

ALCORN STATE UNIVERSITY

NATCHEZ CAMPUS

Emergency Procedures

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BOMB THREATS AND EXPLOSION PROCEDURES

1.1 Policy:

When handling a bomb threat the primary concern is the immediate safety of all personnel and students in the building.

1.2 Procedure:

When a bomb threat is received, the deans, directors, and Campus Police/Security should be notified immediately.

1.3 Personnel should:

1.3.1 Have the buildings evacuated immediately using the fire evacuation plan. All persons who evacuate the building should meet in the safest location farthest (a minimum of 300 feet or approximately the length of a football field) from the affected building.

1.3.2 Call 911 to notify the police, fire department, and emergency preparedness.

1.3.3 Refrain from using any electrical or electronic devices, including walkie-talkie radios and cell phones.

1.3.4 Notify the President.

1.3.5 Staff should be aware of unusual or suspicious boxes, packages, noises, devices or disturbances in their classrooms or in the hallway as they evacuate the building. Do not touch anything that looks suspicious. Report suspicious items to the Campus Police/Security or response personnel.

1.3.6 Account for the presence of all personnel and students.

1.4 If possible, the person who receives the bomb threat should gather as much information as possible about the location of the bomb, type of bomb, and reason. The person should report this information directly to the police and to appropriate dean, director, or chairperson.

- 1.5 The police will determine when it is safe to re-enter the building.
- 1.6 Maintenance or supervisory staff will be expected to assist local officers where possible, such as with the lay-out of the building and the location of critical machinery.
- 1.7 If an explosion occurs before evacuation is initiated, personnel and students will seek cover under desks if possible and remain in the “duck, cover, and hold” position until flying debris ceases. Personnel will then initiate the fire evacuation plan unless special conditions warrant different instruction and alternative exits.

2. DISASTROUS WEATHER

When severe inclement weather is imminent, the primary concern is the immediate safety of all personnel and students in the School of Nursing building.

- 2.1 The School of Nursing Dean or designee will determine when all persons in the building should be notified and the method of notification.
 - 2.1.1 If electricity is operational, an ALL CALL announcement will be made via the intercom system.
 - 2.1.2 If electricity is not operational, staff will go to all areas in the building and notify persons in charge.
- 2.2 The School of Nursing Dean or designee will determine if classes should be dismissed based on the weather bulletin information.
- 2.3 In the event of a tornado warning that requires immediate action, time is of the essence. All persons must proceed to designated areas, sit on the floor, and place their heads between their knees.
- 2.4 The designated areas in the SON building are as follows:
 - 2.4.1 All persons in the administration wing will proceed to one of the departmental conference rooms.
 - 2.4.2 All persons in the auditorium will proceed to the inside wall (left side coming in and right side going out).
 - 2.4.3 All persons in classrooms 160-166 and in the student lounge will proceed to one of the evaluation rooms or locker rooms.
 - 2.4.4 All persons in rooms 185-195 will proceed to the locker rooms or

skills laboratory.

- 2.4.5 Persons in the RL should use the fire exit on the south end of the reading/multipurpose room of the building or out the north entrance door near the receptionist desk, whichever is closer.
- 2.4.6 All persons in the ASU Family Clinic will proceed to the offices and/or bathrooms in the center of the building.
- 2.5 The designated areas for the Masters of Business Building are:
 - 2.5.1 All persons in the administration area will proceed to one of the two work rooms outside the offices, whichever is closer. When exiting offices, office doors should be closed. Persons in the dean's area should proceed to the kitchenette area in the dean's office.
 - 2.5.2 All persons in the lecture hall should proceed to the first floor (as much as possible) left and right inside walls.
 - 2.5.3 All persons in the classrooms, group study rooms, or student lounge will proceed to the first floor of the lecture hall (using the second floor lecture hall entrance), the first floor lavatories on the south end or the work area immediately outside of the Faculty offices (both using the southwest enclosed stairwell, whichever is closest).
 - 2.5.4 Persons in the LRC should use the fire exit on the south end of the reading /multipurpose room of the building or out the north entrance door near the receptionist desk, whichever is closer.
 - 2.5.5 Persons in the executive suite will proceed to Room 130E, or the hall way immediately outside of Room 103A, whichever is closer.
 - 2.5.6 All persons should avoid glassed areas as much as possible.
 - 2.5.7 No one should use the elevator during severe inclement weather procedure.
- 2.6 The School of Nursing Dean or designee will notify persons in the building when the ALL CLEAR message is received.
- 2.7 A Disastrous Weather Drill will be called periodically.
- 2.8 At the beginning of each year, the responsibility for seeing that all persons have evacuated the building in the event of a fire or disaster or a

drill will be assigned by the Dean, School of Nursing.

3. FIRE EVACUATION PROCEDURES

3.1 Policy:

The Director of Academic Support & Facilities (DASF) maintains an updated written plan that is in accordance with the Natchez Fire Department for evacuation of the building in case of fire. Unannounced fire drills will be held periodically.

3.2 Procedures for Building 9B: School of Nursing and ASU Family Health Clinic:

3.2.1 Administrative Office - Personnel and persons in the administrative area should use the exits on the northeast and northwest ends of the administrative offices along with the main entry door.

3.2.2 Auditorium - Persons in the auditorium area should use the fire exit on the right hand side of the stage along with the main entry door.

3.2.3 Classrooms and Laboratories - Persons in any of the classrooms and laboratories should use the fire exits in the southeast and southwest ends of the building.

3.2.4 Family Clinic – Persons in the ASU Family Clinic should use either the front door or back door depending on the location of the fire.

3.2.5 Shop – Persons in the shop should use the exit nearest Campus Drive.

3.2.6 All persons who evacuate the building should meet in the safest location farthest from the affected building.

3.2.7 Administrators, chairpersons, directors, supervisors, and Faculty should immediately account for all persons who were in their areas at the time of the fire or drill.

3.3 Procedures for Building 4J: Masters of Business Building:

3.3.1 Administrative Offices – Personnel and persons in the administrative area should use the exits on the north and south ends of the administrative office doors, whichever is closest.

- 3.3.2 Lecture Hall – Persons in the lecture hall should use the fire exists on the right or left hand side of the stage, whichever is closer. Persons near the second floor and in the control room should use the east upstairs exit and proceed down the stairs and out the front door.
- 22.3.2 Learning Resource Center – Persons in the LRC should use the fire exit on the south end of the reading/multipurpose room of the building or out the north entrance door near the receptionist desk, whichever is closer.
- 22.3.3 Classrooms, Laboratories, Student Lounge and Group Study Rooms – Persons in any of the classrooms, laboratories, student lounge, and group study rooms should use the fire exists in the southeast, southwest, and north ends of the building, whichever is closest.
- 22.3.4 Executive Suite – Persons in the executive suite area should use the southeast exit or the southwest exit (through the enclosed stairwell) whichever is closer.
- 22.3.5 No one should attempt to use the elevator during an evacuation procedure.
- 22.3.6 All persons who evacuate the building should meet in the safest location farthest from the affected building.
- 22.3.7 Administrators, chairpersons, directors, supervisors, and Faculty should immediately account for all who were in their areas at the time of the fire or drill.

LOCKDOWN PROCEDURE

31.1 Policy:

When an intruder or other threat to personnel and students occurs, the primary concern is the immediate safety of all personnel and students in the Natchez Campus buildings.

31.2 Procedures:

- 31.2.1 The nature of the incident allows deans, directors, department chairperson, or any Natchez Campus personnel to determine when a lockdown should occur.
- 31.2.2 When it becomes necessary to secure the building, an ALL CALL announcement will be made calling for a “LOCKDOWN.”
- 31.2.3 Call 911.
- 31.2.4 Personnel and students will go into the nearest classroom or office.
- 31.2.5 All doors are locked as soon as hallways are clear.
- 31.2.6 Close all blinds, cover all door windows, and turn off all lights.
- 31.2.7 Personnel and students should move to an area away from the door and windows.
- 31.2.8 Personnel direct everyone to drop and take cover.
- 31.2.9 Remain in the room until an ALL CALL announces an “ALL CLEAR” message.

NUCLEAR/HAZARDOUS ACCIDENTS PROCEDURE

34.1 Policy:

When a nuclear/hazardous accident occurs, the primary concern is the immediate safety of all personnel and students in the Natchez Campus buildings.

34.2 Procedures:

- 34.2.1 In the event of a civilian nuclear accident, Civil Defense will provide Campus Police/Security information over the emergency radio frequency or FAX.
- 34.2.2 Warning of a hazardous accident is usually received from the fire or police department or from emergency preparedness officials when such accident occurs sufficiently near the university to be a threat to the safety of the university.

- 34.2.3 Deans, directors, department chairpersons, or Security/Campus Police will determine whether personnel and students should evacuate the building.
- 34.2.4 If it is necessary to evacuate the area, move crosswind, never directly with or against the wind which may be carrying fumes.
- 34.2.5 Render first aid as necessary.
- 34.2.6 Call 911.
- 34.2.7 Notify the President.
- 34.2.8 Personnel and staff must not return to the buildings until emergency preparedness officials have declared the area to be safe.
- 34.2.9 If evacuation is not feasible, shut down heating and air conditioning.
- 34.2.10 Close all windows.
- 34.2.11 Render first aid as necessary.
- 34.2.12 Call 911.
- 34.2.13 Notify the President.
- 34.2.14 Personnel and students must not leave the buildings until emergency preparedness officials have declared the area to be safe.