
School of Education Emergency Preparedness And Response Plan

Fall 2016



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Emergency Contact Directory

Name	Primary Phone	Secondary Phone
University Police Department	911 – EMERGENCY ONLY	(662) 915-7234 NON EMERGENCY
Dean’s Office	(662) 915-7063	(662) 915-5710
Leadership & Counselor Education Department	(662) 915-7069	(662) 915-7070
Teacher Education Department	(662) 915-7350	(662) 915-3847
SAFE Office	(662) 915-7382	(662) 915-7906
CERE	(662) 915-7021	(662) 915-1946
CELI	(662) 915-7625	
MTC	(662) 915-5224	(662) 915-2616
METP	(662) 915-2617	(662) 915-7154
Graduate Studies Office (GSO)	(662) 915-4400	(662) 915-7198
NMEC	(662) 915-7763	(662) 915-7905
Principal Corps (PC)	(662) 915-2432	
Willie Price Lab School (WPLS)	(662) 915-7444	
CMSE	(662) 915-6621	
World Class Teaching Program (WCTP)	(662) 507-9869	
Facilities Management (Dispatch)	(662) 915-7087	
University Communications	(662) 915-7066	

In the event of an emergency, staff members within the School of Education have been provided handheld radios. **Channel 1** has been designated as the channel to be utilized during times of emergency. All radios are preset to operate on the specified channel. **Personnel listed below will monitor the radios during an emergency.**

Ryan Niemeyer	1 st Floor	LCE Department
Kim Chrestman	1 st Floor	LCE Department
Kelly Coleman	2 nd Floor	Dean's Office
Bridgette Webb	3 rd Floor	TE Department
Angie Gurner	Guyton Annex	SAFE Office

Emergency Notification and Communication Plan

It is recommended that each department or entity within Guyton Hall and Guyton Annex prepare their staff with a plan to communicate emergency notifications and instructions both during and after normal working hours. Emergency situations will be communicated to the university community through ReAlert, myOleMiss, campus alert systems, e-mail, and in some cases, by phone. The emergency action plan will be put into place the moment an alert or warning is activated.

In the event of an emergency, the departments in Guyton Hall and Guyton Annex will communicate decisions made by the individuals within the following chain of command:

1. Dr. David Rock, Dean
2. Dr. Amy Wells-Dolan, Associate Dean
3. Dr. Whitney Webb, Assistant Dean
4. Dr. Susan McClelland, Chair, Teacher Education
5. Dr. Ryan Niemeyer, Interim Chair, Leadership & Counselor Education

Floor Monitors

Floor monitors have been identified within Guyton Hall and Guyton Annex who will oversee the evacuation zones. Individuals responsible for each floor are noted below in bold as well as alternates in the event the designated monitor is unavailable. Those responsible for the locations are as follows:

1. Guyton Annex – **Angelia Gurner**, Whitney Webb
2. 1st Floor Guyton – **Kim Chrestman**, Ryan Niemeyer
3. 2nd Floor Guyton – **Kelli Coleman**, Amy Wells-Dolan
4. 3rd Floor Guyton – **Bridgette Webb**, Susan McClelland

Graduate Assistants from these departments will work alongside staff when available

Emergency Protocols

Fire and Evacuation

In the Event of a Fire:

Pull the **Fire Alarm** and **Call 662-915-4911 from your cell, 4911 from a campus phone**

If you see smoke or flames:

Use **CARE**:

- **Contain** the fire by closing all doors as you leave
- **Activate** the nearest Fire Alarm pull station (Pull stations are located near all building exits)
- **Report** the fire by dialing **662-915-4911 from your cell, 4911 from a campus phone**
- **Evacuate** or extinguish (In most cases, it is best to Evacuate)

Use a **Fire Extinguisher** only if:

- You have been trained
- You have your back to an unobstructed exit
- You have a fully charged and proper type unit for the fire you are fighting
- The fire is contained, and you have reported the fire by **Fire Alarm** or **911** activation
- Everyone else has left the area
- There is little smoke or flames

Never fight a fire if:

- You lack a safe way to escape should your efforts fail
- It has left its source of origin
- You are unsure of the type of extinguisher you need or have
- If you can't control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.

Building Evacuation

You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with your building Mayor, UPD and emergency personnel and:

- Take only keys, wallets and essential belongings with you
- If possible wear weather appropriate clothing
- If you are the last one to exit your room close, and lock doors

- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don't run, to the nearest exit
- Use stairs, not elevators
- Assist people with special needs
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call UPD at 4911 from a campus phone or 662-915-4911 to report location and number of people needing assistance
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- If you are unable to evacuate, call UPD at 4911 from a campus phone or 662-915-4911 and report your location
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of the UPD or other identified emergency personnel
- Wait for instructions before returning to your building after an evacuation

Evacuation Procedures (Areas of Assembly)

If an evacuation of Guyton or Guyton Annex is necessary, location(s) have been deemed as areas of assembly for individuals within and around the building. Below, locations have been notated as well as monitors responsible for overseeing each respective area.

Primary AA: East Side of Buildings (Front of Guyton Hall)

Secondary AA: West Side of Buildings (Rear parking lot of Guyton)

Medical Emergency

If someone is injured or becomes ill:

- Stay Calm
- Dial **662-915-4911 from your cell, 4911 from a campus phone** and explain the type of emergency, the location, condition, and number of victims

- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury if s/he is not moved
- Render first-aid or CPR only if you have been trained
- Do not leave the injured person except to summon help
- Comfort the victim until emergency medical services arrive
- Have someone stand outside the building to flag down the ambulance and/or UPD or other emergency personnel when they reach the vicinity

Bomb Threat

If you receive a bomb threat, **remain calm** and:

1) Obtain as much information as possible:

- Write down the number from where the call is coming
- Write down the exact time of the call
- Write down as accurately as possible the statements made
- Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)
- Listen for background noises
- Try to signal a for someone else to also listen on the telephone line, if possible
- Do not hang up and stay on the line as long as possible; wait for the caller to hang up

2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:

- When will the bomb go off? How much time remains?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- How do you know about this bomb?
- Why was it placed here?
- Who are you?

- What is your name?
- 3) Call **662-915-4911 from your cell, 4911 from a campus phone** immediately and then
 - 4) Complete a **Bomb Threat Checklist** form and have it ready, along with your notes from the call, for responding Officers. It is recommended to have a **Bomb Threat Checklist** form handy, and follow it while receiving the threat

Hostile Intruder/Active Shooter

If a hostile intruder/active shooter is Outside your building:

1. Get to a room that can be locked; close and lock windows and doors
2. Turn off the lights
3. Try to get everyone down on the floor (so that no one is visible from outside the room)
4. Call **662-915-4911 from your cell, 4911 from a campus phone**. The Dispatcher will ask for, at least, the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
6. Do not respond to any voice commands until you are sure that they come from a Police Officer

If a hostile intruder/active shooter is INSIDE your building:

1. Exit (get out of) the building immediately
2. Notify anyone you may encounter to exit the building immediately

3. Call **662-915-4911 from your cell, 4911 from a campus phone**. The Dispatcher will ask for at least the following information:

- a. Your name
- b. Location of the incident (be as specific as possible)
- c. Number of shooters (if known)
- d. Identification or description of shooter
- e. Number of persons who may be involved
- f. Your location

If exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office
 - a. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet
2. Close and lock the door and/or block it (try barricading the door with desks and chairs)
3. Cover the door windows
4. Call **662-915-4911 from your cell, 4911 from a campus phone** (the Dispatcher will gather information from you)
5. Keep quiet and act as if no one is in the room (silence cell phones)
6. DO NOT answer the door
7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
8. Do not respond to any voice commands until you are sure that they come from a Police Officer

If a hostile intruder/active shooter Enters your office or classroom:

1. Remain calm
2. Dial **662-915-4911 from your cell, 4911 from a campus phone** (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place)
3. Try to escape, but if unable, you must take action to survive!! Make a quick survival decision, either:
 - a. Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or

- b. Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or
- c. Play dead (pretend to be unconscious), or
- d. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); **Only you can decide if this is something you should do**
- e. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do**

If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:

- 1. Close and lock the door and/or block it (try barricading the door with desks and chairs)
- 2. Call **662-915-4911 from your cell, 4911 from a campus phone** (if not on the line already)
- 3. DO NOT answer the door and stay in place behind cover
- 4. Do not respond to any voice commands until you are sure that they come from a Police Officer

If you decide to flee during a hostile intruder/active shooter situation:

- 1. No matter what the circumstances, make sure you have an escape route and plan in mind
- 2. Do not attempt to carry anything while fleeing
- 3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
- 4. Move quickly, keep your hands up high and visible
- 5. Follow the instructions of any Police Officers you may encounter

What to expect from responding police officers:

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

- 1. Remain calm
- 2. Do as the officers tell you
- 3. Put down any bags or packages you may be carrying

4. Keep your hands up and visible at all times
5. If you know where the hostile intruder/active shooter is, tell the officers
6. Once out of harm's way remain at whatever assembly point authorities designate
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
8. Do not leave until you have been interviewed and released.

Utility Failures

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. UM's Facilities Management has procedures and personnel to deal with utility failures and resumption of service. For your personal safety, in the event of a utility failure:

- Remain calm
- Immediately notify UPD by calling 4911 from a campus phone or 662-915-4911 from a cell phone. In a non-emergency situation Facilities Maintenance may be reached directly at 7051 from a campus phone or 662-915-7051 from a cell phone.
- If the building must be evacuated, follow the instructions on Building Evacuations
- Unplug all electrical equipment (including computers) and turn off light switches
- Use a flashlight: Do not light candles or use other kinds of flames for lighting
- Laboratory personnel:
 - Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating
 - Close all fume hoods and chemical containers
- Elevators:
 - If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help
 - If it is safe for you to stay in the building, stay near the passengers until assistance arrives
- If you are trapped in an elevator, help will be there soon:
 - Remain calm
 - Use the Call Button of Phone to call for help
 - Do not try to climb out or exit the elevator without assistance

Floods

Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major multiple rainstorms. The Emergency Management Services Department monitors the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to UPD at 4911 from a campus phone or 662-915-4911 from a cell phone or to Laboratory Services at 5433 from a campus phone or 662-915-5433 from a cell phone.
- Move to higher, safer ground
- Shut off all electrical equipment
- If in a lab, secure all laboratory experiments
- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediate action from UPD, Laboratory Services, emergency personnel, or Emergency Management
- If the building must be evacuated, follow the instructions on Building Evacuation
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by University personnel
- If you are assisting with flood cleanup, report immediately to Laboratory Services any oil, chemical, or radioactive materials suspected of mixing with flood waters

Tornadoes

A “*Tornado Watch*” means that tornadoes could potentially develop. A “*Tornado Warning*” means a tornado has actually been sighted. If you see a tornado, report it immediately by calling **4911 from a campus phone or 662-915-4911 from a cell phone**, and seek shelter or safety:

- Go to a basement, underground excavation, or lower floor of interior hallway or corridor (preferably a steel-framed or reinforced concrete building)
- Seek shelter under a sturdy workbench or heavy furniture if no basement is available
- Listen for reports and siren/public address announcements
- Avoid:
 - Top floors of buildings

- Areas with glass windows or doors
- Auditoriums, gymnasiums, cafeterias, or other areas with large, free-span roofs
- If out in the open:
 - Cars -do not wait out the storm in a car; cars are not safe in tornadoes
 - Move away from the path of the tornado at a right angle direction
 - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape

Earthquakes

Earthquakes are more common in the western United States, but Mississippi does sit on an active fault line, the New Madrid fault. In the unlikely event of an earthquake:

- Stay away from large windows, shelving systems, or tall room partitions
- Get under a desk, table, door arch, or stairwell
- If none of these is available: move against an interior wall and cover your head with your arms
- Remain under cover until the movement subsides
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.)
- If damage has occurred in your area, inform UPD immediately at **4911 from a campus phone or 662-915-4911 from a cell phone**
- If it is safe to do so, remain at your location and await further instructions from University personnel
- Do not evacuate until instructed by emergency personnel
- Laboratory personnel:
 - Exit the lab to the corridor
 - Duck and cover near an interior wall
- If out in the open:
 - Stay in an open area away from buildings, power lines, trees or roadways
 - If in a car, pull over and stop. Do not park under an overpass or near a building. Be cautious about driving again, in the event roads are damaged
- After an earthquake:
 - Put on enclosed shoes to protect against broken glass
 - If the power is out use a flashlight. Do not light a match or candle
 - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
 - Check on others. If there are injuries or other urgent problems, report them to UPD **4911 from a campus phone or 662-915-4911 from a cell phone**

- Give or seek first aid. Assist any disabled persons in finding a safe place for them
- Evacuate if the building seems unsafe or if instructed to do so:
 - Use stairs, not elevators
 - Unplug small electrical appliances
 - Bring keys, purses, wallets, warm clothing
- Be prepared for aftershocks
- Cooperate with emergency personnel, keep informed, and remain calm

Shelter in Place/Safe Shelter

Shelter in Place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows.

It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder on campus.

Shelter in place procedures will be initiated through the various notification systems used by Ole Miss including RebAlert, the University's website, and other social media mechanisms.

- Stop classes and/or other operations in the building.
- If there are visitors in the building, provide for their safety by asking them to stay—not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately, where they are.
- Close and lock all doors, windows, and other openings to the outside.
- If necessary/possible, turn off heating or cooling system.
- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- Ideally, choose room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.
- Stay away from windows and doors.
- In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the “Hostile Intruder/Active Shooter” section.

- Remain calm and await further instructions.

DO NOT leave the room until directed to do so by a public safety official.

Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. Call **4911 from a campus phone or 662-915-4911 from a cell phone immediately.**

- **DO NOT** touch the package or object.
- **DO NOT** tamper with the package or object.
- **DO NOT** attempt to move the package or object.
- **DO NOT** open the package or object.
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box.
- Isolate the package or object and evacuate the immediate area.

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail.
- Restrictive markings such as “Confidential” or “Personal.”
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.

- Excessive tape or string.
- Visual distractions such as illustrations.
- No return address.