

MURRAY

STATE COLLEGE

EMERGENCY OPERATIONS PLAN

Tishomingo Campus

One Murray Campus
Tishomingo, OK 73460

580.387.7000

Last Review: 08.26.21

Updates: Building Monitors, Crisis Team, Position titles

This document can be found under Consumer Information on the MSC website
www.msco.edu.

BUILDING MONITOR LIST ON PAGE 27

Pages 53-71 are intentionally omitted

Critical Procedure

The Supervisor of Campus Police is responsible for ensuring the most current version of this document is available.

This document will be reviewed yearly and redistributed to the appropriate individuals as needed.

Title:

President
VP for Academic Affairs
VP for Business Affairs
AVP for Advancement
Executive Director of Safety and Security
Executive Director of Student Affairs
Executive Director for Information Technology
Director of Physical Plant
Director of Resident Life
Director of Human Resources

REVIEW AND APPROVAL

This Emergency Operations Plan for Murray State College is hereby approved and in effect on October 1, 2010.

A handwritten signature in cursive script that reads "Joy McDaniel".

Ms. Joy McDaniel

President Murray State College

DOCUMENT DISTRIBUTION
NOTICE Murray State College
Emergency Operations Plan

Date: August 26, 2021

Control Copy #1 of the Murray State College Emergency Operations Plan

Please insert the enclosed document into your controlled emergency plans manual. Superseded documents must be so marked, physically removed and destroyed.

Place the entire plan with this plan.

Please sign to acknowledge receipt. Please include your printed name, address and phone number in the spaces provided.

Return to:
Murray State College
Attn: VP for Business Affairs
One Murray Campus Tishomingo, OK 73460
Contact:
Justin Cellum; jcellum@mscok.edu
Telephone (580-387-7211) Fax (580-371-9844)

Please acknowledge:

I have destroyed the previous versions of the plan(s) listed above.

I have reviewed changes to the document.

Signature _____ Date _____

Printed Name _____

Address _____

Telephone _____ Email _____

Fax _____

Note: Please thoroughly review this plan at your earliest convenience to ensure current knowledge.

MURRAY STATE COLLEGE EMERGENCY OPERATIONS PLAN

Section 1 - Introduction

As an institution of higher education, Murray State College ("College") hosts many students in addition to employees and visitors at its facilities in Tishomingo, OK and surrounding communities. It is incumbent on the College's leadership to take measures to address foreseeable emergency situations. This Emergency Operations Plan provides a framework for emergency event management that is consistent with the National Incident Management System (NIMS) prescribed by the United States Department of Homeland Security. This framework will facilitate coordination by the College's Crisis Management Team with first responders from different agencies in the event of a major incident such as tornado, fire, or campus-wide power outage.

Sections 2 through 4 of this plan address the purpose, roles, responsibilities and priorities of the College's Crisis Management Team. Sections 5 through 8 describe actions the campus population should take in specific types of emergencies. The Appendices provide additional information and forms in support of the preceding sections.

The Emergency Operations Plan is designed to describe the Incident Management System that the College will implement during major emergencies. It also provides basic guidelines and operating procedures for campus personnel during emergency situations. The Emergency Operations Plan does not attempt to cover every conceivable situation and actions during any specific emergency will be prescribed by the Crisis Management Team.

Employees, students, and visitors are informed of an emergency by campus e-mail, public address system, and Emergency Building Monitors.

Section 2 - Purpose

Murray State College is committed to the safety of its students, employees, visitors and community. As a partner with the City of Tishomingo and Johnston County, Murray State College will use its technical expertise, resources to mitigate, prepare, respond and recover from natural, technological, and terrorism events that may affect the campus and community. This Plan *Murray State College Emergency Operations Plan (EOP)* is intended to provide a common framework to coordinate actions of disparate groups and provide a seamless, rapid response and recovery to a potential or actual emergency affecting the campus or community.

The EOP is designed using an "all hazards approach" where general, common functions such as communications are listed in the main body of the document. Actions for specific hazards are listed in the Appendices along with detailed information such as maps and contact lists.

Authority

Authority for this plan is contained in the Code of Federal Regulations (29 CFR 1910.38) relating to emergency preparedness, The CLASS Task Force was created with Executive Order 2007-17. Their efforts have been sustained until 2010 by Executive Order 2008-8, which states extends the existence and authority of the CLASS Task Force to continue to review and evaluate safety and security for Oklahoma higher education and career technology institutions.

NIMS Compliance

This Plan is designed to be compatible with both National Incident Management System (NIMS) and the Incident Command System (ICS).

Situation and Assumptions

An incident may occur on the campus that requires an emergency response. Campus resources may be inadequate to handle the incident and interagency coordination with city and county response agencies will be required. On-scene responders initiate the Incident Command System (ICS). Response personnel have received role-appropriate National Incident Management System (NIMS) training. The event may necessitate an extended response or involve a wide area of the campus or community immediately adjacent to the campus. An off-site emergency -such as a flood- may involve students, faculty, staff, and the campus and potentially require the response of Murray State College resources. Murray State College Public Information staff may work with the local community in order to effectively inform students, staff, parents/guardians, faculty and the surrounding community.

Section 3 - Emergency Operations Plan

3.1 Incident Command and Crisis Management Team

3.1.1 Incident Command System

The Murray State College Emergency Operations Plan is operated under the Incident Command System (ICS) and is used by emergency services nationwide, as mandated by the National Incident Management System. The ICS is an all-risk system designed to be used in response to medical emergencies, technology accidents, natural disasters, and social emergencies.

The primary objective of the Incident Command System is the management of assigned resources for effective control of any situation. The ICS organization expands in a modular fashion based upon the type and complexity of the incident. The Incident Commander

manages major functions until span-of-control restrictions require the delegation of certain functions. Functions are delegated to the command and operational staff, who are equipped to manage the "hands-on" details of the incident. If the College ICS is the same system as the one used by most fire departments (e.g., Tishomingo Fire & Rescue) and other agencies.

Integration of the outside resources into a College emergency scene can occur smoothly. The Murray State College's Crisis Management Team (CMT) is staffed and operated by personnel trained in ICS and has reporting structures similar to the fire department's ICS structure.

3.1.2 Incident Commander (IC) - The first person on the scene is considered the Incident Commander (IC) until he or she relinquishes it to a CMT member or emergency personnel.

The Incident Commander shall be the "decision maker" for all issues during the declared emergency. The IC will use these procedures for guidance, all available resources, and his or her best professional judgment to protect the health, welfare, and safety of the college and its community.

3.1.3 Incident Command Center (ICC)

Activation of the campus ICC is at the discretion of the President or designee. Some criteria to consider in this decision includes whether there is:

- Declaration of local or State of Emergency
- Lack of campus resources for incident
- Catastrophic event
- Prolonged or unknown duration of the incident

The Incident Command Center is a designated location from which the MSC Crisis Management Team (CMT) will coordinate and gather the appropriate resources for the emergency situation. It should remain in operation until the Incident Commander has downgraded the emergency. At least one person from each of the CMT areas should staff the Incident Command Center.

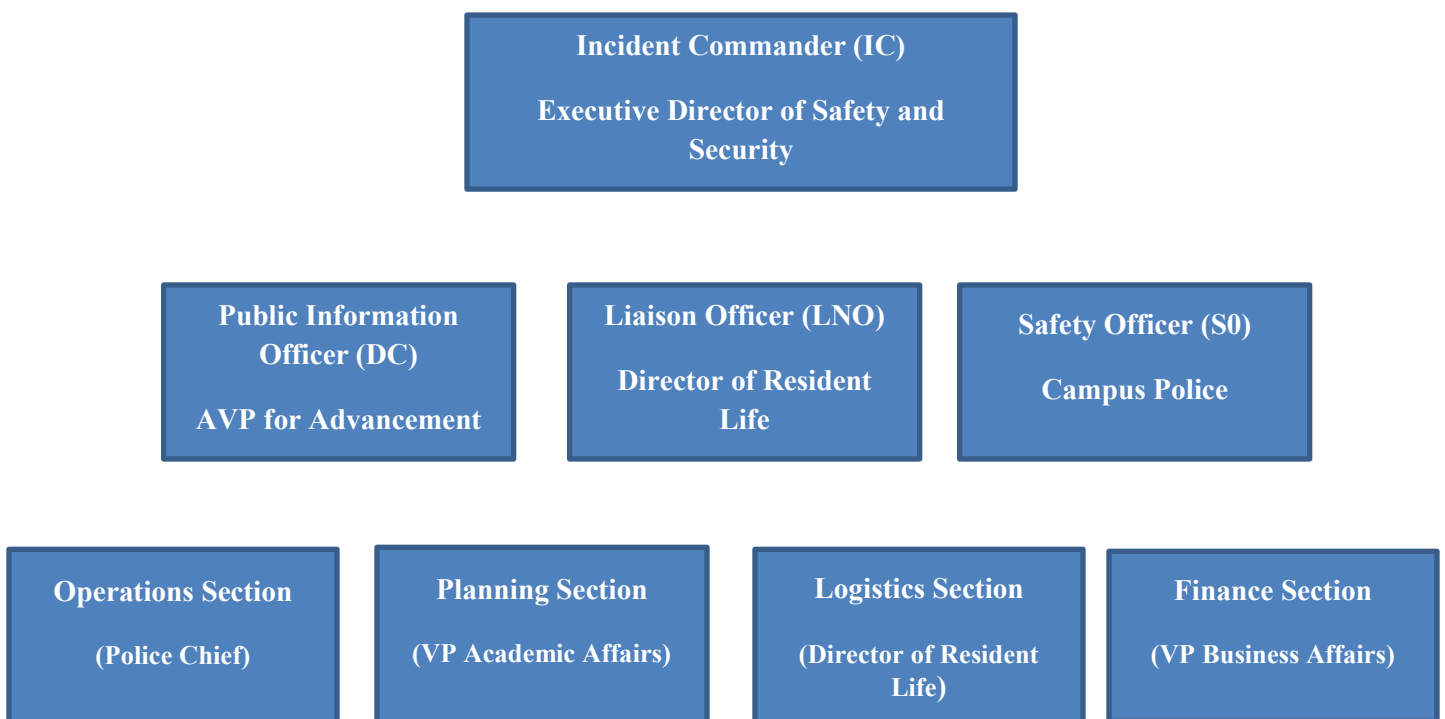
3.2 - Incident Command Center Location

3.2.1 Primary Location-The primary location for the Incident Command Center is the Ballroom in Park Student Center.

3.2.2 Secondary Location-In the event that the Ballroom is a part of the emergency or is unsafe; the secondary location will be the Student Services Building Conference Room on the second floor.

3.2.3 Tertiary Location-If no safe areas are available in existing buildings, the Tertiary location will be outdoors at the SE corner of the baseball field.

3.3 - Structure of the Crisis Management Team (CMT)



In all cases, identified titles include consideration of a designee.

3.3.1 Executive Decision and Support (President or designee)

Ensure emergency planning meetings are conducted for all employees; Ensure emergency training is taken by all emergency response employees; Authorize official statement and release of information to the media and other College constituent groups; Authorize funding above existing levels when required.

Executive Staff (President, VP for Academic Affairs, and VP for Business Affairs) are involved in the following issues:

Resource commitments beyond authority of Incident Commander
Media relations/issues
Community Issues
Closure decisions
Incidents effecting College business operations
Death or serious injury of a student, employee, contractor, or visitor

Emergency Call List:

1. Campus Police
2. Executive Director of Security and Safety
3. President

3.3.2 Incident Commander (IC)

The Incident Commander will be (in order of accountability):

1. Executive Director of Safety and Security
2. President
3. VP for Academic Affairs
4. VP for Business Affairs
5. AVP for Advancement

Responsibilities of the Incident Commander:

- Murray State College on-site decision-maker during an emergency;
- Activate the Crisis Management Team;
- Establish and coordinate emergency medical response;
- Designate Command Staff and identify persons on campus;

- Develop the incident objectives on which subsequent incident action planning will be based;
- Will approve the Incident Action Plan (IAP) and request pertaining to ordering and releasing incident resources;
- Commit College resources as needed to address the emergency;
- Request assistance from and direct outside emergency agencies to the scene;
- Manage incident operations;
- Collect and evaluate all available emergency information;
- Direct recovery efforts until relieved by public officials;
- Assess incident situation;
- Obtain resources from the city, county, state, and federal government agencies as required;
- Provide regular updates to the College President;
- Lead debriefing of all incidents and provide direction for any updates;
- Coordinate events with Fire Department and Police;
- Designate a liaison for the ICC and Incident Command;
- Designate deputies as needed (a deputy must be equally capable of assuming responsibility);

3.3.3 The Command Staff

AVP for Advancement (DC) (or designee)

Murray State College intends to make immediate, emergency notification through various modalities to all potentially affected persons of credible threats and incidents that require activation of this plan. In the absence of details and vague yet credible threats, a generalized warning may be disseminated to alert students to a potential threat on campus and how to report unusual observances.

Responsibilities of the DC - AVP for Advancement (DC) (or designee)

- Develop and implement a crisis communication plan;

- Serves as the conduit for information to internal and external stakeholders including media, or other organizations seeking information directly from the incident or event;
 - Employee contact information is on file in the office of Human Resources and is up-to-date at all times;
 - Student contact information is on file in the office of the Registrar;
 - Employees or students who have limited ability to receive a message through traditional means, such as those individuals with sight, hearing or cognitive disability, will be notified by the ADA Compliance Officer;
- Provide periodic public relations updates to the Incident Command Center (ICC);
- Identify issues, suggest to the President what information should be released, to whom it should be released, and when it should be released;
- In conjunction with College executive decision support, prepare official statement and develop key messages;
- Release information to the College community, other College constituent groups, as necessary, and media;
- Establish communications for notifying family members of injured or deceased students and employees. (To be done in conjunction with the VP for Business Affairs and/or Executive Director of Student Affairs).
- Respond to special requests for information;
- Monitor media coverage for accuracy of reports;
- Coordinate press releases with Fire, Police, and other applicable emergency response agencies;
- Only one incident (DC) should be designated. Assistants may be assigned from other agencies or departments involved. The Incident Commander must approve the release of all incident-related information;
- The AVP for Advancement (DC) should utilize the Target Audience Chart as provided for all communication processes.

Target Audience Chart

	Students	Faculty	Staff	Visitors	Parents Guardians	Media
Communications System						
Computer Screen Pop-up (pending)						
Public Address Sirens						
Emergency Building Monitors						
Television						
Radio						
Handheld Communication Devices						

Murray State College Emergency Notification Procedure

A. Procedure Statement - As safety and emergency notification practices are under greater scrutiny at institutions of higher education, it is the position of Murray State College that at least one emergency contact person must be listed for each student enrolled at the College. A student's cell phone number is also part of the emergency notification protocol in case the college should need to contact the student via text message about critical incidents on campus. Information gathered remains confidential to the extent allowed by law.

B. Scope - This procedure applies to all admitted and enrolled students of the College. This procedure provides for two distinctly different types of emergency notification. First, it details all the ways the College provides notification about emergencies to students, employees, and visitors. Second, it indicates the way the College will notify a student's designated emergency contact in the event of personal distress or missing person status.

C. College Communication of Emergency - Emergencies may range from inclement weather to building evacuations to campus closures, and the College has a variety of tools to communicate with the public in the event of these and other possible emergencies. The institution will without delay, and taking into account the safety of the community, determine the content of the notification. Students, employees, and visitors will be immediately notified upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety. Depending on the type of emergency, some or all of the following tools may be used to communicate with students, employees, and visitors (unless issuing notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency):

1. **Siren System** - This system is tested at about noon on the first Wednesday of every month. It delivers a siren warning and public address in the event of certain outdoor emergencies and is operated under the Executive Director of Safety and Security.

2. **Emergency Web Site Posting** - The college Web site, <http://www.msco.edu>, will be updated with information during actual emergencies or campus closures.

3. **College Information Line for Emergency Notifications, (580) 387-7000** - Students and employees may call this main number for information about emergencies and campus closures. The AVP for Advancement or Executive Director of Safety and Security will record the appropriate emergency notification should it become necessary.

4. **Campus Television Emergency Announcement System** - Emergency announcements will be displayed on LED monitors across campus, instructing the viewer where to go for additional

information.

5. **Campus Group E-mail** - During emergencies, a group e-mail will be sent to every student and employee. The message, marked urgent, directs individuals to the MSC Web site for additional information and instructions: www.msocok.edu

6. **Voice Mail to Office Telephones** - A voice mail message can be utilized to send emergency messages to employee office telephones on the MSC Campus.

7. **Local News Media** - The AVP for Advancement (DC) sends press releases and makes calls to contacts on a local media list. Because of the transient nature of its population, the College depends a great deal on broadcast media to notify students, and employees of emergencies before or during their commutes.

8. **Public Safety Vehicle Announcements** - Murray State College Police vehicles are equipped with public address systems that officers can use to provide instructions to pedestrians during emergencies.

D. Emergency Contact Information - Every student must provide the College with the name and contact information of at least one individual who could be contacted in the event of an individual emergency. This information will be collected during the admissions process and during the enrollment process. This information will be input into the operating system and a report will be generated by the Registrar at the end of each enrollment period. The Academic Advisement Office will contact any student who has omitted emergency contact information.

E. Updating Emergency Contact Information - Students are required to update their primary cell phone and emergency contact information during the enrollment process.

F. Privacy and Confidentiality - Official use of emergency contact information is subject to the same privacy and record retention requirements as other official College information.

G. Authoritative Source - The authoritative source of this policy and responsibility for its implementation rests with the Executive Director of Safety and Security. The College emergency protocols are managed by the Executive Director of Safety and Security .

H. For Assistance - Questions about data security should be directed to the registrar at (580) 387-7231. Questions about acceptable use standards should be directed to the office of the VP for Academic Affairs/IE at (580) 387-7181.

Responsibilities of the Safety Officer (SO) (Campus Police)

- Monitors safety conditions and develops measures for assuring the safety of all assigned response personnel;
- Advises the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel;
- Responsible for establishing systems and procedures to ensure emergency responder safety as well as the general safety of incident operations;
- Has emergency authority to stop and/or prevent unsafe acts during incident operations;
- The Safety Officer, Operations Sections Chief, and Planning Section Chief must coordinate closely regarding operational safety and emergency responder health and safety issues;
- Must also ensure the coordination of safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and nongovernmental organizations;
- Gather work crews as needed;
- Establish and assign work crews to perform College-wide damage assessment;
- Provide facilities staff for the ICC;
- Act as a knowledge-base for building information and functions;
- Request assistance from local utility companies and provide facilities updates to the ICC.

Responsibilities of the Liaison Officer (LNO) (Director of Residence Life)

- The Liaison Officer is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and or private entities;
- Responsible for coordination with cooperating agencies and organizations;
- Assistants and personnel from other agencies or organizations (public or private) may be assigned to the Liaison Officer to facilitate coordination.

3.3.4 General Staff

Responsibilities of the Operations Section Chief (Police Chief)

- Will develop and manage the Operations Section to accomplish the incident objectives set by the Incident Commander;
- Should have direct involvement in the preparation of the Incident Action Plan for the corresponding period of responsibility. This usually requires filling out the ICS 215 prior to the Planning Meeting;
- Maintain close contact with Incident Commander as well with subordinate positions;
- Is responsible to the Incident Commander for the direct management of all incident- related operational activities;
- Directs and coordinates all incident tactical operations;
- Responsible for all activities focused on reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations;
- Responsible for establishing tactical objectives for each operational period, with other Section Chiefs and Unit Leaders establishing their own supporting objectives.

Responsibilities of the Planning Section Chief (VP for Academic Affairs)

- Prepares the Incident Action Plan (IAP);
- Develops alternative strategies;
- Maintains and displays resource and situational status;
- Provides documentation services;
- Prepares demobilization plan for resources and personnel;
- Provides a primary location for any technical specialists (advisors with special skills required at an incident) assigned;
- Responsible for gathering and disseminating information and intelligence critical to the incident, unless the Incident Commander places this function elsewhere;
- Must look beyond the current and next operational period and anticipate potential problems or events;
- Provide mental health and counseling for students;

Areas of responsibility may require the establishment of Units:

Resource Unit: Responsible for all check-in activity and for maintaining the status on all personnel and equipment resources assigned to the incident.

Situation Unit: Collects and processes information on the current situation, prepares situation displays and situation summaries, and develops maps and projections.

Documentation Unit: Prepares the Incident Action Plan, maintains all incident-related documentation, and provides duplication services.

Demobilization Unit: Assists in ensuring that an orderly, safe, and cost-effective movement of personnel is made when they are no longer required at the incident.

Information and Intelligence: Provides intelligence related to many types of information depending on type of emergency such as: security, risk assessments, medical, weather geospatial data, structural designs, toxic contaminant levels, utilities and public works data.

Responsibilities of the Logistics Section Chief (Director of Resident Life)

Has responsibility for the following six principal activities at an incident:

- 1. Communication**
- 2. Medical support to incident personnel**
- 3. Food for incident personnel**
- 4. Supplies**
- 5. Facilities**
6. Ground support

- The Logistics functions are geared to supporting personnel and resources directly assigned to the incident;
- Establish initial communications (e.g., voice and data) within the Incident Command Center (ICC);
- Provide periodic updates and status of communication system to the ICC;
- Provide communications staff for the ICC;
- May have units for responsibilities as needed for a large-scale event;
Units: Supply Unit, Facilities Unit, and Ground Support Unit;
- Responsible for all support requirements needed to facilitate effective incident management, including ordering resources from off-incident locations;
- Assist and coordinate with Finance/Administration for the purchasing of resources in response to emergency events;
- Report outbreaks of any infectious diseases; Manage evacuees entering the college;
- Provide staff for the Incident Command Center (ICC); Provide periodic support updates to the ICC;

- Recruit and coordinate volunteer assistance;
- Supervise the arrangement of provision (food and water); Coordinate shelter logistics with other agencies as required; Equip the ICC with tables, chairs, and necessary furniture items;
- Provide guidance and oversight for contracts;
- Provide emergency lighting;
- Provide vehicles, equipment, and operators necessary to move personnel and supplies;
- Survey habitable space for room capacity, amenities available, etc.;
- Determine appropriate space for triage, remove debris, perform emergency repairs, perform temporary construction, and equipment protection;
- Clear roads and walkways of fallen debris, ice, or snow (if needed); Oversee demobilization of the Logistics Section;

Responsibilities of the Director of Information Technology (IT)

- Authorizes restarting the network once the ICC has determined that all safety concerns have been addressed;
- Plan, direct, control, and prioritize Information Technology (IT) recovery efforts following the protection of life and property;
- Develop an IT disaster recovery plan and activate IT recovery teams as needed;
- Advocate, approve, and acquire IT recovery resources;
- Conduct an annual IT incident planning and recovery exercise (including a post incident review);

Responsibilities of the Administration/Finance Section Chief (VP for Business Affairs)

- Manage all financial aspects of an incident and provide financial and cost analysis information as requested;
- Develop an operating plan for the Finance/Administration section, fill section supply and support needs;
- Determine need to set up and operate an incident commissary; Equipment and personnel time recording and monitoring as needed;
- Responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements;
- Responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident;
- Track costs, analyzing cost data, making cost estimates, and recommending cost-saving measures;
- Gather pertinent information from briefings with responsible agencies; Compensation and claims planning;
- Ensure that all obligation documents initiated at the incident are properly prepared and

completed;

- Coordinate with insurance companies for the planning and monitoring of claims;
- Provide updates and status to the Incident Command Center (ICC);
- Provide financial input for demobilization planning;

3.4 Responsibilities of Other Individuals

3.4.1 Instructional Coordinator (VP for Academic Affairs)

- Acts as the contact point for all faculty;
- Coordinate faculty to organize the resumption of classes as soon as possible after an emergency;
- Provides updates and status to the Incident Command Center (ICC) on all instructional matters;
- Assign classrooms to faculty once classes resume if building space is limited;

3.4.2 Building Emergency Monitors (Employees designated for each building/floor)

- Ensure that all students and employees are evacuated from all buildings;
- Ensure all rooms are empty; Check stairwells;
- Check elevator to be certain no one is trapped;
- Close windows and doors;
- Report status of building evacuation to Incident Commander once evacuation is complete;
- When warranted ensure building is evacuated and that all individuals go to the WEST PARKING LOT BY THE WATER TOWER
- Get disabled persons to the nearest hall way/Area of Rescue Assistance (ARA) or area of refuge within the building if not able to get them out of the building;

3.4.3 Lockdown Coordinators (Emergency Building Monitors)

- Persons are identified for every building;
- Primary responsibility is to lock the entrance in the event of a lockdown;

3.4.4 Additional Personnel:

- Operate the phone system;
- Gather, organize, document, and relay pertinent emergency information, Executive Assistants will coordinate and report to the Incident Commander and the Crisis Management Team;

3.4.5 Human Resources:

- Handle emergency notification of family members in coordination with the Incident Commander;

- Coordinate and manage employee benefits related to emergencies;
- Collaborate on decisions related to students and employees including reporting to work or class and staying home (in severe weather);
- Register volunteers;

3.5 Response

Step 1: Emergency occurs:

Step 2: All calls are to be made to Campus Police Department as the first point of contact;

Step 3: Campus Police calls emergency agencies or appropriate utilities as needed;

Step 4: Executive Director of Safety and Security (IC) makes a decision to initiate the Incident Command System (ICS);

Step 5: Once ICS is initiated, all Crisis Management Team members are to meet at the ICC in a timely manner;

Step 6: The Crisis Management Team (CMT) and the Incident Commander determine further action;

No emergency is ever the same; therefore, no one response can dictate how an emergency will be dealt with. The College will do everything within its power and resources to prevent the loss of life and property.

Section 4-Priorities

4.1 Priority I (Health and Safety of Students, Employees and Visitors)

4.1.1 Medical Aid- (Incident Commander)

Resources: Tishomingo Fire and Rescue, Tishomingo Police Department, Johnston County Emergency Medical Service

4.1.2 Fire Suppression- (Incident Commander)

Resources: Tishomingo Fire and Rescue, Tishomingo Police Department, Trained Volunteers

4.1.3 Search and Rescue- (Incident Commander)

- Appoint search/rescue teams;

- Provide vehicles and other equipment as needed:

Resources: Tishomingo Fire and Rescue, Tishomingo Police Department, Campus Operations, Trained Volunteers

4.1.4 Utilities Survey- (Executive Director of Safety/Security/SO)

- Evaluate condition of utilities and shut off or restore gas, electric, water, and sewer;
- Also evaluate roadways and walkways.

Resources: Campus Operations, Oklahoma Natural Gas, OG&E, City of Tishomingo

4.1.5 Communications Survey- (IT Director)

Evaluate condition of Information Technology (IT) infrastructure and critical systems to determine whether to shut down or restore.

Resources: Campus Operations, IT Staff

4.1.6 Crisis Management Team-(CMT) Communications System (IT Director)

Supply Incident Command Center and Crisis Management Team with the appropriate technology and equipment to run the Incident Command Center, such as:

Telephones, Laptop and desktop computers, Cellular phones and chargers, Pagers and batteries, Handheld radios and chargers, Digital cameras, Bullhorns, Email, Projectors

4.1.7 Incident Management - (Executive Director of Safety and Security)

Consolidate the above resources with available information to provide a comprehensive action plan to return the College back to full operational status.

Resources:

- President
- VP for Academic Affairs
- VP for Business Affairs
- AVP for Academic Affairs
- AVP for Advancement
- Executive Director of Safety and Security
- Executive Director of Student Affairs
- Director of IT

Director of Human Resources
Director of Campus Safety/Security

4.2 Priority II (Shelter and Building Recovery)

4.2.1 Facility Survey – (Director of Physical Plant)

Evaluate buildings for occupancy. Identify and seal off areas as needed.

Resources: Campus Police, Tishomingo Fire & Rescue, Tishomingo Police Department

4.2.2 Shelter – (Director of Physical Plant)

Identify usable buildings. Organize employee movement.

Resources: Campus Police, VP for Academic Affairs, Red Cross

4.2.3 Food/Drinking Water – (VP for Academic Affairs/Dining General Manager)

Inventory and ration supplies as needed.

Resources: MSC Hospitality Services Facilities and Operations MSC Bookstore, Red Cross

4.2.4 Sewer System – (Director of Physical Plant)

Inspect and repair system or find other alternatives.

Resources: Facilities and Operations, City of Tishomingo

4.2.5 Campus Communication System – (Executive Director of Safety and Security/IT Director)

Quickly establish a communication system with the College and outside resources.

Resources: Telephones, Laptop and desktop computers, Cellular phones and chargers, Pagers and batteries, Handheld radios and chargers, Digital cameras, Bullhorns, Email and Voicemail, Projectors

4.2.6 Constituent Relations – (AVP for Advancement (DC)

Establish communications with the College community, College constituents, and media as appropriate.

Resources: Media/Printed Material/Email/Webpage

4.2.7 Criminal Activity Investigation Assistance – (Incident Commander)

Resources: Campus Police, Tishomingo Police Department

4.2.8 Psychological Assistance – (Executive Director of Student Affairs)

Establish a system or team to handle crisis intervention.

Resources: Mental Health Provider

4.3 Priority III (Recovery of Valuables and Records)

4.3.1 Valuable Materials Survey – (VP for Academic Affairs)

Identify, survey, and secure valuable campus materials.

Resources: Library staff, Information Technology staff (electronic archives), College Archives Performance Arts Staff, Trained Volunteers

4.3.2 Records Survey – (VP for Business Affairs)

Identify and secure all College records.

Resources: Business office staff, The Enrollment (Registration & Records, Financial Aid) staff, Human Resources staff, Information Technology staff (electronic archives), Financial Aid Services, College Archives, Trained Volunteers

4.3.3 Academic Survey – (VP for Academic Affairs)

Survey academic departments to determine requirements to begin academic operations.

Resources: Department chairs/Faculty/Instructional Staff

4.4 Priority IV (Business Continuity)

4.4.1 Return to Normal Operating Procedures – (College President)

Identify areas requiring substantial recovery including electronic and physical material.

Resources: Crisis Management Team, Board of Regents

Section 5- Crisis Response Team for Other Emergencies

A Crisis Response Team (CRT) is utilized when an emergency occurs involving non-severe trauma. The CRT is an alternative to the Crisis Management Team and the implementation of the Incident Command Center. The CRT is made up of individuals and departments as determined by the Executive Director of Safety and Security.

Isolated incidents will not activate the Incident Command Center or Crisis Management Team. However, it will require the Crisis Response Team to be called. The Executive Director of Safety and Security and Campus Police will act as the first call contact in the event of a death. In the event of an incident, the Executive Director of Safety and Security will determine when and which persons should be contacted.

5.1 Medical Emergency

5.1.1 If Basic First Aid is required

- Do not move an injured person unless it is a life-threatening situation;
- Call Campus Police (Dial 580-387-7314 or 580-371-1140) to notify them;
- Campus Police will administer basic first aid and/or indicate if additional medical resources will be required;
- Stay with the injured person until Campus Police arrives;

5.1.2 If outside Medical Assistance is required

- Do not move an injured person unless it is a life-threatening situation;
- Call 911;
- Clearly state to the dispatcher you are reporting a medical emergency and give your name, location, and telephone number;
- Describe the medical emergency;
- Do not hang up until told to do so by the dispatcher;
- Stay with the injured person and try to keep him/her calm until medical help arrives;

5.1.3 If Automated Defibrillator (AED) is needed they are located in the following areas:

1. Campus Police Vehicle
2. Student Services Building – 1st floor, NE of elevator – attached to wall
3. Beams Field House west hallway;

Call Campus Security (Dial 580-387-7314 or 580-371-1140) to notify them if the victim's heart has stopped;

5.2 Injury/Accident Reporting

5.2.1 Employee on-campus accidents/injuries

Contact Executive Director of Safety and Security (Dial 580-387-7314 or 580-371-1140)

Injured employee's supervisor must be notified as soon as possible;

Employee Accident Report Form will be completed within two (2) working days of the accident and sent to the supervisor. A copy for the form can be obtained on MSC Commons and should be forwarded to the Human Resources Department.

5.2.2 Students on-campus accidents/injuries

Contact Executive Director of Safety and Security (Dial 580-387-7314 or 580-371-1140)

Injured students must notify the Executive Director of Student Affairs as soon as possible; Student Accident Report Form will be completed within two (2) days of the accident and sent to the Executive Director of Student Affairs. A copy of the form can be obtained by contacting the Executive Director of Student Affairs.

5.3 Protective Actions

Protective Actions are those actions taken by responders and affected persons to lessen or thwart the effects of an emergency. Some examples of protective actions include:

Evacuation Shelter in Place Lock Down, Relocation, Mass Prophylaxis

5.3.1 Evacuation

Evacuations vary widely in scale from a small area to entire campus. The threats may be immediate such as a bomb, fire or active shooter or slowly evolving hazards such as loss of power for extended periods. Persons may be evacuated outside, to a nearby facility until the threat is cleared, to a temporary shelter or to a more permanent solution such as new housing or offices. Evacuation assistance is necessary for persons that have limited mobility and should be planned for both persons normally on-campus as well as visitors.

5.3.2 Shelter-in-Place versus Lock-Down

Shelter-in-Place is a temporary measure which refers to those actions taken to “stay inside” a building or other structure while the threat passes. It is most commonly employed for chemical or radiological releases or severe weather such as a tornado when the health exposure is deemed greater if evacuating than if remaining inside. Other actions are specific to the hazard and usually involve shutting off outside air sources, closing windows, etc. Very specific instructions may be given for the hazard characteristics such as moving to higher floors if the chemical which is released is heavy and will settle low.

A *Lock-Down* is a protective action taken largely in response to a suspicious, hostile or violent person or person(s) whereby persons secure them in locked rooms, closets and other buildings away from sight of the offender(s).

5.3.3 Relocation

Once evacuated, persons may be relocated to a temporary location such as another building or a mass care shelter. Longer term evacuation may dictate more permanent relocation.

5.3.4 Mass Prophylaxis and Treatment

Providing medication or vaccines to person(s) exposed or potentially exposed to a contagious disease or biological agent may deter illness or worsening of illness. This protective action is useful for exposure to such events as anthrax exposure.

Section 6-Evacuation

6.1 Evacuation Procedures

Campus evacuations fall into two categories: Small-scale evacuation refers to evacuation of a single area. Large-scale evacuation should activate the Incident Command System.

Building Emergency Monitors assigned to building areas will serve as the evacuation coordinator for both small-scale and large-scale evacuations in coordination and with support from campus operations and emergency personnel.

6.2 Evacuation Plan

IF ASKED TO EVACUATE, EVEN IF PROBLEMS ARE NOT OBVIOUS, IT IS YOUR RESPONSIBILITY TO COMPLY.

If an evacuation is deemed necessary, the following steps should be taken:

- Evacuate the room or area immediately to pre-established Evacuation Assembly areas or to an alternative safe area;
- If there is time, take personal belongings with you;
- Take the stairs - **DO NOT USE THE ELEVATOR;**

- If you are disabled and need assistance in evacuating, notify a fellow building occupant or move to the established Area of Rescue Assistance (ARA). Building stairwells will act as ARAs. In emergencies, persons needing assistance are to move to the nearest stairwell;
- Assist disabled persons with the evacuation;
- Mobility aids may need to be left behind;
- If students or members of the general public are present in your area, assist them with evacuating;

The Evacuation Coordinator will act as the liaison to the Incident Commander.

- This person will notify the Incident Commander if there are any disabled persons needing assistance;
- After evacuating, stay at the evacuation area. Returning to the evacuated building will **ONLY** be allowed after the Incident Commander gives "All Clear" notification through the Building Emergency Monitors;

In the event of a prolonged evacuation, the Building Emergency Monitor will escort people to a location designated a safety area by the Incident Commander.

6.3 Emergency Evacuation for Persons with Physical Disabilities

Please be aware that people with disabilities and their service animals may be entirely self-sufficient under normal circumstances but may need extra assistance in an emergency. Ask the person how you can help them most effectively. Assistance should be offered not assumed.

Note to persons with disabilities: You are strongly encouraged to contact Academic Advisement (students) or the Office of Human Resources (employees) to discuss safety issues and the College's evacuation plan.

6.3.1 Murray State College Community Members

In the event of an emergency, observe the following evacuation procedures to assist people with disabilities:

- Be aware of area near your classroom or office that have been designated for wheelchair users or others with disabilities;
- Be aware that people with disabilities often need more time to make necessary preparations in an emergency;
- Be aware that rescue, fire and police personnel, and building monitors will check all exit corridors and exit stairwells for trapped persons, including persons with disabilities who are unable to use stairs;
- Offer assistance whenever possible.

6.3.2 Types of Disabilities

- People with mobility impairments;
- Persons using wheelchairs on ground level floors can evacuate along with other persons;
- People with mobility impairments are often concerned about being dropped when being lifted or carried;
- Find out the proper way to transfer or move the person and what exit routes from buildings are best **before** lifting or carrying the person;

On a non-ground level floor, you may remove a person who uses an **electric wheelchair** and evacuate that person, leaving the wheelchair behind.

Note: In order to safely carry a person while descending stairs, two people must use specific techniques, which must be learned and practiced prior to an actual emergency. If you do not know these techniques, or if the person does not wish to be carried, tell the person using the wheelchair to remain in the area of rescue assistance and/or stairwell, and then seek help from campus operations, police, or fire personnel immediately;

On a non-ground level floor, persons using **manual wheelchairs** may be removed from their wheelchairs and evacuated, leaving the wheelchair behind (as described in above). Alternatively, they may be evacuated while remaining in the wheelchair.

Note: At least four strong assistants will be necessary to carry the person and the manual wheelchair up/ or down stairs and over obstacles.

6.3.3 People who are deaf or hearing impaired

- Help guide a person with vision loss by asking the person if he/she would like to take your arm at the elbow. DO NOT grasp the arm of a person with low vision or blindness. Give the person oral instructions as you guide the person, and advise about steps, rough terrain, doorways, debris, etc. Moral compass directions, estimated distances, and directional terms are

- the most familiar tools for persons with vision loss;
- A service animal could become confused or disoriented in a disaster. People who are blind may have to depend on others to lead them, as well as their service animals to safety during a disaster;
 - Hearing impaired persons should individually be made aware of an emergency and how to respond to it. Write directions on paper if necessary. It should not be assumed that hearing impaired persons can hear the fire alarm or that they will know what to do by watching others.

6.3.4 People with respiratory illnesses

Many respiratory illnesses can be aggravated by stress. In an emergency, oxygen and respiratory equipment may not be readily available. People with respiratory illnesses should be referred to emergency personnel.

6.3.5 People with other disabilities

Ask the person how you can help them most effectively. If necessary, lead the person to an area of rescue assistance and/or stairwell and tell the person to wait there, and then go seek help from Campus Police, police, and/or fire personnel immediately.

Area of Rescue Assistance

Areas of Rescue Assistance are designated places where people with disabilities remain temporarily in safety to await further instructions or assistance during emergency evacuations. At this time, building stairwells and exit corridors are to be used as temporary waiting areas until Areas of Rescue Assistance have been approved for the campus. As Areas of Rescue Assistance are approved, signs identifying the area will be placed on site.

6.4 Building Emergency Monitors (BEM)

The Building Emergency Monitors are assigned positions selected at the beginning of every academic year. Building Emergency Monitors (BEM) are required to evacuate the buildings of all persons in the event of an emergency. During the evacuation, the BEMs are to direct people to the pre-assigned assembly areas.

Building Emergency Monitors (08.26.21)

BUILDING	BUILDING MONITOR	CALL
Armory & Horse Center	Todd Smith	387-7320
Aggie Suites	K. Morgan & C. Jemison	219-0373
McKee Hall	J. Eck & D. Sabastiani	219-0373
Administration Floor 1	Brittany Ramer	387-7130
Floor 2	Amy Caskey	387-7146
Floor 3	Becky Henthorn	387-7181
SS/Classroom Floor 1	Raegin Holman	387-7224
Floor 2	David Brantley	387-7492
Patton Hall	Andrew Poulter	219-0373
Campus Center	Stephanie Henry	387-7242
Classroom Building Floor 1	Kristy Weiberg	387-7468
Floor 2	Russell Young	387-7320
Park Student Center	Keith Utley	387-7320
Library Science	Terri Greer	387-7301
Fine Arts	Susan Yeager	387-7461
Engineering Building Floor 1	Chad Mercer	387-7482
Floor 2	John Tremblay	387-7485
Health Sciences Floor 1	Cindra St. Clair	387-7420
Floor 2	Amy McCain	387-7411
Beames Field House	Kevin O'Connor	387-7586
Fletcher Auditorium	Jim Parnell	387-7320
North Annex	Melissa McBride	387-7201
Vet Tech	L. Sandman & P. Short	387-7522
Athletic Offices	Aaron Mullens	387-7587
Ag/Science Floor 1	Brian Cothran	387-7403
Floor 2	Dan Moore	387-7505
Baseball Field House	Sam Bjorling	387-7506

Located on Pg. 27 of the Emergency Operations Plan

6.5 Evacuation Map with Designated Area Locations

Not all evacuation areas may be used depending on the type of event. This would be determined by whether the area of evacuation was in use by emergency personnel or otherwise compromised. Please follow all posted maps in each building provided for *Fire Escape*.

Section 7-General Emergency Procedures

7.1 General Emergency Procedures (for specific emergencies refer to Sections 8 and 9)

The GENERAL emergency procedure is as follows:

CAMPUS EMERGENCIES CALL 911

1. Clearly state the type of emergency to the dispatcher (i.e. police, fire, medical).
2. Clearly state the location of the emergency and your name, location, and telephone number.
3. Describe the emergency and follow the dispatcher's instructions.
4. Do not hang up until told to do so by the dispatcher.

FOR NON-EMERGENCIES

Call Campus Police (Dial 580-387-7314 or 580-371-1140)

Section 8-Specific Emergency Procedures

Some require activation of the Incident Command Center and some may not.

8.1 Violence Risk and Threat Assessment

8.1.1 Overview

The objective of threat management is to determine the value of a threatening situation. Determining the intent, motive, and ability provides the essential ingredients for assessing the level of risk to College employees or students. After determining the value of a threat, a strategy is developed for defusing the potential risk.

8.1.2 Disturbance, Fights or Physical Abuse (when in doubt call 911)

It is important that you not ignore a potentially dangerous situation. If you hear yelling or threatening language, or witness a fight or some other physical abuse do not confront it call Campus Police immediately (Dial 580-387-7314 or 580-371-1140).

8.1.3 Communication Criteria

Communications containing any of the following references should be immediately reported to the supervisor or other College Official who will report it to the appropriate VP or other authority. In case of students, the report should go to the Executive Director of Student Affairs as well as Campus Police.

Threats. All threats of harm to College employees and students received in writing by telephone, e-mail or fax, through an informant, or in-person should be reported. Any assault or attempted assault should be reported.

Inappropriate Communications. Many communications do not make explicit threats but are nonetheless causes for concern. Any communication that meets one or more of the following tests should be reported:

- A particular complaint or sense of outrage over the handling of a College incident
- References to a special history or destiny shared with the employee or student
- References to a special history or destiny shared with the employee or student
- Evidence of suspicious behavior, stalking behavior, or research into personal affairs of the employee or student
- References to death, suicide, weapons, violence, assassinations, acts of terrorism, or affection
- Obsessive desire to contact the employee or student
- Belief that the employee or student owes the person a debt
- Perception of the employee or student as someone other than him or herself
- References to public figures that have been attacked
- References to individuals (or their acts) that have attacked public figures or committed notorious acts of violence or terrorism
- References or claims of mental illness, such as psychiatric care, anti-psychotic medication, etc.
- References to bodyguards, security, safety, danger, etc.

8.1.4 Crisis Communications Plan

Murray State College Crisis Communications Plan

Purpose

The Crisis Communications Plan for Murray State College seeks to prepare the college/university to deal with unplanned actions, events or circumstances that could generate potentially negative local or statewide coverage if not handled correctly.

This plan provides a mechanism to act quickly and decisively in crisis situations and may be used as a supplement to the institution's overall Crisis Management Plan. Although it is impossible to plan in

detail for every possible crisis, these guidelines are designed to assist in responding and communicating successfully with news media and the public if a major crisis should ever occur.

Responsible Parties

Primary individual in charge of implementing this plan is the AVP for Advancement (DC).

Distribution and Updates

This plan should be distributed to all members of the Murray State College Crisis Management Team, in addition to department heads, who are responsible for sharing the plan with their employees. The plan should be updated annually, or when deemed necessary, by the AVP for Advancement (DC) in conjunction with the committee appointed by Murray State College to annually update the college/university's Crisis Management Plan. It is also recommended that an annual or semi-annual crisis communications drill be conducted in conjunction with the institution's crisis management drill.

Principles

In formulating communications strategies to meet a crisis, Murray State College will be guided by the following principles:

- As a state institution, Murray State College has an obligation to disclose all pertinent information as quickly, accurately and completely as possible.
- In formulating internal communications, the AVP for Advancement (DC) will work with the director of human resources to help ensure that Murray State College employees (and/or their families) are the first to know the status of the emergency and steps they should take, with the understanding that the media may be on the scene immediately.
- It is in the best interest of the college/university to restore order as smoothly and quickly as possible.
- One of the quickest and most effective means of communicating with college/university constituencies is through the news media. The only way the media will get the accurate and up-to-date information on a crisis is if college/university officials talk to them and help them.
- At the center of the crisis communications plan is the universal agreement among Murray State College employees that during an emergency, the college/university will speak with one voice. Only the spokesperson, which will be selected by either the president of the college/university or the Crisis Management Team, will conduct interviews with assistance from the AVP for Advancement (DC). The spokesperson will be selected on the basis of that person's knowledge of the facts surrounding the crisis and the ability to deal with the media.

Preparation

To prepare for an emergency on short notice, the AVP for Advancement (DC) will maintain a crisis communication "care package." The AVP for Advancement (DC) or designee is responsible for taking possession of the package if the emergency requires leaving the building.

The package includes the following items:

- Crisis Management Plan
- Crisis Communications Plan
- List of pre-approved Media Headquarters locations
- Crisis Communication Team contact information list
- Local and statewide media telephone and email list
- Staff and faculty telephone directory
- City or town telephone directory
- City, county or state emergency agency contacts
- Oklahoma College Public Relations Association (OCPRA) telephone directory
- Background material packets for media
- Twenty sheets of blank news release letterhead
- Cell phone
- Laptop computer
- Flashlight; I.D. badge; inexpensive rain poncho; crisis management team clothing (i.e. vest or jacket); and hard hat
- Family service radio; mini tape recorder with mini cassettes; disposable camera; AM/FM radio; extra AA batteries; calculator; note pad; extra pens and pencils; clip board with college/university fact sheets, and maps of college/university buildings

The Office of Public Information will maintain a Crisis Communication Team. Members of the team can be called on during a crisis situation to assist the AVP for Advancement (DC). The team should be trained to handle the duties they are assigned in a crisis. The Crisis Communications Team will meet at least once a semester to go over duties and to receive updated information.

As part of the crisis communications plan, the Office of Public Information shall also be responsible for designating and publicizing a crisis hotline or online Web page, if needed, for parents and others who may be seeking information. The hotline and/or Web page will be established in cooperation with the VP of the affected area.

Immediate Actions

When a crisis occurs, the AVP for Advancement (DC) will work with the Crisis Management Team, taking direction from the on-scene commander, to determine the following: _____

- The type and level of emergency
- How many members of the Crisis Communication Team to activate
- Crisis team command post location
- Access to computer, telephones, fax, e-mail & internet (if available) for communications
- Number of employees involved, names, extent of injuries and location
- Extent of property damage; security issues
- Possible impact on community
- Legal liability; possible civil and/or criminal penalties
- Law enforcement/emergency crew units on the scene; anticipated actions
- Media awareness and response; reporters present; likely news play
- Corrective action; steps taken/planned to address the situation
- Need for video or photographic documentation of event
- On- and off-campus Web sites for crisis updates

Media Headquarters

Based on the immediate information gathered, the Office of Public Information, with input from the Crisis Management Team, will determine if a headquarters for the media needs to be established. If so, the AVP for Advancement (DC) will work with college/university personnel to designate an appropriate media headquarters, which could include the following:

- Be in close proximity to the Crisis Management Team Command Center, but not close enough to interfere with the actions of the team
- Access to one or more telephones
- Access to the internet
- Access to one or more electrical outlets, with extension power strips, if available
- Be a large enough room to hold media briefings (with television cameras and other equipment as necessary)
- Access to background material packets on the college/university
- Availability of coffee and soft drinks and snacks if the crisis is likely to be a prolonged affair
- Designate parking space for the media and possible satellite uplink trucks

School officials should also determine an alternate site for the media headquarters, including on-and off-campus sites, in case the original site is unavailable during a crisis.

At least one member of the Crisis Communication Team should be present in the media headquarters at all times to provide updates on when statements will be released and media briefings will be held, and to demonstrate cooperation, openness and visibility.

Preparing an Initial Statement

The initial statement to the media about the crisis should be brief, but comprehensive, anticipating the media's questions, concerns and perceptions. The statement is designed to provide initial facts about the situation until more information can be gathered and press briefings can be arranged, if necessary.

If possible, the statement will be written and released as soon as possible, but at least within the first two hours of the crisis. Credibility with the media can be significantly strengthened in a crisis if college/university officials seek them out first. The statement will also be distributed internally to the college/university family.

The AVP for Advancement (DC) will prepare the statement at the Crisis Management Team On-Scene Command Post, with assistance from the Crisis Management Team commander and general counsel. The statement will be delivered in writing or by the designated spokesperson. The following are items to include in the statement:

- What happened
- Where it happened
- When it happened (date and time)
- What employees, facilities, etc., were involved
- Factual assessment of the current situation without any speculation
- Number known injured, taken to the hospital or dead (no names)
- Demonstrated integrity, honesty and a willingness to cooperate
- Information on how the media can help – in warning the public, getting the message out, etc.
- Information on media access to affected areas and times for additional news updates.

Organizing a Comprehensive Media Briefing

As the crisis unfolds and the Crisis Management Team receives more information, it is appropriate to hold a media briefing after employees have been apprised of the situation. Media briefings allow the college/university to get out all of the information at once to the media, including answering questions, and thus eliminating the need for more time-consuming, individual interviews. To prepare for a briefing, the AVP for Advancement (DC) will follow these steps:

- Determine if the crisis is a local story only, or if it has statewide impact, and notify media accordingly.
- Plan the media briefing as soon as possible.
- Write out the spokesperson's statement.
- Get all the news out at once; this will result in one bad news day – not two or three.
- Clearly and accurately communicate what happened, when it happened, who and what was involved – employees, facilities, etc.
- Acknowledge responsibility if appropriate, but avoid laying blame. Only an investigation will

determine the truth.

- Emphasize what the college/university is doing to correct the problem.
- Provide information on the following only if the facts are available:
 - Monetary estimates of damage
 - Insurance coverage
 - Possible causes
 - Who/what is responsible for the crisis.
- Don't release names of injured or deceased until next of kin are notified.
- Communicate in the most caring, sensitive way. Don't let the institution's focus of following crisis procedures outweigh its concern and compassion for its employees, students and other individuals affected by the situation. Recognize the anxiety generated as a result of this situation.
- Develop a chronology or fact sheet of the event, if possible, to provide a written account of the facts as they currently exist. (This is especially important if the event is complex or prolonged.) Post the information on a Web page that is specifically dedicated to the crisis.
- Obtain approval of the statement and fact sheet from the spokesperson, Crisis Management Team leader and general counsel.
- Distribute written copies of the statement (and fact sheet, if appropriate) to the media to help eliminate misunderstandings.
- Don't go "off the record" with reporters in any crisis situation.
- Anticipate the following media questions and rehearse answers with the spokesperson before the media briefings:
 - What happened? When and Where? Who was involved?
 - Why? What was the cause?
 - What are you doing about it?
 - How much damage is projected?
 - What safety measures were in place and taken?
 - Who's to blame? Do you accept responsibility? Liability?
 - How does the crisis impact the students, employees, the community and taxpayers?
 - Has anything like this ever happened before?
 - What do you have to say to the families of the injured or deceased?
 - What are the next steps (of resolving the crisis/of the investigation)?
 - How does this affect Murray State College in the short term? In the long term?
 - What changes will you make to avoid this situation again?
- If in doubt, leave it out. If the answer to a question is not known, the spokesperson should offer to find out the answer and have the AVP for Advancement (DC) get back to the reporter as soon as possible.
- Announce when the next briefing will be held (if one is necessary) and what likely will be covered.

Short-Term Follow-Up

After the news of the crisis is out and one or more media briefings have been held, the

college/university will continue to manage the message and meet the needs of reporters as they prepare follow-up stories about the status of the crisis. The following are some guidelines for following up in the short term:

- Continue to manage the flow of information to enable Murray State College and its leadership to emerge from the crisis with the highest degree of credibility.
- Publicly thank employees, media and others who did an exceptionally good job during the crisis.
- Keep an accurate log of calls and other contacts made during the crisis, including hits to the college's/university's Web site.
- Track media coverage and ensure that inaccurate or misleading reporting is corrected immediately.
- Organize media tours for behind-the-scenes insights into the crisis and the emergency response.
- Assist in informing government officials and other outside constituents as needed.
- Provide assistance to meet with witnesses, victims' families, etc. By playing a coordinating role, the college/university demonstrates openness, compassion and cooperation with the media.
- Grant individual follow-up interviews at the appropriate time when the crisis is contained.

Long-Term Follow-Up

- Issue a final news release to summarize what happened and tell what further steps are being taken to correct the situation or avoid it in the future.
- Write personal thank you letters to the media and others who helped in the response.
- Write an opinion editorial or letter to the editor, if appropriate, praising the efforts of employees, emergency personnel and media in their response to the crisis.
- Once the media spotlight has dimmed, conduct an evaluation of the crisis communications response, including examining the content of actual media coverage in relation to the areas emphasized in media messages to determine if the story was covered in the manner the college/university had hoped.
- Make any necessary changes to the Crisis Communications Plan in anticipation of the next crisis.

8.2 Armed Intruder/Weapon Threat

NOTE: At no time should any faculty, staff, or student confront an armed intruder.

Every situation is different and the threatened individual will have to rely on his/her best judgment as to the best course of action, given the unique situation. Your own safety and the safety of others is the top priority. General guidelines include:

8.2.1 Immediate or Imminent Violence

- If you hear gunshots or witness an armed person, move away as quickly as possible. People that duck and cover near the shooter are at the greatest risk of dying and people that run

stand a greater chance of getting away from the shooter.

- If you cannot flee, isolate yourself and others from the subject. Close, lock and barricade doors, close curtains, lie on the floor.
- Call 911 if it is safe to do so. Provide as much detail as you know. Follow law enforcement instructions. Do not expose yourself or others until notified by law enforcement that the danger has passed.
- Notify others on campus through telephone or email of what you know-DO NOT SPECULATE- and what action you have taken, if it is safe to do so.

8.2.3 You Should Note and Report

- What the intruder is wearing
- Gender
- Height and weight
- Other descriptions unique to the individual (tattoos, hair color, facial hair)
- Types of Weapons
- Direction of travel or building entered

8.2.4 If Confronted by a Threatening Person

- Remain as calm as possible.
- Be cooperative and patient.
- Time is on your side. Offer to listen.
- Do not judge or argue with perceptions.
- Treat each concern as important and valid. A person in a crisis will only respond to someone who is willing to listen, understanding, respectful, and non-threatening.
- Allow the hostile person his or her personal space (at least 3 feet). If you are standing, stand at an angle to the individual rather than face-to-face keep your hands in plain view, preferably at your sides.
- Do not make gestures of physical contact that might seem threatening.
- Maintain polite eye contact.
- Keep gestures and body language open and non-threatening.
- Use a low, soft, slow voice when speaking and ask the person questions do not tell them.
- Be truthful - to lose credibility can be catastrophic.
- Assure the person you will do everything you can to resolve his or her grievances in a fair manner.
- Ask the aggrieved party to suggest a solution. A person in crisis will be more accepting of a solution that he or she helped formulate.
- Always look for a win-win outcome. Retaining dignity (saving face) is paramount to the person in crisis.

- Be observant. Note as much as possible about the aggressor, including type and
- number of weapons, state of mind, what was said.
- Pay attention to details about the space you are in. If you are released or decide to escape, this information will be needed by police to ensure the safety of others

8.2.5 Securing the Building

In each building, designated areas hold keys/bars for main entrances. Emergency Building Monitors and Coordinators will access these tools and lock the buildings in emergencies

8.3 Bombs

"Bombs can be constructed to look like almost anything and can be placed or delivered in a number of different ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode." Bureau of Alcohol, Tobacco & Firearms

8.3.1 Suspected Packages

**IF YOU SUSPECT AN ITEM DELIVERED TO CAMPUS MAY BE A BOMB:
DO NOT MOVE THE ITEM!**

- Calmly notify others in the immediate area and evacuate;
- If there is a fire alarm in your area, DO NOT ACTIVATE IT. You do not want to frighten everyone;
- Call 911. DO NOT USE A CELLULAR PHONE! A cell phone could potentially set off the package;
- Clearly state the type of emergency to the 911 dispatcher, your name, location, and telephone number from which you are calling;
- Do not hang up until told to do so;
- Call Campus Police (Dial 580-387-7314 or 580-371-1140), notify them that 911 have been called and emergency personnel are in route.
- Ask Campus Police to notify appropriate staff to assist with evacuation;
- Return to area will be allowed ONLY after Crisis Management Team gives the "all clear";

8.4 Bomb Threats

All bomb threats must be taken seriously. Bomb threats can be delivered in a variety of ways including in-person, via telephone, or in writing. The most dangerous means is in-person; the most common means is via telephone.

8.4.1 In-Person Bomb Threat

The person involved may be unstable and/or delusional and directing the threat at an individual, group, or himself. If a person announces a bomb threat to you:

- Remain calm;
- Do not approach the individual;
- Never get close enough that you could panic the person or be used as a hostage; If possible, try to segregate the individual from others;
- Try to draw the attention of one or two others so they can Dial 911 and Campus Police (Dial 580-387-7314 or 580-371-1140);
- Talk to the individual in a calm and rational manner; put the person and yourself at ease as much as possible;
- Try to get the individual to speak; let the person do most of the talking; ask
- questions about the bomb, its location, and description;
- Let law enforcement replace you as the negotiator when they arrive at the scene; Once you leave the scene, relay all information to any other officer present; Immediately write down everything you remember;
- Remain accessible to law enforcement until you are told to do otherwise.

8.4.2 Telephone Bomb Threat

- Remain calm;
- If the caller allows you to talk, ask questions from checklist in **APPENDIX C**; keep the caller talking as long as possible;
- Signal a co-worker to call 911 while you continue talking;
- Campus Police will notify other personnel as required;
- The Supervisor of Campus Police or designee will facilitate an evacuation of the building, if deemed necessary, with the assistance of the Tishomingo Police Department;
- Return to the evacuated building will be allowed **ONLY** after Crisis Management
- Team gives the "all clear" notification;

See Appendix C for the Telephone Bomb Threat Checklist

8.5 Tornado

Tornadoes are violent, local storms with whirling winds that can reach 200-400 miles per hour. The width of a tornado path ranges generally from 200 yards to one mile. The south central, southeastern, and mid-western parts of the United States are particularly susceptible to conditions favoring tornadoes. A tornado may travel "on the ground" from a few hundred yards to fifty miles at speeds of 30-75 miles per hour. It is virtually impossible to outrun a tornado; therefore, one should seek shelter whenever a tornado warning is issued.

The National Weather Service issues severe weather warnings using the following terms:

- A "tornado watch" means that tornadoes could develop in the designated area.
- A "tornado warning" means that a tornado has been sighted in the area or is indicated by radar.
- A "severe thunderstorm watch" indicates the possibility of thunderstorms, frequent lightning and/or damaging winds, hail, and heavy rain.
- A "severe thunderstorm warning" means that a severe thunderstorm has actually been sighted in the area or is indicated by radar.

Tornadoes occur with little or no warning; little or no advance planning can be accomplished. If in a building, one should move away from outside rooms and go to a center hallway. An interior area at the bottom level of the building is preferable. One should avoid auditoriums or gymnasiums or other areas with wide, free span roofs. If caught outside with no time to reach an inside shelter, lie flat in the nearest ditch, ravine, or culvert, with hands and arms shielding one's head. Be sure to leave the ditch, ravine, or culvert immediately after the tornado has passed to avoid the possibility of flash flooding. If in an automobile, follow the same rules as outlined above. (DESIGNATED TORNADO SHELTER IS THE HEALTH SCIENCES (NURSING) BUILDING.

The MSC mitigation and prevention plan specific to tornados is the periodic routine of tornado drills that are completed within our housing and campus, along with the reassurance that each building has an assigned Building Emergency Monitor in case of a tornado to ensure all campus personnel have taken appropriate action.

ALL PERSONNEL/STUDENTS UNDER THE DIRECTION OF BUILDING MONITORS

Upon receiving a National Weather Service Advisory for a tornado warning, all college personnel and students should:

1. Take shelter within a building by moving to the center hallways; avoid large open rooms, gymnasiums and auditoriums.
2. Students, Resident Housing Students and all employees shall remain calm and evacuate the building or area in an orderly manner if there is sufficient time to go the emergency shelter located in the basement of HEALTH SCIENCES (NURSING).
3. Building Monitors will check for injured persons in your building or area. Do not move the injured individual unless there is serious danger to the person's safety.

Follow evacuation procedures:

1. Walk – do not run – to the nearest exit, if you are indoors.
2. If you are on an upper floor, take the stairs. Do not use the elevators.
3. Assist any disabled/injured persons who are not able to leave the area quickly by themselves.

4. Evacuate to the outside of the buildings. Go to a WEST PARKING LOT BY THE WATER TOWER or away from buildings. Notify the Emergency Operations Center if there are disabled/injured persons needing assistance.

The ICC will verify that OG&E has been contacted.

8.6 Flooding

8.6.1 Flooding

County Flood Watch: Conditions are favorable for flooding. Staff should be aware but no action needs to be taken.

County Flood Warning: Rising water threatens to close roads, wash out bridges, and inundate property. Shelter or higher ground should be sought.

What to do before the Flood: Have emergency supplies available. Keep a portable, battery-operated radio and flashlight in working order. Determine if you are in a flood-prone area and what the average flood depths are in the community. Identify dams and levees in your area. Be aware of what could happen if they fail. Learn the community's flood evacuation route and the location of high ground.

During or after heavy rains: Listen to the radio or television for weather information and instruction. If water enters the facility, turn off all utilities in the area. Disconnect electrical appliances, but do not touch any electrical equipment if the floor is wet or under water. Stay clear of water on the floor as well. Be aware of loose or downed electric wires and falling or fallen objects. Do not drive in the event of a flood, 6 inches of water is enough to float a car.

After a Flood: Listen to the radio or television for advice and instructions. Report broken utility lines or other hazards to Campus Police. Locate usable openings if swollen doors, mud, or buckled floors prevent regular doors from being used. Remember that water sources may be contaminated. Listen to the radio for advice on using tap water or other water for drinking. Avoid walking through floodwaters. Swift moving water as little as six inches deep can sweep you off your feet.

8.7 Fire

Be sure you know the location of fire extinguishers, exits, and pull stations in your area. If a building fire alarm sounds (or if you are told to pull the alarm by a college official or other emergency personnel), evacuate the building immediately. Always evacuate when you hear the fire alarm. There

is no way to know whether the alarm is false or not! Evacuate and proceed immediately to the nearest pre-established Evacuation Assembly Area.

8.7.1 If you discover a fire and/or smoke:

- Only attempt to extinguish a fire if it is minor and can be quickly and easily put out with a portable fire extinguisher and you have been trained on its use;
- Report the fire and/or smoke by activating the nearest fire alarm; Start evacuation procedures and ensure 911 is called;
- Evacuate to a safe area away from the building;
- Do NOT stand in smoke (the greatest danger during a fire). Instead, drop to your knees and crawl to the nearest exit, cover your nose and mouth with a cloth, if possible, to avoid inhaling smoke;
- Give all pertinent information on location of disabled person to emergency responder;
- The Incident Commander will announce an *All Clear* when the building is safe to re- enter.

8.7.2 If you become trapped:

- If possible, call 911. Clearly tell the dispatcher you are reporting a fire. Give your name, location of the fire (building, floor, room number), and your telephone number; Do not hang up until told to do so;
- If a window is available, open it and place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel;
- Stay near the floor where there is the least smoke;
- Cover your mouth with clothing to avoid inhaling smoke;
- Do not open a door if smoke is pouring in or around the bottom or if it feels hot;
- Shout to all EMT emergency personnel of your location;

Notify both the responding fire department and Campus Police on the scene if you suspect someone may be trapped inside the building.

8.8 Annual Fire Safety Report on Student Housing

Annual Fire Safety Report on Student Housing

In compliance with the Higher Education Opportunity Act of 2008, the Murray State College Police Department will publish information concerning student housing fire safety systems, fire drills, fire safety policies and, education and training programs.

On-Campus Housing Fire Safety Equipment

Murray State College residence halls have networked fire alarm systems and/or sprinkler systems as indicated below. When a networked fire alarm is activated, the alarm sounds on a panel at the Campus Security office, which is staffed 24 hours a day, 365 days a year. An officer responds to the building and determines the cause of the alarm. The fire department is automatically notified and responds to all fire alarms in residence halls.

Residence Hall	System Description
MSC Aqqie Suites	Full sprinkler and networked alarm
McKee Hall	Networked alarm system. No sprinklers. *

* Fire extinguishers are located on every floor in each residence hall.

Supervised Fire Drills

Mandatory, supervised fire drills are conducted for each residence hall in the fall and spring semesters by Campus Police and Resident Life. Additionally, each time new residents occupy a building during the summer for camp-related activities, a fire drill is conducted to ensure the temporary residents are familiar with evacuation routes and procedures. Every student must participate in these drills. Drills are conducted without notice. If a fire alarm sounds, everyone must exit. No one may re-enter the building until permission is given by a security officer or member of the residence life staff. Failure to evacuate a building during a fire alarm will result in suspension or expulsion.

Evacuation Procedures

In the event of fire or other evacuation emergency on campus, all persons in the affected premises must evacuate. You will be notified of a fire emergency by an audible alarm signal. Other emergency evacuation notifications may be issued by text alert or e-mail, and phone communications (voice mail) if appropriate. When evacuating during a fire alarm, do not use the elevators. If you are on the first floor, exit the building via the nearest door. If you are above the first floor, use the nearest staircase to exit the building. Use another staircase if your first choice is blocked. Do not open the door if it is hot to the touch. Look for another exit or go to a window and call for help.

When notified to evacuate, leave the building and assemble in an area (WEST PARKING LOT BY THE WATER TOWER) where you will not hinder the approaching emergency response personnel and apparatus. Depending on the nature of the emergency, you may be directed to proceed to a particular building or other area of safety.

Students and employees should attempt to account for individuals that are known to be in

the building, including all visitors. Any missing individuals should be reported to the Office of Campus Security or emergency personnel. In addition, security personnel will conduct a sweep of all floors if sufficient personnel are available and if it is safe to do so.

Wait for campus security officers or emergency personnel to tell you when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to re-enter.

Fire Safety Violations and Prohibitions (including rules on portable electrical appliances, smoking and open flames)

The residence life handbook contains a section addressing prohibited fire safety violations. The cooperation of everyone is needed in order to avoid fire hazards. Please follow these rules to prevent fire damage and bodily harm.

Prohibited items

The following items are prohibited in the residence halls, due to possible fire

- | | | | |
|------------------------|---------------------|------------------------|------------|
| Hot plates/Cook Stoves | Space heaters | Incense/Potpourri Pots | |
| Halogen lamps | Electric Blankets | Firearms | |
| Toaster Ovens | Microwaves | Grills | Explosives |
| Candles (lit or unlit) | Dangerous chemicals | | |
| | Rice cookers | | |

Fire Safety Education and Training Programs/Procedure

In compliance with the Higher Education Opportunity Act of 2008, the Murray State College Police Department will publish information concerning student housing fire safety systems, fire drills, fire safety policies and, education and training programs.

Fire Safety Education and Training Program

All members of the residence life staff receive fire safety training at the beginning of the academic year. All residence hall room are equipped with evacuation maps posted in the hallways with the safest and most direct exit routes from the area in case of emergency.

Reporting

In addition to the information listed above, the Department of Campus Police will maintain a log and publish an annual fire safety report that contains:

• The number and cause of any fire occurring in a residence hall.

- Number of injuries requiring medical care.
- Number of deaths.
- The value of property damaged.

If you have any questions about fire safety, please contact Campus Security (Dial 580-387-7314 or 580-371-1140)

8.9 Bio Terrorism or Biological Disaster

8.9.1 Toxic Gas Release

If airborne toxic chemicals are released in the community, outside air can be a hazard to your health. Take shelter immediately.

- College officials will contact local authorities immediately;
- Close all doors and windows;
- AVP Facilities/Safety will see that all HVAC systems are shut down;
- Stay inside until the Incident Commander gives an "all clear" notification.

8.10 Epidemic/Outbreak

8.10.1 Reporting Infection

If a person becomes ill with the flu and has reason to believe he or she has been exposed to avian flu, the individual should report it immediately to the local Health Department.

8.10.2 College Operations

The College's decision to remain open will depend on the timing of the outbreak and whether the outbreak is national or local and in coordination with local Health Department. The College will determine whether to cancel programs such as sporting events and performances occurring on campus. If the College is forced/decides to close, realistically it could be several months. If a regional/national outbreak occurs, decisions to furlough non-essential staff may be required to focus on keeping the College operating. Decisions for such downsizing of personnel shall come from the College President and/or Administrative Staff.

8.11 Hazardous Materials/Spill/Exposure

8.11.1 Asbestos

Some college buildings were built with asbestos ceiling, flooring, insulation, and other materials. Undisturbed, asbestos is not harmful. However, if an asbestos-containing

material (ACM) or presumed asbestos containing material (PACM) is disturbed or damaged, asbestos fibers can be released and cause an inhalation hazard. Fiber Release Episode-Evacuate the room or area immediately to a safe area away from the building. Confine particles by shutting the door(s);

Call Campus Police (Dial 580-387-7314 or 580-371-1140) who will notify the proper authorities; Do not return to the building unless instructed it is safe to do so by Campus Police Personnel Evacuate the room or area immediately to a safe area away from the building. Confine particles by shutting the door(s); Return to the evacuated building will be allowed ONLY after the Crisis Management Team gives the "all clear" notification through Security and Safety.

8.11.2 Chemical Spills & Releases

If a substance presents a clear and immediate danger to building occupants and cannot be controlled, the following steps should be taken:

- Confine the substance by shutting the door(s) or closing the supply valve(s), (i.e. gas shut-off valve in the event of a gas leak;
- Call Campus Police @ 580-387-7314 or 580-371-1140 to notify the proper authorities;
- Clearly tell the dispatcher you are reporting a chemical spill/release and the following information:
 - Name of material if known
 - Exact location of spill or release
 - Extent of contamination (i.e. water system, air handling system)
 - Quantity if known, appearance and characteristics (i.e. solid, liquid, gas, odor, color)
 - Injuries
 - Your name, department, and telephone number calling from

If needed, the Hazardous Materials Crisis Management Team from the Tishomingo Fire & Rescue will be notified, and a chemical cleanup company will be contacted. Evacuate the room and building to the nearest assembly area. Return to the evacuated building will be allowed ONLY after MSC Crisis Management Team gives the "all clear" notification through MSC Security and Campus Police.

8.11.3 Chemical Odor

If an employee smells a chemical odor, such as a solvent-type odor or observes a chemical spill and neither poses an immediate safety threat; Call Campus Police (Dial 580-387-7314 or 580-371-1140) and notify the nearby faculty or staff; Facilities will then assess the situation and respond with appropriate clean-up materials if the spill or release is within the scope of the College's response capabilities; If the spill or release is beyond the scope of the College's capabilities, a phone call by Campus Police or Facilities to 911 will call the Hazardous Materials Crisis

Management Team from Tishomingo Fire & Rescue for response; Campus Police will evacuate the area and establish a safe perimeter until the area is safe to reoccupy as advised by Tishomingo Fire & Rescue Incident Commander; Return to the evacuated building will be allowed ONLY after Crisis Management Team gives the "all clear" notification through Campus Police (Dial 580-387-7314 or 580-371-1140).

8.12 Blood Borne Pathogens

"Blood borne pathogens" refers to disease-causing microorganisms present in blood or potentially infectious body fluids. If exposed to a potential blood borne pathogen, report it immediately to Campus Police and fill out an incident report. A Campus Police Officer will fill out an accident report form.

The steps listed below are to be taken in response to a "high-risk" exposure incident, which is defined as an accidental puncture injury, mucus membrane, or non-intact skin exposure to human blood or body fluid. A high-risk exposure should be considered infectious, regardless of the source.

8.12.1 High-risk exposure

Immediately and thoroughly wash the exposed site with soap and water, or flush the eye and mucus membrane with water or saline for 15 minutes; Report the incident to your supervisor immediately; Notify Campus Police (Dial 580-387-7314 or 580-371-1140), who will notify the appropriate personnel; Exposed individuals may be taken to Johnston Memorial Hospital Emergency; If you are unsure whether the above pertains to your situation, call the Johnston Memorial Hospital Emergency Room at; Contact with the following bodily fluids or materials are **not** covered by this section: semen, feces, nasal secretions, saliva, sputum, spit, sweat, tears, urine, and vomit. If any of the preceding bodily fluids contain visible blood, then follow the high-risk procedures listed above; if the exposed person does not consent to post-exposure information being released, the only information provided to the College will be a written report indicating whether a Hepatitis B vaccine was recommended for the exposed person and whether the person received the vaccination. The written report will be kept separately from the exposed person's personnel file;

8.12.2 Cleanup of Bodily Fluids Containing Blood

If a spill or contaminated area is in a College building, contact Campus Police (Dial 580-371- 0007 or 580-371-1140)

8.13 National/Regional Emergency

If an incident should take place that requires national or regional attention, follow procedures outlined in this Emergency Operations Plan.

8.14 Protests, Marches & Demonstrations

For further information, read the College's policy on demonstrations on campus.

8.14.1 Peaceful

Notify Campus Police (Dial 580-387-7314 or 580-371-1140);

Supervisor of Campus Police will monitor for acts of vandalism or signs of escalation; Supervisor of Campus Police will contact outside assistance as needed;

Preplanned large demonstrations may have local law enforcement presence ahead of time.

8.14.2 Disruptive/Destructive

Notify Campus Police (Dial 580-387-7314 or 580-371-1140);

Identify key individuals (clothing, physical description, and activity engaged in); The Supervisor of Campus Police will contact outside assistance as needed.

8.15 Inclement Weather

Murray State College will make every attempt to keep offices and services operating in inclement weather. There will be times when weather is too severe for normal College operation. In that event, the following procedures will be used and applies to all employees and students.

The President in consultation with the VP for Academic Affairs shall make the final decision on whether the College shall be closed or start late based on the information provided by Executive Director of Safety and Security.

Announcements will be made on local radio and television stations, MSC website (<http://www.msco.edu>), and the Campus telephone message system.

If unable to access any of these sources, call the College at (580-387-7102).

8.16 Utility Failure

8.16.1 Electrical failure

If possible, call the Campus Police (Dial 580-387-7314 or 580-371-1140) and clearly state the building(s) that are affected. Clearly state what you heard or saw before the power went off. Security and Safety will notify Facilities & Operations. Turn off all computers and other electrical equipment. If downed power lines are present, treat them as if they are live. DO NOT TOUCH any wires. Keep others away from the wires.

8.16.2 Plumbing failure

Call Campus Police (Dial 580-387-7314 or 580-371-1140)

If it is within the scope of their capabilities, Facilities & Operations will repair the problem. If it is not within the scope of their capabilities, the Facilities & Operations personnel will contact the proper utility company and shut-off the water main to prevent flooding or water damage. Be aware of electrical power sources in wet or flooded areas.

8.16.3 Elevator Failure

The campus elevators are serviced and inspected on a routine basis. If you are trapped in an elevator, remain calm and pick up the phone or push the emergency button. Clearly state who you are, how many are trapped, the building in which you are located, and what floor you think you are stuck on. DO NOT ATTEMPT TO CLIMB OUT ALONE. The elevator can resume operation at any time. Power to the elevator will be shut off if a rescue attempt becomes necessary. Facilities will notify the appropriate elevator service repair company and Tishomingo Fire & Rescue if needed.

8.17 Major Communications Outages

Major communications outages have a direct impact on the College business with respect to financial losses and operational interference.

8.17.1 In the event of any of the following contact IT Director

Outages that directly affect the safety of students, faculty, staff or members of the College community. Entire building or campus loses telephone services. Entire building or campus loses data/information technology service.

Note: Individual voice, data, or video services outages do not constitute an emergency

8.18 Missing Student Procedure

Missing Student Notification Procedures 20 USC 1092 (j) (Section 488 of the **Higher Education Opportunity Act of 2008**)

Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification procedure and related procedures for those students who live in on campus housing.

For purposes of this procedure, a student shall be considered missing if a roommate, classmate, faculty member, family member or other campus person has not seen the student in a reasonable

amount of time, reports the pertinent facts to at least one of the staff and/or offices listed below, and, if after investigation the MSCPD determines that the student has been missing for more than 24 hours. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals may be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to a MSC department other than the Murray State College Police Department or designated office listed below, the MSC employee receiving the report shall contact the MSCPD immediately at 580-371-0007 or 580-371-1140.

Procedures for designation of emergency contact information

A. Students age 18 and above and emancipated minors. Students living on campus shall be given notice of this procedure and an opportunity during the first seven days after move-in each semester to designate an individual or individuals to be contacted by the college "in case of emergency". Contact information shall be registered confidentially, shall be accessible only to authorized campus officials, and may only be disclosed to law enforcement personnel in furtherance of a missing person investigation. In the event a student is reported missing, the MSC Police Department or their designee shall attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee shall remain in effect until changed or revoked by the student.

B. Students under the age of 18. In the event a student living on campus who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college shall (is required to) notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

I. Official notification procedures for missing persons

A. Any employee or student who has information that a residential student may be a missing person should notify one of the following offices and/or staff members immediately: *Executive Director of Student Affairs and Director of Resident Life, or MSC Police Department*. If the notice comes to any department listed above other than the MSCPD, that office shall notify the MSCPD within 24 hours.

B. The Murray State College Police Department shall gather information about the residential student from the reporting person and from the student's acquaintances (including, by way of example, description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus employees shall be notified to aid in the search for the student.

C. If the Murray State College Police Department determines that a residential student has been missing for more than 24 hours, they or their designee shall notify the emergency contact (*for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. This notification must be made no later than 24 hours after determination is made. **Contact is contingent upon the correct emergency contact information being made available by the student.*

II. Campus communications about missing students

In all cases when the student is declared missing by the Murray State College Police Department after an initial investigation and in consultation with other law enforcement agencies as appropriate, MSCPD will coordinate with the MSC AVP for Advancement (DC) office to provide information to the media that is designed to obtain public assistance in the search for any missing student. This coordination will insure that investigations are not impeded by the release of information.

Appendix A –Incident Command Center Information

The first person on the scene is considered the Incident Commander until he /she relinquishes it to a CMT member or emergency personnel.

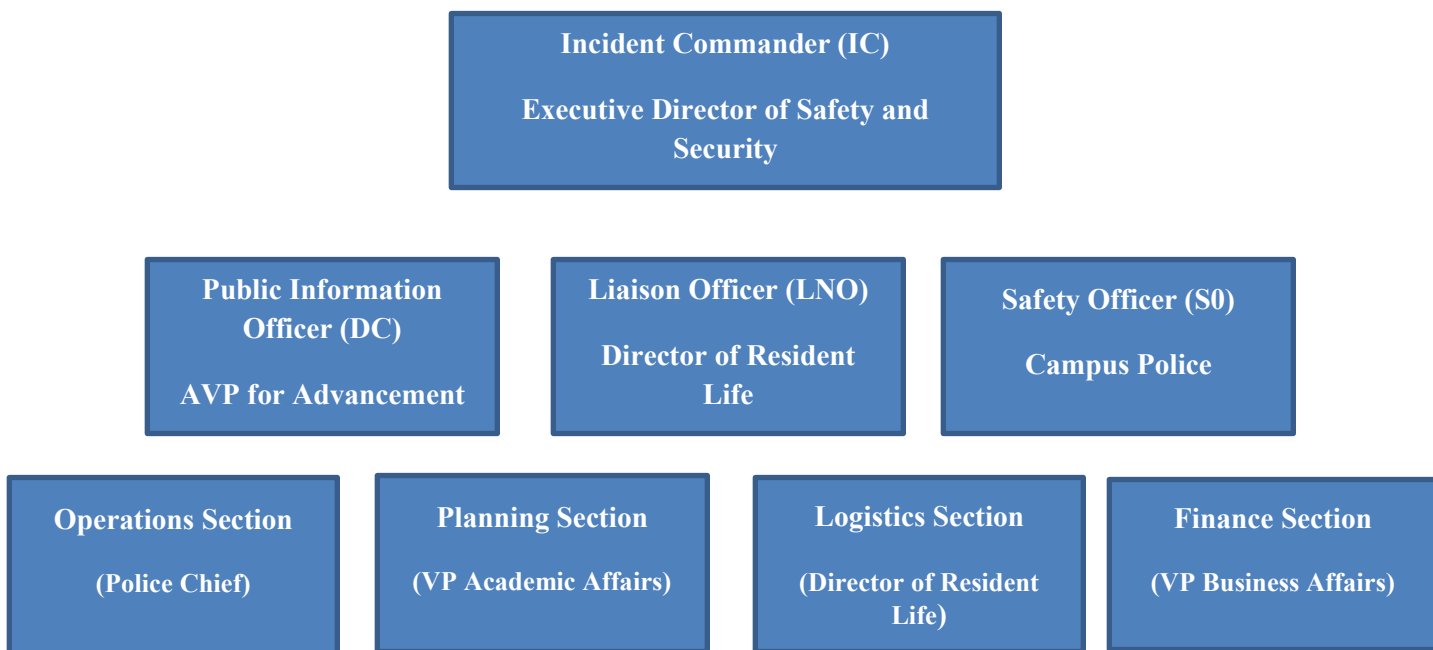
Incident Command Center

Primary Location-The primary location for the Incident Command Center is the Ballroom in Park Student Center.

Secondary Location-In the event that the Ballroom is a part of the emergency or is unsafe; the secondary location will be the Student Services Building Conference Room on the second floor.

Tertiary Location-If no safe areas are available in existing buildings, the Tertiary location will be outdoors at the SE corner of the baseball field.

Crisis Management Team Responsibilities in Section 3 of plan, See Chart Below



Appendix B

Murray State College – Emergency Response Kits

The following items should be available and easily accessible at all times for the Incident Command Center.

Copy of Emergency Operation Plan	Several gallons of drinking water	Two-way radios
Megaphone (in office/vehicles)	Telephones	Cell phones and chargers
Flashlights and several batteries	Digital Cameras	Laptop and/or desktop computers
White dry erase board and pens	ABC fire extinguishers	Gatorade
Hard hats	Ear plugs	Eye Protection
Face Masks	Blankets	Latex Gloves
First-aid Kits	Rain gear	Spill Response Kit (Plant Area)

Appendix C-Bomb Threat Checklist

BOMB THREAT CHECKLIST

Use this checklist to help determine the seriousness of any threat and to assist in identifying the caller.

Report any threatening phone calls, crimes and suspicious activity to Campus Police (Dial 580-387-7314 or 580-371-1140)

Threatening Phone Calls: **LISTEN** – Do not interrupt except to obtain the following information.

QUESTIONS TO ASK:

Bomb Threats

1. When is the bomb going to explode?
2. Where is it located?
3. What does it look like?
4. What is your name?
5. Where do you live?

Bodily Threats

1. Name of the person being threatened?
2. When will this happen?
3. Why are they being threatened?

Try to obtain the following?

CALLER'S VOICE:

- _____
- Female
- Angry
- Male
- Excited
- Raspy
- Soft
- Loud
- Calm

BACKGROUND SOUNDS:

- Street Noise
- Traffic Noise
- Office Noise
- Local/Long Distance
- Plane, Train
- TV, Radio

Mail Bomb Recognition

1. Restricted markings such as confidential, personal, etc.
2. Excessive postage
3. No return address
4. Foreign mail
5. Handwritten or poorly typed addresses
6. Excessive securing material such as masking tape or string
7. Excessive weight or lopsided packages
8. Pictures, drawings, or visual distractions

Immediate Action:

Notify your supervisor, and call the Campus Police immediately.

Write down the caller's message in its entirety, and note your perceptions of the call.

Phone Number the threat was received on: ____ Time: _____ Date: / ____ / ____

Appendix D-Emergency Call List

Emergency Call List

(When calling from a campus telephone you must dial 9 for an outside line prior to dialing the number listed)

Emergency (police, fire & ambulance)	9-911
Campus Police (day/evening)	580-387-7314 Or 580-371-1140
Campus Police Emergency Dispatch	580-371-2319 *ask for MSC Campus Police to be
Police Dept.-Tishomingo (Emergency)	580-371-3133
Police Dept.-Tishomingo (Non-Emergency)	580-371-2319
MSC Facilities/Maintenance (Daytime)	x320
MSC Facilities/Maintenance (Evening)	580-371-5286
Sheriff- Johnston County	580-371-2691
Okla. Highway Patrol-Ardmore	580-223-8800
Hospital-Johnston Memorial	580-371-2327
Animal Control	580-257-0026
Okla. State Department of Education	405-521-3301
Red Cross-Ardmore	580-223-6293
Okla. Poison Control Center (24hr number)	800-764-7661
Governor's Office	405-521-2342
Okla. Dept. of Emergency Planning	405-521-2481
Local Emergency Planning Committee	405-371-2327
Bureau of Alcohol, Tobacco, & Firearms (Bomb Hotline)	888-283-2662
Okla. Corporation Commission Pipeline Safety	405-521-2258
FBI	405-290-7770
Utilities:	
ONG-Okla. Natural Gas	800-458-4251
OG&E-Okla. Gas & Electric	800-272-9741
City of Tishomingo	580-371-2369
National Emergency Response Center	800-424-8802 or 202-426-2675

Appendix E-Crisis Management Team Members

Crisis Management Team Members

Title	Name	Radio #	Signature
President	Joy McDaniel	1 of 12-Staff	
VP for Academic Affairs	Becky Henthorn	2 of 12-Staff	
VP for Business Affairs	Justin Cellum	3 of 12-Staff	
AVP for Academic Affairs	Ginger Cothran	4 of 12-Staff	
AVP for Advancement	Amy Caskey	5 of 12-Staff	
Executive Director for Safety/Security	Sam Holt	6 of 12-Staff	
Executive Director of Student Affairs	Quinton Jones	7 of 12-Staff	
Exec. Director IT	Vacant	8 of 12-Staff	
Director of Physical Plant	Paul Short	9 of 12-Staff	
Director of Resident Life	Kevin Morgan	10 of 12-Staff	
Athletic Director	Aaron Mullens	11 of 12-Staff	
Vet Tech	Laura Sandman	12 of 12-Staff	
Officer Holt		1 of 4-Officer	
Officer Perkinson		2 of 4-Officer	
Officer Holt-Part Time Desk		3 of 3-Officer	

Appendix F-Murray State College Tishomingo Campus Map

Tishomingo Campus Map

