

**THE UNIVERSITY OF
SOUTHERN MISSISSIPPI**

EMERGENCY RESPONSE MANUAL

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EMERGENCY GUIDELINES

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EMERGENCY GUIDELINES

PURPOSE

The basic emergency procedures outlined in this guide are for the protection of lives and property through effective use of University and surrounding community resources. Whenever an emergency affecting the University reaches a level that cannot be handled by routine measures, the president or his designee may declare a campus state of emergency. There are two general types of emergencies that may result in the implementation of this plan:

- (1) large-scale disorder
- (2) large-scale natural/man-made disaster

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

SCOPE

These procedures apply to all personnel, as well as buildings and grounds owned and operated by The University of Southern Mississippi.

DEFINITIONS OF AN EMERGENCY

The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response.

- **MINOR EMERGENCY** - any incident, potential or actual, which will not seriously affect the overall functional capacity of the University. Report immediately to University Police, ext. 64911, or off campus, 266-4911.

- MAJOR EMERGENCY - any incident, potential or actual, that may affect an entire building or a major portion of the campus and that will disrupt the overall operation of the University. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University administration during times of crises. Report to University Police at ext. 64911.
- DISASTER - any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Administration Team will be activated and the appropriate support and operational plans will be executed.

MEDIA RELATIONS DURING AN EMERGENCY

Any incident, whether minor or major, has the potential of creating a communications crisis if the facts are improperly conveyed to news media or if an information vacuum is created that forces reporters to seek out unauthorized sources for comment. University Relations should be notified as soon as the threat of an emergency is determined. Media representatives may arrive on campus as the emergency is occurring. They should be treated courteously and directed to University Relations for briefing. Photographers and videographers should not be barred from taking pictures at the scene of the emergency, as long as they remain out of harm's way and do not interfere with emergency response operations.

CAMPUS SECURITY DURING STATE OF EMERGENCY

Once the president or his designee has declared a campus state of emergency, then the following actions will be taken as required:

- The University Police have the full authority to place into effect the appropriate procedures necessary to handle the emergency, safeguard persons and property, and secure educational facilities.
- When this declaration is made, only registered students, faculty, and staff are authorized to be present on campus. Those who can not present proper identification (student or employee identification card or other I.D.), that shows their legitimate business on campus will be required to leave the campus. Unauthorized persons remaining on campus will be subject to arrest.
- In addition, only the faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the University Police will be allowed to enter the immediate disaster site.
- In the event of an earthquake, aftershocks, fires, storms, a major disaster occurring in or about the campus, or an occurrence that involves University property, University police officers will be dispatched to determine the extent of any damage.

EMERGENCY SURVEILLANCE & REPAIR TEAMS

In the event of an emergency the Hattiesburg campus will be divided up into six different zones. Each zone has been assigned an Emergency Surveillance and Repair Team. Each team will contain members who are knowledgeable about repairing electrical and mechanical problems, maintaining the plumbing and operating heavy equipment.

The responsibility of each team will be to survey the damage to the buildings in their area, then report this information back to the team coordinator (Director of Physical Plant). Once the damage has been surveyed, then the surveillance teams will dissolve and be re-dispatched as repair teams.

The Housing Maintenance Department will survey the 13 residence halls and report the information back to the Director of Housing Maintenance who will be in communication with the Damage Control Officer.

EMERGENCY COMMAND POST

FIELD EMERGENCY COMMAND POST

If the emergency involves only one building or a small part of the campus, a University Police vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed officer is to staff the command post at all times or until the emergency ends. A small office with a desk and chairs may also be required near the scene.

Field emergency command post equipment includes the following:

- A. Barricades and barrier tape
- B. Two portable hand radios
- C. Bullhorn
- D. First aid kit
- E. Cellular phone
- F. Fire extinguisher

GENERAL EMERGENCY COMMAND POST

If the emergency involves a large part of the campus, the command post is to be set up in the University Police dispatch office. If this site is unavailable, the emergency coordinator is to select an alternate location. At least one uniformed officer or University Police dispatcher is to staff the command post at all times until the emergency situation ends.

CAMPUS EMERGENCY ADMINISTRATION

During a declared emergency, the control of the campus will be turned over to the Emergency Administration Team. The Emergency Administration Team will consist of the following Administrators:

- A. EMERGENCY DIRECTOR Southern Miss President
- B. EMERGENCY COORDINATOR Director of University Police
- C. FINANCE Vice President for Business and Finance
- D. DAMAGE CONTROL Director of Southern Miss Physical Plant
- E. SECURITY Assistant Director of University Police
- F. PUBLIC RELATIONS Director of University Relations

The duties and responsibilities of the members of the Emergency Administration Team are as follows:

EMERGENCY DIRECTOR: President or designee

The president or designee

- A. is responsible for the overall direction of the Emergency Administration Team;

- B. works with the emergency coordinator and others in assessing the emergency and preparing the University's specific response;
- C. declares and ends, when appropriate, the campus state of emergency, as provided for in the Emergency Guidelines (see pg. 4); and
- D. notifies and conducts liaison activities with the University administration and governmental agencies.

EMERGENCY COORDINATOR: Director of University
Police

The coordinator

- A. is responsible for overall coordination of the University's emergency response effort;
- B. determines the type and magnitude of the emergency and establishes the appropriate emergency command post;
- C. initiates immediate contact with the president and University administration, and begins assessment of the condition;
- D. notifies and conducts liaison activities with all appropriate outside local organizations, such as fire, police, hospitals, etc; and
- E. ensures that appropriate notification is made to off-campus staff when necessary.

FINANCE: Vice President for Business and Finance

The vice president for business and finance

- A. provides the financing for supplies and services needed to support the response effort and
- B. provides logistic support for the response personnel.

DAMAGE CONTROL: Director of Physical Plant

The director of physical plant

- A. provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection;
- B. obtains the assistance of utility companies as required for emergency operation;
- C. furnishes emergency power and lighting systems as required;
- D. surveys habitable space and relocates essential services and functions;
- E. provides emergency equipment maintenance during actual emergency or disaster periods;
- F. activates the Emergency Surveillance and Repair Teams; and
- G. maintains a current emergency call-out list of all physical plant employees.

SECURITY: Assistant Director of University Police or Senior Captain on Duty

The acting security officer

- A. maintains the University Police control office in a state of constant readiness and also maintains a current emergency call-out list of all University police department employees;
- B. notifies University administrators of any problems developing out of major emergencies or disasters;
- C. monitors campus fire alarm and burglar alarm systems;
- D. takes immediate and appropriate action to protect life, property, and records, as necessary; and
- E. provides traffic control, access control, perimeter and internal security patrols, and fire prevention services, as needed.

PUBLIC INFORMATION: Director of University Relations

The director of university relations

- A. establishes liaison with the news media for dissemination of information, as requested by the president;
- B. establishes liaison with local radio and TV services for public announcements;
- C. arranges for photographic, broadcast, and/or audiovisual services;
- D. advises the president or designee of all news concerning the extent of the disaster affecting the campus;
- E. prepares news releases concerning the emergency;

- F. arranges interviews with appropriate persons to further clarify or explain the situation; and
- G. ensures that the emergency is thoroughly and accurately documented.

GUIDELINES FOR MEDIA RELATIONS

1. Only the authorized spokesperson (University Relations) will meet or talk with the media.
2. Only factual information will be released; there will be no speculation or comment on hypothetical situations.
2. All executive and supervisory personnel will be notified to report emergencies to the president or spokesperson. They should not speak to outsiders or media on behalf of the University.
3. The president, other senior administrators, and the University Relations spokesperson should be informed immediately of existing emergencies or the impending threat of emergencies. Complete details should be made available to them, including the nature of the emergency, how it began, the cause, who or what is involved, and what help is on the way.
4. The Emergency Administration Team and all other necessary parties will meet and decide on the appropriate course of action, including what is to be released to the media.
5. All calls from the media should be referred directly to University Relations.

University Relations should be notified immediately of any emergency or situation with crisis potential. During regular office hours, University Relations may be contacted by calling 266-4491. During nights, weekends, or holidays, the following home phone numbers are provided for staff members of the University Relations/News Service staff, to be called in the order listed:

- 1.) Bud Kirkpatrick, Director 582-2289 Pgr# 881-2227
- 2.) Phil Hearn, Assistant Director for News Services 268-0711
- 3.) Jack Mitchell, Assistant Director for News Service 271-2030
- 4.) Steve Rouse, Assistant Director for News Service 264-1549

EMERGENCY NOTIFICATION SYSTEM

The dispatcher on duty will notify the campus Emergency Administration Team of any campus emergency.

SOURCES OF ASSISTANCE DURING EMERGENCIES

ON-CAMPUS ASSISTANCE

6. Security/Safety:

University Police officers are on duty twenty-four hours a day. In addition, police help is readily available from the Hattiesburg Police Department.

The Southern Miss Safety Officer to call is Thomas L. Mitchell, work 266-4414, or you can reach him at home 794-6753. You may also reach Safety Officer Rodger Jackson at work 266-4490 or at home 794-2341.

2. Operational Services:

For trouble/service contact Physical Plant at 266-4414. After 4:00 p.m., contact University Police at 266-4986.

Skilled craftsmen and workers are available from Physical Plant at all times during working hours and on short notice at other times. They are capable of providing the following emergency services:

- (1) **UTILITIES:** Repairs to water, gas, electric, and sewage systems. Will also provide emergency shutdown of gas and electric power.
- (2) **CARPENTERS:** Repairs to buildings and structures, as well as repair of windows, doors, walls, and roofs.
- (3) **GROUNDS:** Repairs to roads and sidewalks. Removal of fallen trees and limbs.

Physical Plant can also provide portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, forklifts, etc.

3. **Medical:**

Southern Miss Clinic will do triage and transportation.

OFF-CAMPUS ASSISTANCE

Hattiesburg Police Department	544-7900
Forrest County Sheriff's Office	544-7800
Lamar County Sheriff's Office	544-2412
Hattiesburg Fire Department	911
Forrest General Hospital	288-7000
Methodist Hospital	268-8000
Highway Patrol	264-3529
Poison Control	288-4235
Forrest/Lamar Emergency Management District	544-5911
MS Emergency Management Agency (MEMA)	352-9100
MEMA Emergency Number	1-800-222-6362
FBI	582-8202
Camp Shelby, Explosive Ordnance Disposal	558-2254
or	583-1745
Salvation Army	544-3684
Red Cross	582-8151

SPECIFIC EMERGENCY PROCEDURES

Campus Emergency Guidelines

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should be followed in sequence, unless conditions dictate otherwise.

EMERGENCY EVACUATION PROCEDURES

BUILDING EVACUATION

1. All building evacuations will occur when the building fire alarm sounds and/or upon notification by the University Police.
2. When the building fire alarm is activated and an emergency exists, leave by the nearest marked exit and alert others to do the same. **DO NOT USE THE ELEVATOR.**
3. **ASSIST INDIVIDUALS WITH DISABILITIES IN EXITING THE BUILDING!** The University Police have the elevator keys that will allow them to use an elevator during a fire alarm. They also have a stair evacuation device that is capable of transporting a person with disabilities safely down the stairwell.
4. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
5. **DO NOT** return to an evacuated building unless told to do so by an authorized person.

CAMPUS EVACUATION

1. Evacuation of all or part of the campus grounds will be announced by the University Police.
2. All persons (students, faculty, staff, and contractors) are to immediately vacate the site in question and relocate to a safe area as directed by the University.
3. The campus will then be locked down, and anyone on campus will be subject to arrest.
4. The campus will remain locked down until the Emergency Administration Team decides that the emergency has ended and the campus is safe to reopen.

HURRICANE DIRECTION & CONTROL

The University Police :

Hurricane Watch

1. assists in informing the campus;
2. serves as an information exchange center;
3. checks the emergency equipment inventory to ensure an adequate supply of flashlights, spare batteries, rain suits, barricades, and fire extinguishers; and
4. reviews emergency plans and procedures.

Hurricane Warning

1. serves as an information exchange center;
2. coordinates with the City of Hattiesburg Police and Fire Departments;
3. Has all patrol cars serviced and fueled;
4. requests for the generator from Physical Plant to be connected to the dispatch office;
5. inspects the campus to check for objects that could become airborne in high winds;
6. assists with evacuation, if required;
7. provides crowd control;
8. provides traffic control; and
9. takes all necessary precautions to prevent looting or vandalism.

Hurricane Impact

1. assists in search and operations;
2. assesses damage;
3. blocks off all damaged or potentially dangerous areas;
4. assists emergency vehicles; and
5. secures the campus against looters and sight-seers.

Recovery

1. initiates search and rescue operations;
2. assists victims with transportation, housing, food, etc;
3. inspects the campus and provides initial damage assessment of roads, buildings, and other campus property;
4. blocks off flooded or damaged buildings and roads; and
5. provides a report to the emergency coordinator.

Physical Plant:

Hurricane Watch

1. checks the emergency inventory to ensure an adequate supply of flashlights, spare batteries, rain suits, heavy-duty trash bags, polyethylene, rope, duct tape, masking tape, plywood, buckets, burlap bags, and a truckload of sand;
2. inspects and services all emergency equipment i.e., pumps, portable generators, backhoes, tractors, trucks, chain saws, and wet-vacs;
3. inspects and services all building generators and sump pumps;
4. cleans all below-ground-level floor drains;
5. cleans all street drains;
6. assists other departments in hurricane preparation; and
7. Updates the information in the *EMERGENCY SURVEILLANCE AND REPAIR TEAMS*.

Hurricane Warning

1. tests all emergency equipment;
2. tests all building generators and sump pumps;
3. installs plywood over the stained-glass windows in Danforth Chapel;
4. tapes all large ground-level windows for safety;
5. builds sandbag levees for all buildings known to have flooding problems;
6. provides University Police with a radio on Physical Plant's frequency; and
7. inspects the campus and secures or removes any objects that may become airborne in high winds.

Hurricane Impact

1. shuts off gas to buildings, if necessary;
2. stays in communication with University Police;
3. assists with search-and-rescue missions; and
4. assesses damage.

Recovery

1. assists with search-and-rescue missions;
2. deploys the Emergency Surveillance and Repair Teams;
3. provides an estimated damage report to the Emergency Coordinator; and
4. works to clear the campus roads and secure any buildings damaged in the storm.

Residence Life

Hurricane Watch

1. provides a flashlight for each area coordinator, hall director and R.A.;

2. checks the emergency inventory to ensure an adequate supply of spare batteries, rain suits, duct tape, masking tape, plywood, rope, polyethylene, buckets and burlap bags;
3. inspects and services all wet-vacs; and
4. has a dump truck load of sand on standby.

Hurricane Warning

1. builds sandbag levees for buildings that have flooding problems;
2. has all vehicles serviced and fueled;
3. secures or removes all loose objects from porches, roofs, and open stairwells; and
4. tapes all large windows.

Hurricane Impact

1. assists in search-and-rescue operations;
2. assesses damage;
3. blocks off potentially dangerous areas;
4. closes all interior doors; and
5. maintains communication with University Police.

Recovery

1. initiates search-and-rescue operations;
2. provides an estimated damage report to the Emergency Coordinator; and
3. takes necessary steps to prevent water damage to any building that may have been damaged by the storm.

Food Services

Hurricane Watch

1. checks the emergency inventory to ensure an adequate supply of flashlights, spare batteries, heavy-duty trash bags, and rope;
2. inspects and services all wet-vacs;
3. has an adequate supply of food that does not require cooking or refrigeration;
4. has adequate fuel supply for propane and charcoal grills; and
5. has an adequate supply of disposal cups, plates, napkins, and eating utensils.

Hurricane Warning

1. has all vehicles serviced and fueled;
7. has a generator available to maintain the freezers in case of power outage; and
3. provides University Police with a radio on food services' frequency.

Hurricane Impact

1. assesses damage;
2. has gas turned off, if necessary; and
3. maintains communication with University Police.

Recovery

1. provides an estimated damage report to the Emergency Coordinator and
2. estimates time for the Emergency Coordinator to recommence serving.

DURING A HURRICANE WARNING, ALL DEPARTMENTS SHOULD TAKE THESE NECESSARY STEPS:

8. back-up computer files and store disks off-site;
9. protect and secure all confidential files; and
10. protect electronic equipment from water damage by covering with large heavy-duty trash bags, which only cost a quarter, but may save the University thousands of dollars when slipped over a computer workstation.

FLOOD

Floods are the most common and widespread of all natural hazards.

A **flash flood watch** indicates that flooding or flash flooding may occur within the designated WATCH area, so be alert.

A **flash flood warning** indicates that flooding or flash flooding has been reported or is imminent, so take necessary precautions at once.

IMPORTANT WARNINGS

- Never attempt to cross flood waters: six inches of fast moving water can knock people off their feet, and two feet of water will float a car.
- Watch out for snakes in areas that have been flooded.

STEPS THAT SHOULD BE TAKEN BEFORE A FLOOD:

University Police

1. monitors weather conditions and closes flooded roads or flood-damaged roads and
2. maintains a close surveillance of the campus, especially buildings or areas with a history of flooding problems.

Physical Plant

Custodial:

1. has wet-vacs, mops, and buckets ready and
2. has a supply of heavy-duty trash bags, buckets, and polyethylene.

Utilities:

1. tests and services all portable pumps and building sump pumps and
2. secures, as much as possible, all below-ground mechanical rooms.

Grounds:

1. cleans all street drains and
2. has all equipment serviced and ready, i.e., backhoes, tractors, chain saws, trucks, etc.

Transportation:

1. has an adequate supply of polyethylene, heavy-duty trash bags, rope, and burlap bags;
2. builds sandbag levees for any building or area with known flooding problems; and
3. is prepared to move supplies or equipment to higher ground, in case of rising water.

Residence Life

1. checks wet-vacs for immediate use;
2. has an adequate supply of duct tape, masking tape, heavy-duty trash bags, rope, and polyethylene;
3. has an adequate supply of burlap bags;
4. has a dump-truck load of sand on standby; and
5. builds sandbag levees for any building known to have flooding problems.

TORNADOES

Tornadoes are violent local storms with whirling winds of tremendous speeds that can reach 200-400 mph. Tornadoes occur with little or no warning. The individual tornado appears as a rotating, funnel-shaped cloud that extends toward the ground from the base of a thundercloud. It varies from gray to black in color. A tornado spins like a top and may sound like the roaring of a train. These small short-lived storms are the most violent of all atmospheric phenomena, and, over a small area, they are the most destructive.

The width of a tornado path ranges from 200 yards to one mile. They travel from 5-50 miles at speeds of 30-75 mph. Tornadoes sometimes double back or move in circles, and some have remained motionless for a while before moving on. They have struck in every state, but they hit primarily central plains and the southeastern states.

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

- **SEVERE THUNDERSTORMS** indicates the possibility of frequent lightning and/or damaging winds of greater than 50 mph; hail, $\frac{3}{4}$ inch or more in diameter (about the size of a dime); and heavy rain.
- **SEVERE THUNDERSTORM WATCH** indicates the possibility of tornadoes, thunderstorms, frequent lightning, hail, and winds of greater than 75 mph.
- **TORNADO WATCH** means that tornadoes could develop in the designated area.

- **TORNADO WARNING** means that a tornado has actually been sighted in the area or is indicated by radar. **After a tornado warning is issued, take shelter immediately.**

The Hattiesburg campus has an emergency warning siren located on top of Owings-McQuagge Hall. The siren is an outdoor warning system that is used to warn people who are outside of buildings of impending bad weather. The control panel for the siren is located at the University Police dispatch office. If a tornado warning is issued for our area, the University Police dispatcher will call the Emergency Management District to confirm that a tornado/hazardous weather is threatening our campus. If the threat is verified, then the dispatcher will activate the siren. The tornado siren sequence will be the following:

TORNADOES

Westminster Chimes followed by the voice message, “A TORNADO WARNING HAS BEEN ISSUED FOR THE HATTIESBURG AREA. PLEASE SEEK SHELTER,” followed by a three-minute tone.

In times of hazardous weather (lightning, hail, or weather with the possibility of a tornado), the dispatcher will activate the hazardous weather warning.

HAZARDOUS WEATHER

Westminster Chimes followed by the voice message “A HAZARDOUS WEATHER WARNING HAS BEEN ISSUED FOR THE HATTIESBURG AREA. PLEASE SEEK SHELTER,” followed by a three-minute tone.

WHAT TO DO WHEN YOU HAVE AN ACTUAL WARNING (NOT A TEST)

When you hear the emergency warning siren, seek shelter inside the closest building. If inside a building, take shelter on the lowest floor or the first-floor inner hallway. Stay away from windows and glass doors; if they break there is danger of flying glass. Close all doors to outside rooms. **TUNE TO A LOCAL TV OR RADIO STATION FOR WEATHER UPDATES.** When the bad weather hits, crouch down with your back to the wall, bring your knees up to your chest and cover your head with your books, backpack, or coat. If outside, and there is not time to reach indoor shelter, then lie flat in the nearest ditch, ravine, or culvert with your hands shielding your head. After a tornado, check all buildings for survivors who may be trapped. Avoid downed power lines, check for gas leaks, and contain or control small fires.

Siren Testing Schedule:

The siren will be tested on the last Friday in August at noon and the last Friday in January at noon. The test will begin with the Westminster Chimes followed by a voice message stating, “THE FOLLOWING TONE IS A TEST OF THE SOUTHERN MISS EMERGENCY WARNING SYSTEM. PLEASE DO NOT DIAL 911. THIS IS ONLY A TEST.” This message will be followed by a two-minute tone. The tone will be followed by the final voice message, “THIS HAS BEEN A TEST OF THE SOUTHERN MISS EMERGENCY SYSTEM. PLEASE DO NOT DIAL 911. THIS WAS ONLY A TEST.”

The siren will also be tested once a month using the Westminster Chimes. The monthly testing will occur on the last Friday of each month at noon.

NOTE: In case of bad weather, the test will take place the following Friday at noon. If there is bad weather on the next Friday, then that month’s test will be cancelled.

EARTHQUAKE

During an earthquake, remain calm, and quickly follow the steps outlined below.

1. IF INDOORS, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. IF OUTDOORS, move quickly away from buildings, utility poles, and other structures. Caution: Always avoid power or utility lines, as they may be energized.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation and if emergency help is necessary, call University Police at ext. 64911 if on campus, or the Hattiesburg Police department at 911 if off campus. Protect yourself at all times and be prepared for aftershocks.
5. Damaged facilities should be reported to University Police and Operational Services.
6. If an emergency exists, activate the building fire alarm.
7. When the building fire alarm is sounded, walk to the nearest marked exit and ask others to do the same.
8. ASSIST INDIVIDUALS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE THE ELEVATORS; they may be damaged. Elevators should be taken out of service until they can be inspected. The University Police Department has a stairwell evacuation device that can carry a person with disabilities down a

flight of stairs and outside to a safe distance away from the building.

9. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
10. If requested, assist emergency crews as necessary.
11. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.
12. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an authorized University official.

CHEMICAL OR RADIATION SPILL

1. Any spill or accidental release of a hazardous chemical or radioactive material should be reported immediately to University Police at ext. 64911 and Frank Woodruff, the Science Safety Officer at 64933 (work), or 268-3812 (home). The Science Safety Officer should make sure there is an adequate supply of chemical absorbents. When there is a chemical spill, the professor or student working with the chemical usually knows enough information about the chemical to be considered a specialist.
2. When reporting, be specific about the nature of the involved material and exact location. University Police will contact the necessary specialized authorities and medical personnel.
3. The key person (professor in charge of the class, or graduate student performing the experiment) on-site should vacate the affected area at once and seal it off until the arrival of University Police to prevent further contamination.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give names to University Police. Required first aid and cleanup by specialized authorities should be started at once.
5. If an emergency exists, activate the fire alarm.
6. When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
7. **ASSIST INDIVIDUALS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS.** An accidental

release of chemicals can cause a fire or explosion, and the safest way out of the building is the stairwell.

8. Once outside, move to a clear area upwind, at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
9. If requested, assist emergency crews as necessary.
10. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an authorized University official.

BOMB THREAT

1. Any person who receives a phone call bomb threat on the Southern Miss campus should try to obtain as much information as possible from the caller, such as
 - a. When will the bomb explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it, and what does it look like?
 - d. Why did you place the bomb?
2. Immediately call University Police, ext. 64911 and report the exact words of the threat. Do not attempt to evacuate the building by activating the fire alarm. If necessary, University law enforcement personnel will handle the evacuation upon their arrival.
3. After the caller hangs up, record the following:
 - a. Time of call
 - b. Age and sex of caller
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Background noise
 - e. Did the caller appear familiar with the premises?

IMPORTANT: DO NOT TOUCH ANY SUSPICIOUS OBJECT OR POTENTIAL BOMB.

4. If the building is evacuated, move as far from the building as possible. Keep the street, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
5. Do not return to the building until told to do so by a University law enforcement officer.

6. In some cases, it will be necessary for a police officer to enlist personnel from the affected building to assist in the identification of suspicious packages. Please assist the emergency personnel as much as possible.
7. Bomb threats received by means other than the telephone will be reported to the University Police using ext. 64911.
8. See that all departments that have received bomb threats in the past are issued a copy of the "BOMB THREAT CALL CHECKLIST."
(Enclosed in the rear of this book)

FIRE

IN ALL CASES OF FIRE, THE UNIVERSITY POLICE MUST BE NOTIFIED IMMEDIATELY AT EXT. 64911.

1. Know the location of fire extinguishers, fire exits, and fire alarm pull stations in your area and know how to use them. Training and information is available through the Safety Department at ext. 64490.
2. If a minor fire appears controllable, **IMMEDIATELY** contact University Police, then use a fire extinguisher to extinguish the fire. The following directions are the steps for using a fire extinguisher by the **PASS** method:
 - a. **P**ull the pin from the handle.
 - b. **A**im the nozzle at the base of the fire.
 - c. **S**queeze the handle.
 - d. **S**weep back and forth until the fire is extinguished.
3. If an emergency exists, activate the building fire alarm.
4. On large fires that do not appear controllable, **IMMEDIATELY** notify the University Police at ext. 64911. Evacuate all rooms, closing all doors to confine the fire and reduce oxygen - **DO NOT LOCK DOORS!**
5. When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same. Smoke is always the greatest danger, so stay near the floor where the air will be cooler and less toxic.

6. **DO NOT USE ELEVATORS DURING A FIRE, USE STAIRWAYS.** If there is an individual with disabilities above the level of exit, firemen on the scene will decide if it is safe to switch the elevators to “fireman’s service” and bring a person with disabilities down to the exit level. The University Police have the necessary elevator keys. If this is not an option, the University Police have a stairwell evacuation device that will allow a disabled person to be brought down the stairwell to the exit level, then out to a safe distance from the building.
7. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
8. If requested, assist emergency crews as necessary.
9. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.
10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an authorized University official.

NOTE:

If you become trapped in a building during a fire and a phone is available, call the University Police department at ext. 64911. Tell them your name, location, and phone number. Place wet towels around the door. If a window is available, place an article of clothing (shirt, coat, etc.,) outside the window as a marker for rescue crews. If there is no window, then stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!

SOUTHERN MISS'S FIRE SAFETY POLICY FOR INDIVIDUALS WITH DISABILITIES

For individuals with disabilities, the first floor is the safest area of most buildings. The Southern Miss Safety Department and the City of Hattiesburg Fire Department recommend that individuals with disabilities that limit mobility locate their office and limit their work space as much as possible to the first floor.

Southern Miss's fire safety policy for an individual with a disability who is in a building above the level of exit during a fire alarm is as follows.

When the building fire alarm goes off, individuals with disabilities should

1. Call the University Police department at ext. 64911. Tell the dispatcher their name and that they are individuals with disabilities that impair their mobility and are unable to exit the building by the stairway. The dispatcher should be given the current location and the location where they will wait out the fire alarm. They should also give the dispatcher a callback number, if possible. *
2. They should go to the nearest stairwell. If the building has an enclosed stairwell, ** they should go inside the stairwell and wait for the University Police officers to further advise them or for the alarm to silence. When the fire alarm stops sounding, it will be safe to reenter the building.

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[*] It is recommended that all individuals with a disability carry a cellular phone.

** If the building does not have an enclosed stairwell, wait by the stairwell. If smoke begins to come up the stairwell, call the University Police and tell them you are seeking refuge in the closest restroom.

3. If there is an actual fire, the firefighters on the scene will decide if it is safe to use the elevators. If the elevators are considered safe to use, the University Police officers will switch the elevators to “Fireman’s service,” which will allow them to override the fire alarm and bring people down in the elevator.

4. If there is an actual fire, and the firefighters on the scene decide it is not safe to use the elevator, the University Police officers will use their stairwell evacuation device. This will allow them to bring an individual with a disability down the stairwell to the exit level, then out to a safe distance from the building. ***

*** The stairwell evacuation device can be operated by one person and will transport an individual up to 300 lbs.

UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (7:30 a.m. - 4:00 p.m., Monday - Friday), immediately notify Physical Plant at ext. 64414.
2. If there is potential danger to building occupants or if the utility failure occurs after-hours, weekends, or holidays, notify University Police at ext. 64986.
3. **DURING A POWER FAILURE, THE ELEVATORS WILL BE OUT OF SERVICE, SO USE STAIRWAYS!**
If a person with disabilities is above the level of exit, the University Police have a stairwell evacuation device that will allow them to bring a person with disabilities down a flight of stairs and safely outside.
4. **DO NOT RETURN TO AN EVACUATED BUILDING,** unless told to do so by an authorized University official.

ELEVATOR FAILURE

If you are trapped in the elevator, use the emergency phone to notify University Police. If the elevator does not have an emergency phone turn on the emergency alarm (located on the front panel), which will signal for help.

FREEZING WEATHER

Steps that should be taken before/during freezing weather:

University Police

1. monitors road conditions and informs the Emergency Coordinator, if necessary, and
2. provides transportation for persons with disabilities if the sidewalks become iced over.

Physical Plant Utilities:

1. drains or freeze-proofs pumps, pipes, and tanks in mechanical rooms as much as possible, and
2. checks the antifreeze levels in the generators.

Grounds:

1. sprinkles sand on the building steps and wheelchair ramps,
and
2. has the chain saws serviced and ready for use.

Motor Pool

1. checks the anti-freeze levels in all vehicles and heavy equipment.

Residence Life:

11. sprinkles sand on the steps and wheelchair ramps at all residence halls, and
 2. checks the antifreeze levels in all vehicles and equipment.
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