren. *One long blast (15-30 seconds) means a tornado is in the area. Several short blasts means an all clear signal.*

Safe Room for Specific Buildings In the Event of a Tornado

Building, Contact Person and Evacuation Area

Associate Degree Nursing/Early Childhood Education Technology- Denita Thomas, ext. 294 and Deborah Payton, ext. 251- Go into the main hallway in the center of the building, away from doors/windows.

Brackeen/Wood Physical Education- Lori McMullan, ext. 310; Ken Karcher, ext. 107 and Robert Thompson ext. 243; Go into the main hallway away from the doors/windows.

Cross Hall- Curt Skipper, ext. 222 and Sharon LeJeune, ext. 362- Go into the main hallway, away from the doors/windows.

Ethridge Hall/Rives Educational Bldg- Dr. Lisa McMillin, ext. 232 - Go into the main hallway, away from the doors/windows.

Huff Auditorium- Bubby Johnston, ext. 242-Go into interior spaces away from doors and windows.

Newton Hall- Jason Armstrong, ext 233; Carol Shackelford, ext. 365; and Kevin Ryals, ext. 241- Go into the main hallway, away from the doors/windows.

Library- Leslie Hughes, ext. 220- Remain in Library, away from doors/windows.

Mabry Cafeteria- Lisa Chaney, 601-635-2979- Go into the Gold Room, away from doors/windows.

Eddie M. Smith Student Union- Randall Lee, ext. 375; Deanna Rush, ext. 206; and Brenda Carson, ext. 378 - Go to the ground floor hallway, away from doors/windows.

Student Center-Bookstore/Grill Area- Michaelle Smith--Ext. 250; Marcie Pinson--Ext. 213; Michael Alexander, ext. 231-Go into the Activity Center, away from doors/windows.

Bradford Tucker Applied Technology Building- Wayne Eason, ext. 211 and Amanda Walton, ext. 214- Go to the ground floor hallway, away from doors/windows.

Ovid S. Vickers Fine Arts-Natalie Emmons, ext. 347 and Ed Girling, ext. 306- Go into the main hallway, away from the doors/windows.

Walter Arno Vincent Administration Building- Dr. Billy Stewart, ext. 200, and Dr. Teresa Houston, ext. 201- Go into the main hallway, away from the doors/windows.

Vocational Annex- Wanda Brackeen, ext. 272 and Sherri Cliburn, ext. 283- Go into the main hallway in the center of the building, away from doors/windows.

Workforce Development Center- Lucretia Williams, ext. 432, and Ronnie Westbrook, ext. 297- Go into the main hallway, away from the doors/windows.

Barber Hall- Sharon Griffin, ext. 459-Go to the ground floor hallway, away from doors/windows.

Jackson Hall- Tywana Peavy, ext. 247- Go to the ground floor hallway, away from doors/windows.

Leake Apartments- Kristin Chaney, ext. 301 and Marcie Pinson, ext. 213- Go into the hallway, on the first floor if possible, away from doors/windows.

Neshoba Hall- Chief Mitch McCleon, 601-527-8939; James Miller, ext. 267-Go to a bottom floor room away from doors and windows.

Newsome Hall- Chief Mitch McCleon, 601-527-8939; James Miller, ext. 267-Go to a bottom floor room away from doors and windows.

Scott Hall- Chief Mitch McCleon, 601-527-8939; James Miller, ext. 267-Go to a bottom floor room away from doors and windows.

Todd Hall- Chief Mitch McCleon, 601-527-8939; James Miller, ext. 267-Go to a bottom floor room away from doors and windows.

Winston Hall- Chief Mitch McCleon, 601-527-8939; James Miller, ext. 267-Go to a bottom floor room away from doors and windows.

FIRE

When a fire is discovered in any building on campus, take the following steps immediately:

1. Warn others. Identify alarm for students and/or others that may be in the building and not familiar with the alerting procedures.
2. **Call the ECCC Police Department at 601-635-6268, ECCC Police Department Cell at 601-527-8939 or Emergency Services at 911.**
3. Evacuate the building.
4. Stay clear of the building until it is deemed safe by fire department officials.
5. Each instructor or department chairman should make sure all his/her students/employees are out of the building and notify the fire department if someone is missing.
6. Keep access roads open. College personnel should make sure that access roads are kept open for emergency vehicles.

PHYSICAL PLANT

For all building-related problems, contact the Physical Plant office at 601-635-6266. In emergency situations or if the Physical Plant office is closed, **call the ECCC Police Department at 601-635-6268 or the ECCC Police Department Cell at 601-527-8939.**

Hazards

1. In the event of a plumbing failure or flooding, discontinue use of all electrical equipment immediately.
2. In the event of a gas leak, stop all operations. Evacuate the building immediately. Do not touch light switches or electrical equipment as this could cause an explosion. Call the physical plant immediately.
3. If smoke or foul odors are noticed, call the Physical Plant immediately.

INJURY OR ILLNESS

In the event of a serious injury or illness, call 911. **For minor injury or illness, contact the ECCC Police Department at 601-527-8939.**

1. In case of injury or illness, the Dean of Students or Chief of Police will notify the involved person's family.
2. If requested by the injured person, a first aid kit is available in the Dean of Students' Office.
3. All safety precautions should be enforced and injured persons should not be moved until they have been checked.
4. Faculty and staff should follow the universal precautions in handling bodily fluids as recommended by the Center of Disease Control, i.e., wear rubber gloves.

AUTOMOBILE ACCIDENT

If you are involved in or witness an automobile accident on campus, you should **contact the ECCC Police Department at 601-635-6268 or 601-527-8939, or call 911.**

A doctor or ambulance should be called if necessary when the severity of the injury is determined or if there is any doubt about the condition of the injured.

A full report should be given to the Dean of Students, who will forward a copy to the Vice President for Student Services, then to the President.