Coahoma Community College

&

Coahoma Early College High School

CRISIS MANAGEMENT
&
SAFETY PLAN MANUAL

REVISED 2019

COAHOMA COMMUNITY COLLEGE (CCC)

AND

COAHOMA EARLY COLLEGE HIGH SCHOOL (CECHS)

SAFETY PLAN

REVISED 2019

POLICY CONCERNING ALCOHOL and DRUGS

The welfare and success of the college depends on the physical and psychological health of all its employees. Coahoma Community College certifies that it will strive to provide an alcohol and drug free environment on the campus of the institution and at all functions involving students in their various activities.

Any member under the influence of drugs and alcohol which impairs judgment, performance, or behavior while on college premises or while on college business will be subject to disciplinary action, which may include termination.

Any employee reasonably suspected of being under the influence of drugs or alcohol will be required to be tested periodically for the use of these substances. Any employee with positive test results will be subject to disciplinary action, which may include termination.

Each employee is responsible for promptly reporting to the college any use of prescribed medication which may affect the employee's judgment, performance, or behavior.

Any employee who is convicted of a drug related offense must inform the college within five (5) college working days of such conviction. This notice must be made in writing to the President. An employee with such a conviction will be subject to disciplinary action. Failure to make such notification will constitute grounds for immediate termination.

The college is required by Federal Law to notify the federal funding agency within ten (10) days of an employee's conviction of a drug related offense for any employee whose salary is partially funded with any federal program funds.

Each employee's continued employment with the College is conditional upon the employee's willingness to abide by this policy.

Disciplinary action taken against an employee in violation of any of the specific policies contained herein may include:

(a) referral to a drug treatment counselor or rehabilitation program,
(b) required drug screening at the employee's expense, and/or

(c) termination of employee:

The college will take such steps as necessary to effectively enforce this policy.

DRUG-FREE ENVIRONMENT POLICY

I have received a copy of Coahoma Community College's Drug-Free Environment Policy dated_____

I am aware of actions that may be taken against me for the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace (Alcohol is considered a controlled substance under this policy). I agree to abide by the policy terms as a condition of my employment with Coahoma Community College.

Employee's NAME _____

DATE _____

Smoke/Tobacco-Free Campus

As part of our commitment to healthy lifestyles, respect, and well-being, our campus communities, a part of our mission to educate and prepare our students to be successful contributes to a holistic philosophy.

After a thoughtful decision-making process among members of the CCC community and based on well-documented evidence that the use of tobacco products, e-cigarettes and second-hand smoke pose significant health risks, CCC prohibits smoking, the use of tobacco products and electronic smoking devices in all campus facilities, including parking lots.

In 2016, a taskforce was formed to help educate and increase the awareness of current and evolving menthol tobacco products and electronic smoking devices, as well as, to promote the reduction and effects of tobacco use and secondhand smoke amongst students, faculty and staff in all facilities and throughout all campuses.

A smoke-Free Policy was written by the taskforce and the policy was adopted January 1, 2018. We're pleased to join the movement across the nation for college and university campuses to move toward being tobacco and Smoke-free, as supported by the Mississippi Board of Health.

Employee's Name_____

Date_____

SAFETY MANAGEMENT
TABLE OF CONTENTS

PART I

SAFETY MANAGEMENT

SAFETY POLICY

It is the objective of Coahoma Community College to conduct all operations as safely and efficiently as possible. The institution will also follow the EPA (Environmental Protection Administration) and OSHA (Occupational Health and Safety Administration) codes and regulations regarding environmental protection.

To accomplish this, we are assigning the responsibility, authority, and accountability for safety to all deans, directors, chairpersons, department heads and supervisors within their individual area of operations.

We are also appointing Lead officer George Brown as Safety Coordinator. This Officer should be responsible for the administration and coordination of the safety program at all levels to ensure that safety standards are met throughout the institution. The College will provide the equipment, facilities, training, and supervision necessary to achieve a risk control program that prevents or recovers all types of potential losses as deemed necessary by the Safety Committee.

All employees will have the responsibility of performing their own work in a safe and efficient manner and to report unsafe conditions to their immediate supervisor for prompt correction.

In the case of vehicle operations, drivers will be expected to follow the principles of "Defensive Driving", to drive so as to prevent accidents in spite of the incorrect actions of others and in spite of adverse driving conditions. All operators and passengers are required by Coahoma Community College Safety Committee to wear seat belts at all time and all operators are to obey the State of Mississippi Motor Vehicle laws.

Signed by:

_____

Campus Safety Director Date

_____

Physical Plant Manager Date

_____

CTE Dean Date

_____

_____

Math/Science Chair Date

_____

CECHS Principal Date

Academic Affairs Dean Date

ADMINISTRATIVE PROCEDURES

Under the direction of the Administrator/Director there is:

1. An active Safety Committee, consisting of department heads and other designated persons, meeting on a scheduled basis.

2. A thorough and effective Accident Investigation to include reporting and recording procedures, and a written report on actions taken to prevent recurrence of accidents, including actions taken against individual violators of safety rules and practices.

3. A training program for employees and supervisory personnel directly related to avoiding a possible injury or illness in the area of assigned operations.

4. A periodic audit of premises, equipment, and materials so that recommendations can be developed to obtain compliance with established standards.

5. A communications system established and maintained to ensure that all personnel responsible for safety matters are kept abreast of new standards or procedures as they are published by the Department of Labor.

6. Specific goals established for the safety program, with progress toward those goals measured on a monthly basis. Copies of monthly progress reports are forwarded to the Administrator/Director.

7. Steps to achieving your safety policy are accomplished through:

Safety Manual

Safety Coordinator/Officer

Safety Committee

Employee Training and
Supervision

Employee Safety Meetings

Accidents Investigation

Departmental Self-Inspection

RESPONSIBILITIES OF ADMINISTRATION

The administration will demonstrate support for the safety program through every visible means, including:

1. Providing a safe and healthful workplace.

2. Providing personal protective equipment as well as machine guards and safety devices commensurate with state of the art.

3. Reviewing accident records and accomplishments of the safety program with the Safety Committee.

4. Evaluating effectiveness of the safety program.

5. Participating directly and/or indirectly in safety activities as may be required *to* maintain the enthusiasm and interest of all concerned.

6. Abiding by safety rules and regulations when exposed to conditions governed by the rules.

7. Directing that any flagrant disregard of safety rules and regulations by employees be grounds for suspension or dismissal.

ADMINISTRATOR/DIRECTOR

RESPONSIBILITY

The Administrator/Director is directly responsible for all safety efforts in the organization. Enthusiasm and faith in the safety program must be such as to maintain the interest and support of all Department Heads and Supervisors. This attitude is reflected down through the Department Heads and Supervisors to the individual workers. The specific accident prevention duties include the following:

Active participation and direction in the planning of details for accident prevention which will bring the best results for all employees. Extension and adaptation of division-wide programs and procedures to the needs of the organization.

Demonstrated support of the program through personal participation and through approval of necessary expenditures for such items as personal protective equipment, mechanical guards, good lighting, good ventilation, and other physical improvements to the work environment, as well as expenditures for safety training materials, awards and incentives, etc.

Continuing review of the effectiveness of accident prevention efforts in various sections and departments, with necessary follow-up and bolstering of efforts when required.

SAFETY COORDINATOR

RESPONSIBILITY

1. Implement and administer the safety program.

2. Maintain records as necessary to comply with laws and objectives of the safety program.

These records should include:

Copy of Report of Injury, Illness or Accident
Supervisor's Accident Investigation Reports
Minutes of all Safety Meetings
Safety Program status reports

3. Submit status reports to Safety Committee.

4. Make periodic visits to all buildings/operations to assist and consult in developing safe work methods, accident investigations, training, and other technical assistance.

5. Analyze accident reports and investigations weekly

6. Act as Chairperson of the Safety Committee.

Promote ”safety awareness" in all employees through stimulating educational and training programs.

Compliance with all local laws and established safety standards.

Assist Supervisors **in all** matters pertaining to safety.

Maintain contact with available sources of topical safety information such as American Society of Safety Engineers and National Safety Council.

Provide training programs for Supervisors

AUTHORITY

Represent management in the implementation of the Safety Policy.
Recommend immediate corrective action **in** cases of hazardous operations.

SUPERVISORS/DEPARTMENT HEADS

Because of the close relationship with the employees and intimate knowledge of operating procedures (found in this Crisis Management and Safety Plan), Supervisors are the key persons **in** the scheme of loss control.

Supervisors of each department are charged with the responsibilities of quality and quantity of production within that department, and therefore are responsible for the work conduct of same. Supervisors should be afforded the necessary knowledge to carry out their duties with efficiency and safety-

Supervisors should:

1. Have a thorough knowledge of the safety policy.

2. Provide instruction and training to workers so that they may fulfill their job in a safe manner. (See section on Training New Employees.)

Make daily inspection of the department to ensure that no unsafe conditions or unsafe practices exist.

Initiate immediate corrective action where unsafe conditions or practices are found. When a capital expenditure is required to make necessary corrections, a written report shall be submitted to the Administrator/Director and the Safety Coordinator.

Properly complete accident reports and investigate all accidents to determine what must be done to prevent recurrence of a similar accident.

Be familiar with procedures which must be followed in the event of an emergency.

Enforce safety rules and regulations of the organization.

Provide good example by safe work habits.

EMPLOYEES

To assist the employees in developing a keen "safety awareness", the following responsibilities are assigned:

- To abide by the safety rules and regulations of the organization.
- To regard the safety *of* fellow workers at all times.
- To report any unsafe condition to the Supervisor or via MaxPanda
- To contribute ideas and suggestions for improving the safety of conditions or procedures to the Supervisor.
- To use individual knowledge and influence to prevent accidents.
- To attend safety training sessions.
- To report accidents and injuries immediately.

SAFETY COMMITTEE PROCEDURES

The Safety Committee provides the important functions of improving employee participation in a safety program. The committee accesses the work area; makes sure the supervisors have safety tips posted, along with the employees working under such precautions.

The Committee provides a channel for action on suggestions and ideas submitted by the employees. It encourages a closer relationship between management and employees, improving attitudes toward safety and understanding of problems.

The Safety Committee is an excellent means for maintaining good employee public relations and for keeping moral on a high plane.

The "on-the-job" experience of the Committee members is valuable in determining hazardous conditions and methods of work, suggesting corrective measures and obtaining participation of all personnel.

By its observation, thinking and discussions, the Committee provides the stimulation and suggestions necessary to maintain safe conditions and safe workers.

SAFETY COMMITTEE

George Brown, Lead Officer/Safety Coordinator

Jerone Shaw
Chivas Davis
Michael Houston
Karmesha Duke
Ralph Simpson
Steve Jossell
Trina Cox
Karen Done
Yumekia Simpson
Otha Williams
Cloretha Jamison
Willie Lockett
Marriel Hardy
Joseph Wide

RESPONSIBILITIES OF SAFETY COMMITTEE

This Committee shall consist of:

Safety Coordinator
Department Heads
Employees

The Committee shall meet quarterly or as deemed necessary by the Safety Coordinator.

Its primary purpose is to assist the Safety Coordinator in the formulation and implementation of the safety program.

To accomplish this, the Committee shall:

- Draft safety rules and regulations and recommend approval for adoption by management.
- Devise methods of promoting safety among **all** employees.
- Review accident records to discover trends and to gauge the effectiveness of the safety program.
- Discuss difficult accident problems and make suggestions for preventive measures.
- The following activities are Committee responsibilities which require periodic attention:

Departmental self-inspection
Maintenance of fire prevention and suppression equipment
Seasonal promotional activities
Safety regulations
Employee training program
Maintenance of material handling equipment
Written reports of all Committee meetings, signed by the Safety Coordinator.

PHYSICAL PLANT PROTECTIVE POSTURES

HEAD PROTECTION

Hard hats, like other items of personal protective equipment and clothing - are designed to protect the wearer from various hazards in the workplace. They protect the wearer from falling and flying objects, from bumps on the head in the case of running into walls or comers, and in some cases from the potential of electric shock when working with electricity. Hard hats are designed to resist blows to the head and to absorb shock. There are four classes of hard hats that may be suitable for certain conditions existing on a job:

1. Class A hats are usually found in manufacturing. They are designed to protect the head against impact and have limited voltage resistance. They also resist water and bum slowly.

Class B hats are used when working with electricity. They have no metal parts, do not conduct electricity, resist water, and are slow to burn.

Class C hats' also used in manufacturing, are made of aluminum and offer no protection from electricity.

Class **D** hats, used by firefighters, resists both fire and electricity.

Always choose the correct hat for the job you are doing. The following should be done when a job requires an employee to work around falling or flying objects, on construction projects, with electricity when a potential hazard exist:

2. Wear Class A hats for manufacturing or construction projects not involving electricity-check label on hat.
   Wear Class B hats when working on projects that require the use of electricity - check label in hat.

3. Adjust the headband so there is a space between the hat and the head.

4. Use the chinstrap**.**

5. Do not wear a hard hat over another cap or hat; use a liner in the hard hat.

6. Inspect the hat for dents, cracks, or other damage that may have been caused by abuse and replace those hats that have cracks or holes.

7. Keep the hat clean and free of grease or oil or other substances that may ignite.
8. Store the hat away from sun or high heat as many plastic hats may warp or melt when exposed to these elements

EYE AND FACE PROTECTION

The purpose of wearing protective equipment for the eyes, such as safety glasses, goggles, and face shields, is to prevent damage to the eyes or possibly blindness that may be caused by flying and falling objects such as wood or metal, hazardous liquids and chemicals, swinging objects such as chains or tree limbs, glare, heat, or radiation. Contact lenses may trap these substances. Anytime a job requires cutting, machining, sawing, grinding, welding, or working with chemical liquids and vapors, protective eyewear should be used.

The following should be considered when a job requires activities in the use of chemicals that could cause damage to the eyes:

- Wear goggles without side perforations *for* toxic vapors and liquid splashes.
- Wear goggles without side perforations and tinted lenses for welding" acetylene cutting" and other jobs requiring high heat.
- Wear full face shields when there will be exposure to liquids, gases, sprays, or the chance of getting hit by Objects.
- Wear protective goggles that are comfortable, fit snugly, and are in good condition.
- Beware of containers that are not labeled –DO NOT open containers just out of curiosity Shield all potential flying objects.
- Keep protective eyewear clean, see that straps and lenses are in good condition, and decontaminate the eye Wear when exposed to hazardous chemicals.

HAND PROTECTION

There are many workplace hazards that can potentially damage the hands and fingers if they are not properly protected by special gloves. Hand and power tools can damage nerves, tendons, and ligaments. Skin diseases and burns can result from contact with hot *or* cold objects, chemicals, detergents, *or* meals. Itches, rashes, burns, and blisters can also result from contact with various substances. Carpal tunnel syndrome can result from repetitive motions and can cause swelling, tingling, numbness, or other pains.

Gloves can be a means of protecting hands from many of these problems; however, when working with moving machinery, gloves could get caught in moving parts and cause severe damage to the hands and fingers. When working with moving machinery, it is preferable to use guards on machines rather than gloves to help prevent accidents.

When gloves are used, keep in mind the nature of the hazard you are protecting against and choose the appropriate gloves for the job.

1. Use insulated gloves to protect against hot or cold conditions. When working around open flames, use gloves made of fire-retardant fabric. When working around radiant heat, use gloves made of reflective material. Leather gloves can also protect against hot surfaces.

2. Use insulated rubber gloves when working around electricity.

Use metal mesh or cut resistant gloves for jobs requiring handling sharp objects.

Use leather gloves for rough surfaces such as handling lumber.

Use fabric gloves for handling slippery objects.

Use neoprene or nitride rubber gloves when handling corrosive substances.

MSDS should be checked to determine the best choice for other substances. Choose a glove that will protect from the chemical, but also remember to choose one whose material will best react with the chemical.

The following first aid measures should be taken in the event of accidents involving hands or fingers.

1. Wash skin thoroughly *for* at least15 minutes if it comes in contact with chemicals.

2. Put pressure on large cuts or bleeding and raise hand above shoulder. Small cuts should be washed with soap and warm Water and bandaged.

3. Minor bums should be soaked in cold water and bandaged.

4. More severe burns that result in blisters or charring require medical attention. **Notify your supervisor.**

5. The pain and swelling resulting from sprains can be eased by applying cold compresses.

6. Keep hands still and get medical attention for broken bones. **Notify your supervisor.**

7. Amputations require that the severed part be placed on ice and rushed along with the victim to the hospital. **Notify your supervisor.**

SKIN PROTECTION

The most common on-the-job illness is skin disease. There are many possible skin hazards that one may encounter in any workplace.

Some of the most common are

- Rashes, itching, and swelling caused by exposure to substances, but especially chemicals.
- Allergic reactions from working around a particular chemical too frequently or for too long.
- Burns caused by corrosives, flames, **hot** surfaces, or electrical exposures.
- Cuts, bruises, and scrapes caused by tools or flying objects, which can lead to bacterial infections.
- Frostbite caused by exposure to cold.

To help prevent these and other skin problems the following should be done:

- Consider the risk of skin damage from burns, cold, or chemicals before starting the job.
- Read MSDS **on** containers before using chemicals.
- Cover as much skin as possible with protective clothing discussed in this manual and always use those items called for by MSDS.

See the Hand Protection section of this manual for additional ways to protect against hand hazards.

- Do not wear any clothing that is ripped or torn.
- Remove protective clothing after contacting chemicals and clean and rinse thoroughly before putting away.
- Use the least hazardous substance for a job that will produce the desired results.
- Wash/shower after use of hazardous substances.
- Do not use solvent or industrial detergents to clean hands.
- Use protective lotions and creams before starting a job.
- Exposures to chemicals require a minimum of 15 minutes washing with soap.
- Soak minor burns in cold water and bandage. Blisters or chars require medical attention.
- Wash minor cuts with soap and warm water and bandage.

FOOT PROTECTION

Some of the more common accidents resulting in foot injuries are caused by heavy objects falling or rolling on the foot or by a person banging or stubbing his or her toes against a heavy object. Foot injuries can also occur when shoes do not fit properly, are not made of the proper material to protect against hazards such as chemicals, and are not appropriate for a job. One should never perform work around heavy equipment or construction sites without wearing protective shoes, preferably leather ones with a steel impact resistance toe and non-skid soles with rubber or synthetic treads to prevent slip and fall accidents.

The toe box should be able to withstand the impact of 75 pounds per square inch falling on the foot. Metal insoles should be incorporated into the shoe to prevent punctures from sharp objects. Shoes with non-conducting soles and no metal should be used when working around electricity. Rubber boots should be used when working on wet surfaces and neoprene boots should be used when working with corrosives or hazardous chemicals. Gaiters should be used over boots when working with welding equipment. Heat resistant soles on shoes are helpful when working on hot surfaces.

Always choose the right shoe for the job.

Do not wear sandals, torn shoes, or street shoes when performing jobs that are potentially hazardous. Steel toe shoes are needed in work zones.

RESPIRATORY PROTECTION

Respiratory protection is one of the most important issues in a safety program. Breathing hazardous dusts, gases, and vapors causes lung and respiratory diseases, cancer, and in some cases death. Further, an inadequate supply of oxygen can also cause unconsciousness as well as death within a very short period of time.

There are two basic kinds of respirators:

- Air-purifying or filtering respirators.
- Air-supplying respirators.

The first kind is used when the air contains contaminants. Many contaminants have distinctive smell such as chlorine gas. These respirators are designed to filter out specific chemicals through special cartridges and canisters that need to be replaced periodically.

Generally, if one can smell or taste the pollutant in the air, he/she should first get fresh air and then change the filter. Disposable surgical-type masks should only be used to protect against mild dust hazards and not when working with dangerous chemicals.

The second type of respirator should be used when working in areas or jobs where oxygen levels are low or may be termed, "Immediately Dangerous to Life or Health."

Air is supplied to the respirator from tanks much like those used by scuba divers. It is important to be aware of the capacity of the air tank and how much has been used while working in an oxygen deficient environment. Further information on each type respirator should be obtained from MSDS and manufacturer's instructions. Like other protective equipment, choose the correct respirator for the job.

When working at jobs requiring respirators, do the following:

- Make sure the respirator has a tight seal and fits properly.
- Check the condition of the respirator for damage such as holes; cracks; tears; worn parts; dents or corrosion in filters, cartridges or canisters. Make sure certain oxygen cylinders are fully charged.
- Do not wear a respirator if you wear contact lenses or glasses with temple.
- Remove the respirator carefully after use in order not to contaminate.
- Store the respirator away from dust, light, heat, cold, moisture and chemicals.

- Replace the respirator if damage that may endanger your safety is noted.

- Before purchasing a respirator, contact the Safety Committee Chairman to assist you in selecting the correct type for the job.

HEARING PROTECTION

Noise can cause loss of hearing and, in many instances, this loss can be permanent. The higher the number of decibels a person is exposed to and the longer the exposure continues the greater the chance of damage to a person's hearing. Decibel levels of over 85 during an eight-hour workday may require that some form of hearing protection measures to be taken in order to protect the hearing of employees exposed to the noise.

For example, many office decibel levels may range between 30-70 decibels. Factories, sanders, pneumatic drills can generate 80-100 decibels.

There are several warning signs that indicate hearing loss:

- Ringing in the ears.
- Troubles hearing others speak.
- Trouble hearing high or soft sounds.

Although these measures can help reduce noise, when working around loud machinery or in other noisy surroundings, some form of hearing protection should be used. Consider using earmuffs, earplugs, or canal caps to block high levels of noise. Periodic hearing tests may also be necessary.

Your hearing, like your other senses, should not be ignored and should always be guarded from exposure to harm.

CLOTHING PROTECTION

Certain types of clothing articles can help protect you from workplace hazards such as fires, explosions, toxic substances, scratches or scrapes. However, you must select the right clothing for the hazard, make sure the clothing fits properly and keep the clothing in good shape.

General types of hazards that require protective clothing when working are

- Physical- examples are heat, cold, sharp falling objects.
- Fire - fire-resistant suits made of fabrics like Nomex should be worn
- Toxic substances - check the MSDS for manufacturer's recommendations for protective clothing.
- Abrasion, splinters, cuts use cotton or heavy cotton duck clothing.
- Level A Toxic or Corrosive Substances - wear fully encapsulated chemical resistant suits.
- Level B Toxic or Corrosive Substances -wear chemically resistant clothes that fully cover the arms and legs.

Before use of these items of clothing, always inspect for cuts, tears, punctures or other signs of damage or deterioration. Do not wear the item if any of these conditions are present and ask your supervisor to provide you with another set of protective clothing. Make sure all straps, snaps, and other closure devices are properly fastened. After use of the protective clothing, be certain that the precautions are taken to avoid contamination:

Remove the clothing in a special changing area.

Remove most contaminated articles first.

Remove clothing from top down.

Wear gloves to unfasten snaps or zippers.

Place contaminated clothing **in** proper containers for cleaning or disposal.

LIFTING AND BACK PROTECTION

The following steps should be used when lifting is necessary:

- Use hand trucks or other lifting equipment when possible.
- Use another employee to help lift the object.
- Work in a clear, unobstructed area and find the path to the destination that is the least distance.
- Do not bend over to pick up the load- Bend from the knees and grab the item securely by opposite diagonal corners. Let your legs do the lifting, not your back.
- When putting the object down also bend from the knee. Also watch your fingers to make sure the object does not crush them.
- Use ladders for removing items on shelves.
- Always wear your back support bands.

If your work is in a sitting position:

1. Use ergonomically designed chairs and workstations when possible.
2. When you need to change position, **turn** your whole body, rather than twisting.
3. Keep your back posture erect.
4. Take occasional stretch breaks after sitting for a long period of time.

ELECTRICAL SAFETY

Most people are aware *of* the consequences of improperly using electrical appliances or other devices that are powered by electricity. Severe shock and death can occur when electricity enters the body from defective machines or wires, especially around the heart area. Not only can electrocution occur, but also electrical shock can cause internal bleeding, damage to nerves, muscles, and tissues, and cardiac arrest. Also, when water is mixed with electricity, it becomes a conductor *of* the current and can also cause shock. Equipment that is overheated can cause an electrical bum.

When working with electricity or electrical tools and appliances, look out for the following:

- Loose electrical connections.
- Frayed cords or cords with no insulation.
- Wrong plugs for an outlet.
- Non-waterproof plugs used in outside areas.
- Equipment operating beyond capacity.
- Smoking, smelling, sparking or shocking tools.
- Wires on the floor.
- Heat or water near electrical cords.
- Cords around flammable or explosive materials.
- Extension cords.
- Metal jewelry.

Protective clothing should be worn when working with electricity such as:

1. Non-conductive helmets
2. Eye and face protectors
3. Insulated handles on tools
4. Rubber gloves
5. Rubber clothing
6. Rubber-soled footwear and mats.

Good housekeeping procedures can help prevent electrical shock. Machinery and equipment should be: .

- Properly lubricated.
- Free from grease, dust or dirt builds up.
- Not allowed running unattended.
- Placed so that adequate workspace is around the piece of equipment.
- In a clean work area. No paper, sawdust, rags, or other combustible items should be near the machine.

OFFICE HAZARDS

Many of the same type hazards that occur in plant operations occur in the office as well. These hazards involve falling objects, slips and falls, fires, electrical shocks, hazardous chemicals, and back injuries. Always be aware of your surroundings and look out for the following:

- Slippery or uneven surfaces
- Torn carpet or tiles.
- Improperly balanced stacks of materials.
- Open drawers on desks or file cabinets.
- Overloaded and top-heavy file cabinets.
- Obstacles in aisles such as cords or boxes.
- Blocked emergency exits
- Overloaded extension cords and electrical outlets.
- Frayed cords.
- Open containers of combustible trash or chemicals
- Stairs with poor lighting or missing handrails.
- Please keep mechanical and electrical rooms clear and accessible.

Your office should be prepared for emergencies by having a first aid kit and fire extinguisher kit nearby.

Remember that safety in the office depends on common sense.

Do not stand on furniture or boxes to reach high places- use a ladder or step stool.

Do not carry loads that you cannot see over.

Do not smoke in buildings. It is a violation of CCC Policy.

Do not run in halls or stairways, or throw objects. Observing these and other precautions will help prevent accidents from occurring in the office.

SLIPS, TRIPS, AND FALLS

Some of the major causes of slips, trips, and falls are unsafe stairs, obstructions in walkways and on stairs, slippery and uneven surfaces, wearing improper shoes, moving too fast, poor lighting, tiredness and distractions.

Common sense and attention to what you are doing can help prevent many of the slip and fall accidents that occur in the workplace. When working around stairs, ladders, ramps, and loading docks make sure that steps are not slippery, worn or broken, that railings are secure, and the area is well lit. When mopping or waxing floors, **always** place warning cones at the area being cleaned and at each building entrance to alert all pedestrians of the damp areas. If you see a wet area in a hallway, classroom, etc. call the custodial staff at once to have it cleaned up.

Avoiding a slip and fall is entirely up to you.

Make sure the shoes you are wearing have soles that will not slip easily on the workplace floor. If soles are smooth, replace them.

Look out for tripping hazards. If you see something in the aisle such as workplace equipment, hoses, or other materials, remove these potential tripping hazards.

Don't carry stacks of trays, equipment or materials that block your vision.

Keep your head up while you are walking! Don't run down an aisle or

around comers.

If you do slip and fall:

1. Keep your limbs parallel with the ground.
2. Slap the ground with a hand and extended fingers to absorb part of the impact.
3. Bend your arms toward the body.
4. Try to roll onto your thighs or buttocks to prevent bone injuries.
5. Don't move if you feel you have hurt yourself.
6. Await Help!

THE HANDLING AND STORAGE **OF** HAZARDOUS MATERIALS

There are many accidents in the workplace caused by improper storage of chemicals. Fires, explosions, reactions from the mixing of incompatible substances, and noxious and poisonous gases or liquids leaking from containers can cause severe damage to not only the person handling the substances but to entire communities if toxic substances are released into the air or water systems. As with any chemical substance, read labels on containers and MSDS before using the product and follow the directions carefully. Make sure that chemicals you use in your work are stored safely. Store chemicals in buildings or areas designed for the purpose, make sure there is adequate ventilation, do not pour chemicals down drains without first determining if it is safe to do so, keep emergency equipment close by and wear protective clothing when called for.

The federal government has specific requirements concerning storage of flammable and combustible liquids, liquified hydrogen and bulk oxygen. If you work with any of these substances, contact the chairman of the Safety Committee for directions and regulatory requirements.

SAFETY RULES AND REGULATIONS OF DEPARTMENTS/LABORATORIES

Before beginning a job, become aware of the conditions you will be working under - could something explode, could I get hit, could I breathe, could I fall? These and other concerns should be evaluated before beginning a job, and proper precautions should be taken. Good safety procedures to follow include:

- Knowing and using safe work procedures.
- Avoiding obviously unsafe acts.
- Keeping the work area clean and uncluttered.
- Reporting accidents.
- Reporting things that do not seem right.
- Cooperating with internal inspections.
- Following the College safety rules.
- Looking for ways to make the jobs safer
- Participating in training programs.
- Treating safety as an important job responsibility.

COLLISION REPAIR

General safety rules are:

Ensure proper ventilation and adequate air circulation in all spray-painting areas.

Make sure that paint booths are equipped with explosion proof lights, automatic sprinklers or fire extinguishers, and '~o-Smoking" signs.

Store creepers standing up when not **in** use.

Use only non-sparking electric motors **in** spray-painting areas.

Use pressure of no more than 30 pounds per square inch for air hoses used to blow dirt off parts.

Separate spray-finishing operations from other work areas.

When spray painting, wear respirator approved for material being sprayed.

Do not use electrical equipment in any spraying area subject to deposits of combustible residue.

Keep spraying areas free of accumulated deposits of combustible residue.

Never try to stop a leak in an air hose or hydraulic hose with your hand.

Perform cleaning, lubricating, and adjustment of equipment only after disconnecting equipment from power source.

Report defective tools or equipment to your instructor or

supervisor.

Always have safety signage visible.

Handling precautions for urethanes and urethane additives:

Read and observe product manufacturer's instructions and warnings.

Know that urethanes containing isocyanides are hazardous materials that may cause lung irritation and allergic respiratory reactions.

Do not use isocyanates if you have chronic (long-term) lung or breathing problems.

Use isocyanates only in a well-ventilated area.

Wear a respirator while spraying and until all vapors and mists are

gone.

Rules for safe use of disc sanders" grinders" and polishers:

Obey all safety instructions and observe limitations on tool according to specifications and manufacturer's requirements.

Use the correct tool for the job being performed.

Wear approved eye protection

Wear close fitting clothing appropriate for the job being performed

Wear appropriate respirator or facemask

Use tool only under dry conditions. (NOTE: Damp or wet areas can cause serious electrical shock.)

Make sure that the operating switch is off and the bonnet or disc faces up before connecting tool to power supply.

Make sure that disc or bonnet is not in contact with work surface when starting tool.

Keep a firm grip on tool at all times.

Exercise extra caution when operating tool near obstacles such as drip moldings, sharp panel edges, loose clips, or badly rusted areas that may catch, tear, or grab the disc and thus cause injury to operator.

Be cautious of sanding sparks near flammable or combustible materials.

Do not use abrasive discs at speeds in excess of recommended safe limits.

Be conscious of others' safety

Make sure that disc or bonnet is in contact with work surface when stopping tool.

Disconnect power from tool before changing discs or attachments and before performing service or maintenance on tool.

CARPENTRY

Suggested safety practices:

- Wear short sleeves or keep them rolled up
- If wearing a jacket, keep it zipped or buttoned
- Keep scrap in the scrap box
- Do not stack materials on machines
- Keep aisles and doorways clear
- Keep machines cleaned and well oiled
- Keep all cutting edges sharp
- Use the right hand tool for the right job
- Make sure your hands and feet are dry when using electrical tools
- Pull the plug, NOT THE CORD, to disconnect tools from electric outlets

Assist the machine operator only at the request of the instructor or when assigned by the instructor.

- Turn off the machine when making all adjustments
- CHECK to see that clamping devices are tight before starting the machine
- Operate a machine only after you have been approved by the instructor
- Lift heavy objects with your legs to avoid back and stomach injuries
- Stack all materials so that they will not slip or fall
- Always walk, NEVER RUN, through the shop
- Be especially careful in carrying long objects through the shop
- Refrain from any practical jokes or horseplay in the shop
- Keep oily rags in covered metal container
- Know how to use the fire extinguishing equipment
- Never aim an air hose toward bare parts of the body
- Always stand balanced on your own two feet when operating a machine
- Be sure all machines are turned off when not in use
- **Report any accident to the instructor**
- Keep electrical cords free from obstacles
- Report damaged machines or tools to the instructor
- Clean up spilled oil, grease, gasoline, and kerosene. They are dangerous.
- Do not disturb other students while they are working.
- Caution another student if you see a violation of safety practices.
- If equipment does not work properly shut off the machine and inform the instructor.
- Report damage to shop equipment and tools to the instructor.

- Whenever in doubt about any job or operation, ask the instructor
- Always clean up
- Always wear goggles when using power tools
- Store gasoline and other combustible materials in appropriate OSHA approved storage and/or proper containers.
- Never use shop equipment as a "leaning post."

Always have safety signage visible.

WELDING

Suggested tips to follow:

- Safety glasses must be worn at all times in welding shop.
- Never engage in horseplay of any kind.
- Wear welding goggles or a welding hood with the proper lens shade for all welding and cutting activities.
- Keep working areas and workbenches clear and free of debris and other hazards.
- Keep shop floor clean and free from obstacles.
- Dispose of combustible materials properly or store them in an approved container.
- Wear safety glasses and a face shield when grinding, chipping, cutting or shaping metal with any kind of power tool.
- All students should read the OSHA poster #2203.
- Never wear flammable or explosive materials while welding, cutting or grinding.
- Never cut or weld directly on concrete.
- Report any defective tools, machines or other equipment to the instructor at once.
- Never operate a machine unless you have received and read the operating and safety instructions.
- **Report all accidents to the instructor. No matter how minor they are.**
- All students must wear long sleeves shirts and welding caps.
- No visitors allowed in work area without permission.

Always have safety signage visible.

SCIENCE LABORATORY

There is the potential for numerous physical and health hazards to occur in laboratories. Some of these include:

- Fires
- Explosions
- reactions and inhalation
- swallowing of chemicals
- Or, the eyes or skin coming in contact with toxic substances.

Each of the physical science and biology laboratories has a plan for safety and hygiene to help counteract the potential for health or safety hazards. A copy of each plan is posted in a conspicuous location in each of the Science laboratories.

In general, everyone who works or studies in one of the Science labs should be acquainted with:

- The understanding of container labels and MSDS.
- Ventilation.
- Protective clothing and equipment.
- The handling, storage and disposal of chemicals.
- Emergency Procedures.

Instructors, students, and other employees who use laboratories should become thoroughly familiar with lab safety.

Always have safety signage visible.

DINING HALL

The health and safety of employees, premises and the community is essential and is considered first in any given situation. The way you perform your job will affect not only your own safety but the safety of employees and customers as well.

In case of illness or injury, no matter how slight, report it to your supervisor.

- Never try to lift or push objects that may be too heavy for you. ASK FOR HELP when you need it.
- Learn to lift the right way to avoid strains and practice this method each time you lift. Bend your knees, keep your body erect, then push up with your legs.
- If you are provided a back support brace or any other personal protective equipment, wear it according to your manager's instructions or company policy, if applicable.
- Safety devices are for your own protection. Never remove a guard on any type of kitchen equipment.
- Horseplay, throwing objects, scuffling and "fooling around" are very dangerous and will not be tolerated.
- Running on the premises is not permitted
- Do not use shelves, boxes or chairs as makeshift ladders
- Never use defective equipment or equipment with defective parts.
- Know the proper handling and storage of all cutting utensils.
- Keep your area clean.
- Learn the location of all fire exits and extinguishers in your unit.
- Slippery floors cause falls. Always keep the floor clean and dry and post "Wet Floor" signs.
- If you see someone working carelessly and liable to get hurt, warn and advise them to work carefully.
- Possession or use of drugs or alcohol will not be tolerated.
- Arrive at work rested and ready to give it your full attention.
- Never take dangerous shortcuts on the job
- If you don't know the safe way, stop and find out.
- Treat safety as one of your most important job responsibilities.

Always have safety signage visible.

CONTRACTOR'S EMPLOYEE SAFETY

Employees of independent contractors who perform work on the campus are required to follow the same safety procedures and practices as employees of the College. They are not to work in unsafe conditions or to perform unsafe acts when working with chemicals, tools and machinery, electricity, or when handling materials. They are not to use drugs or alcohol while working and should be familiar with the College's emergency procedures. If an independent contractor's employees are performing work in your area, be alert to their activities and report in writing to the Chairman of the Safety Committee any unsafe work conditions or acts involving these workers.

Additionally, all contractors must adhere to the Tobacco Free Policy of the institution.

FIRE PREVENTION

One of the most devastating disasters that can occur in the workplace is fire. There are a variety of activities performed in operations where shops and work sites create potential for fire. The prevention of fire can be accomplished through:

(1) orderly planning of fire producing activities
(2) proper selection of materials, supplies, and products with emphasis on identifying their particular fire hazards, and
(3) observing accepted safety standards and procedures that have been established from experience with fire producing situations.

The following safety procedures should be established:

Fire extinguishing equipment shall be prominently displayed, labeled for usage, and the area kept clear for easy access at all times.

Know the location of fire extinguishers and how to use them. After use of an extinguisher, report such use immediately to your supervisor so a replacement may be obtained or the extinguisher recharged.

Do not use water type extinguishers on electrical fire because of the danger of electrocution and damage to equipment. They are intended for use on Class cc A: fires only (flammables such as wood, paper, rags, etc.).

Oily rags and other flammable wastes shall be kept in covered metal containers. Such debris shall be removed from shop buildings as soon as possible and, in no case, shall be left unattended in buildings overnight.

Gasoline used in small quantities for fueling engines being repaired, tested, etc., shall be handled and dispensed in one gallon approved safety containers, having a spring lift cap. Containers must be labeled "Gasoline" only.

When transferring flammable liquids, make sure the filler nozzle touches the equipment or can being filled in order to guard against the build up of static electrical charge. The fueling of any type-motorized equipment while the engine is running is prohibited.

Never overfill a tank with gasoline and cap it. The pressure from the gasoline vapors could cause eruption, increasing the chance for fire and possible bodily injury.

In dark places, basements, or cellars must not be entered without proper light. The use of matches is strictly forbidden.

"No Smoking" shall be enforced in all areas where hazardous substances are stored or used, and all other areas where "No Smoking" signs are posted.

Designated exits shall not be locked (chained or otherwise) from the inside.

All motorized equipment shall have appropriate fire extinguishers.

Designated personnel shall be responsible for inspection of fire extinguishing equipment on a regular schedule.

INVESTIGATIONS OF ACCIDENTS

Unfortunately, in almost every organization, accidents are going to occur. In order for a supervisor to understand the sequence of events that can lead to an undesired loss, it is essential to first understand what is to be prevented or controlled. An accident is an undesired event that may or may not result in physical harm to a person or damage to property.

When an accident occurs, a combination of factors or causes come together under just the right circumstances to bring about these undesired events. Once an accident occurs, the primary objective should be to prevent it from recurring. By achieving this objective, the supervisor maintains the efficiency of the operation. In performing the investigation, determination must be made as to:

1. Who was involved?
2. What occurred?
3. What were the immediate causes of the accident?
4. Why were these immediate causes present?
5. What steps are to be taken to remove these causes?

The immediate supervisor of the injured employee should perform accident investigations. In cases of serious injury (broken bones, amputations, death, or injuries requiring hospitalization), the immediate supervisor and his superior should perform the investigation. It should be remembered that the investigation should be used to determine the causes of the accident and not to place blame on anyone.

An interview should be conducted with the injured employee and any witnesses as soon as possible after the accident has occurred. It should be pointed out to these individuals that you are trying to determine the cause of the accident in order to remove them so the accident will not recur.

ACCIDENT REPORT

The following procedures will be used:

All accidents shall be reported immediately to the supervisor, Campus Safety Director and Employee Services.

Supervisor shall investigate all accidents immediately to determine what corrective action should be taken to prevent future similar accidents and report the Safety Coordinator.

Safety Coordinator shall make sure all corrective actions are immediately corrected.

The Safety Coordinator shall maintain all forms and logs of injuries and illnesses.

Each recorded case must be turned in to insurance company no later than five (5) days after the incident.

INSPECTIONS

A vital factor in accident prevention is the detection and correction of hazards before an accident occurs.

The findings of the inspection, when combined with an analysis of past accidents, are a sound basis on which to base necessary corrective action.

Appointed personnel make inspections with the same common interest of accident prevention.

The procedures involved are as follows:

Self-Inspection

The supervisor shall make a monthly informal inspection of the department.

The Safety Committee will make quarterly inspections of the facilities and work sites of the organization concentrating attention on the types of hazards or inspection of facilities and equipment.

Insurance Inspection

The insurance company will make periodic inspections.

An appointment for inspections must be made prior to visit with the Administrator/Director or Safety Coordinator.

The Safety Coordinator and the department representative will accompany the inspector on tour.

The inspector shall adhere to safety regulations.

PART II

CRISIS MANAGEMENT

REVISED 2019

TABLE OF CONTENTS

PART II
CRISIS MANAGEMENT

COAHOMA COMMUNITY COLLEGE

AND COAHOMA EARLY COLLEGE HIGH SCHOOL

3240 FRIARS POINT ROAD

CLARKSDALE, MISSISSIPPI 38614-9799

662-627-2571

INTRODUCTION

Coahoma Community College in case of an emergency situation or disaster, has adopted a plan to cover situation that will protect the lives and safety of the college community while at the same time minimizing the loss of property. This plan has been prepared by the Crisis Management Team here at the college with the approval from the President. The plan assigns authority and responsibilities to college staff in emergency situations and is a guide for these officials in responding to emergencies.

The plan is designed to be used to respond to various emergencies or disasters that could occur on campus. It defines the role of the President and the composition of the various emergency groups that will provide assistance should an emergency or disaster occur on Coahoma Community College campus. The plan describes appropriate responses for emergencies and disasters if one should occur.

Individuals with system wide responsibilities will receive a copy of the master plan. Those whose responsibilities are confined to a particular area will receive only those section designed to assist them with that area.

This plan will be evaluated and updated on an annual basis by the Crisis Management Team. All members of the college community are encouraged to familiarize themselves with emergency procedures and to be ready to protect themselves and others in an emergency or disaster situation.

The Crisis Management Team welcomes input regarding the addition, deletion or revision of information to make this plan more workable for the campus community.

Suggestions and questions concerning this plan may be directed to the Office of Student Engagement at extension 4153 or Campus Safety at extension 4175/4226.

Karen Done

THE PRESIDENT

The President of Coahoma Community College, as chief executive officer, has primary responsibility for all college programs and operations. The President makes all final decisions regarding both the long and short term response of the College to emergencies. The President, through this emergency plan, allocates responsibility for specific responses to emergencies and keeps the Board of Trustees informed of preparations, disaster effects, and progress of emergency procedures. The President or his/her designee decides whenever the College should be closed.

Chief Communications Officer

The Chief Communications Officer will process and disseminate public information and official instructions**.**

They will provide information and public relations' advice to the President and Alert Team.

Serve as the official spokesperson.

EMERGENCY RESPONSE TEAM

The Emergency Response Team (ERT) is a group of administrators and staff bearing primary responsibility for responding to emergencies or disasters. Members assigned to this team are given specific roles and may be assigned other duties as specific situations dictate. The following is the composition and established roles of the ERT:

- Confirm nature and seriousness of the emergency
- Activate Emergency Operation Center.
- Assess needed response and notify the Alert Team.
- Establish contact with community agencies as appropriate.
- Direct and supervise personnel in performing emergency tasks
- Allocate available equipment and supplies.
- Perform liaison functions with community agencies.
- Insure the President and other Senior Administrative Officers are briefed on the status of emergency operations and major problems.

For the purposes of this report, Campus Safety After Hours are referring to the following times: Monday-Thursday 4:30pm-8:00am. Friday after 4:30 pm until Monday at 8:00 am. Also, during all campus holidays in which the campus is closed according to our Academic Calendar.

EMERGENCY RESPONSE TEAM

Campus Safety	621-4175/4226
Campus Safety	Campus Safety After hours 662-645-1837
Fire Department	621-4175/4226 Campus Safety After hours 662-645-1837
Maintenance	621-4177 662-326-0726 Campus Safety After hours 662-645-1837
Physical Plant	621-4177/902-0866
College Nurse	621-4197

Telephone Communications	621-4050
Technology Communications	621-4050

ALERT TEAM

The Alert Team consists of administrators who advise the President in planning and implementing the College's overall response to emergency situations. In the event of a disaster or emergency situation, the Alert Team advises the President on such medium and long term disaster follow-up issues such as:

- Alterations of academic schedules;
- Cancellation or rescheduling of academic programs;
- Major rescheduling of facility usage;
- Acquisitions of resources from outside the College
- Consider financial, legal, and liability concerns.

ALERT TEAM MEMBERS

Dr. Valmadge Towner	President	621-4130
Chief of Staff	Mr. Jerone Shaw	621-4085
Campus Safety	Mr. George Brown	621-4175
Director of Student Engagement	Mrs. Karen Done	621-4153

Chief Communication Officer	Mr. Marriel Hardy	621-4061
Coordinator of Housing	Mr. Eugene Polite	621-8485
Chief Financial Officer	Mrs. Deborah Valentine	621-4124
Academic Dean	Dr. Rolonda Brown	621-4678
CTE Dean	Ms. Anne Clark	621-4220

Maintenance Director	Mr. Ralph Simpson	662-326-0726
Assistant Superintendent AHS Principal of CECHS	Barbara Lucas Cloretha Jamison	621- 4259 621-4160

EVACUATION TEAM

The Evacuation Team consists of any college personnel so designated by the Crisis Management Committee to carry out the following duties:

Notify all students, faculty and staff in that building of the danger pending

Initiate emergency plan (fire, tornado, weather, etc) for that building

Notify Campus Safety and/or CCC Fire Department

Work with Emergency Response Team.

All faculty and staff are required to assist in the emergency evacuation process.

EVACUATION TEAM MEMBERS

Vivian M. Presley Building	Ms. Sharon Butler Mr. Michael Houston	0 621-4853
Whiteside Hall 1st Floor	Mr. JoHarrison Rockett	621-4211
Whiteside Hall 1st Floor	Dr. Richard Cosby	621-4053
Whiteside Hall 2nd Floor	Mr. Robert Rockett	621-4273
Whiteside Hall 2nd Floor	Mrs. Rosie Miller	621-4857
Dickerson-Johnson Library	Mrs. Rose Lockett	621-4165
Dickerson-Johnson Library	Mr. Charles Barnes	621-4055
Dickerson-Johnson Library	Mr. Jerone Shaw	621-4085
Charles E. Reid Sponsored Programs Building	Ms. Marilyn Starks	621-4154
Fine Arts	Mr. Geoffry Latham	621-4834
Trustee Building	Ms. Bertha Jones	621-4121
Carter's Music Building	Mr. Christopher Jefferson	621-4147
Friends Hall	Mr. Ronald Miller	621-4115
McLaurin Hall	Ms. Dian Thomas	621-4045
Martin Hall	Ms. Felecia Johnson	621-4223
Moore Hall	Mr. Eugene Polite	621-8485
Zee A. Barron Student	Mr. Christopher Dixon	621-4142

Union 1st floor		
Zee A. Barron Student Union 2nd floor	Mrs. Carolyn Hunter	621-4155
Lee Flowers 1st floor	Mr. Reginald Thomas	621-4181
Lee Flowers 2nd floor	Ms. Eyonne Furdge	621-4282
Sigmon Building	Ms. Kadijah Thigpen	621-4218
McLaurin Vocational Building	Mr. Michael Taylor	621-4059
McLaurin Vocational Building	Mr. Earl Walker	621-4170
Cain Building	Mr. Ralph Simpson	326-0726
Blackburn Annex	Mr. Kelvin Towers	621-4212
Pinnacle	Ms. Carol Brooks	621-4223
Sandy Bayou	Ms. Barbara Lucas	621-4359
CECHS	Ms. Cloretha Jaison	621-4129/4160
CECHS Cafeteria	Ms. Virgina Sharkey	621-4143/4251
Vocational Building B	Mr. Neal Mitchell	621-4840
Robert Mason Building	Mrs. Bobbi Butler	621-4233
Rena Butler Building	Mr. Rhett Nelson	621-4041
Workforce Development Center	Mr. Steven Jossell	621-4304
Coahoma County Higher Education Center	Mrs. Jen Pearson	621-9344

COUNSELING-SUPPORT TEAM

The Counseling-Support Team consists of counselors and medical providers so designated by the Crisis Management Committee to carry out the following duties:

- To counsel traumatized individuals, provide medical assistance, and/or engineer advice.

COUNSELING-SUPPORT TEAM MEMBE

McLaurin Vocational Building	Mrs. Tolernisa Butler	621-4188
McLaurin Vocational Building	Mrs. Marcia Gatewood	621-4188
Zee A. Barron Student Union	Dr. Renee Hall	621-4858
Student Affairs Multi Complex Center	Mrs. Karmesha Duke	621-4197
J.W. Addison Building	Mrs. LaShundra Crittle	621-4837
J. W. Addison Building	Mrs. Sheila Carter	621-4850
CECHS	Ms. Donna McDougal	621-4160
Robert Mason Health Science Building	Mrs. Aneka Moore	621-4042
Zee A. Barron Student Union	Mrs. Karen Done, Director of Student Engagement/Services	621-4153

EMERGENCY

TELEPHONE

NUMBERS

EMERGENCY QUICK REFERENCE

FIRE **EMERGENCY In** case of a fire:
~ All personnel are expected to assist in "evacuation of buildings.
~ Coahoma Community College employees should assist in moving all students away from buildings and power lines.

WEATHER EMERGENCY
Emergency Management Office of Coahoma County will notify Coahoma Community College in case of a tornado warning. The Campus Safety Officers will phone all evacuation team members to alert the campus. The Campus Safety personnel will patrol the campus warning persons to take cover.

DORMITORIES
All resident hall occupants should move to the lowest level possible.

IN CASE OF EMERGENCIES:

- Stay calm
- Listen for instructions.
- Use good common sense in dealing with the situation.
- Review emergency literature on how to protect yourself in different situations.

AMBULANCE	621-4175 After Hours 645-1837	CCC Campus Safety
FIRE	621-4226 After Hours 645-1837	Campus Fire Department
	624-3034	Coahoma County Fire Department
POLICE	621-4175 After Hours 645-1837	CCC Campus Safety
SHERIFF	624-2411 624-3083	Coahoma County Sheriff Department
WEATHER ALERT	621-4175 After Hours 645-1837	Campus Safety
HEALTH SERVICES	621-4197 After Hours 645-1837	College Nurse
HOSPITAL	627-3211	NWMRMC

ELECTRICITY	624-8321	Coahoma Electric Power Assoc.
	1-800-766-1648 1-800-368-3749	Entergy
	627-8499	Clarksdale Public Utilities
NATURAL GAS	624-5451	Atmos Energy
MAYOR	621-8164	Chuck Espy
BEAT 2 SUPERVISOR	624-8521	Pat Davis
REG 1 MENTAL HEALTH	627-5247	Clarksdale Office

NATURAL DISASTERS

THUNDERSTORMS/TORNADOES

Northwest Mississippi is vulnerable to tornadoes and other types of severe weather. Severe weather situations can both build over time and can also occur with very little warning. The Campus Safety Department is equipped with weather radios. These radios should be monitored for information regarding developing severe weather conditions. As severe weather develops, the National Weather Service will issue watches and warnings. Watches and warnings will be issued and monitored by the EMA for the local area. Listed below are several types of weather alerts and actions that should be taken when an alert is issued.

SEVERE THUNDERSTORM WATCH - means that conditions are favorable for the development of severe thunderstorms. These thunderstorms can contain dangerous winds and lightning, heavy rains and hail. Tornadoes can develop from these thunderstorms. Upon issuance of a watch, weather radios or other media will be monitored for further developments by the Campus Police Department.

SEVERE THUNDERSTORM WARNING - means that a severe thunderstorm will strike Coahoma County. Outdoor activities should be immediately discontinued. Persons should take cover indoors and stay away from windows.

TORNADO WATCH - a tornado watch means that conditions are favorable for the formation of tornadoes. Weather radios should be continuously monitored. Essential emergency supplies such as flashlights, warning horns, etc. should be checked.

TORNADO WARNING - a tornado warning means that a tornado is in or moving towards Coahoma County. In the event of a Tornado, all students and employees are to move quickly to the **Coahoma County Safe Room.**

The emergency team during an extreme lock down will consist of George Brown, Fitzgerald Jones, Joseph Wide, and on duty officers . They will monitor and manage the safe room and the officer on duty will perform the same duties in the absence of George Brown, Fitzgerald Jones, or Joseph Wide.

The safe room management team will be notified to mobilize and initiate operations by the Coahoma County E911 and the National Weather Service.

The 'call down' procedures for notifying George Brown, Fitzgerald Jones, or the officer on duty will be cell phone, mobile radio contact, National Weather Service, and activated siren warning system to make the safe room accessible to the targeted population.

The ingress operations will be performed by George Brown, Fitzgerald Jones or the officer on duty as such that George Brown or the officer on duty will position him/herself at the exterior entrance of the building to guide any individual(s) needing shelter into the building and Fitzgerald Jones or the officer on duty will position him/herself at the safe room entrance to guide those individuals directly into the safe room.

George Brown, Fitzgerald Jones, or the officer on duty will make the decision to lock down the safe room.

The decisional factors and process involved to lock down the safe room will be when a Tornado watch or Tornado warning has been issued by the National Weather Service or Coahoma County E911 office.

George Brown, Fitzgerald Jones, or the officer on duty will be notified by E911 or The National Weather Service and will then notify the prospective safe room occupants when it is safe to evacuate.

The safe room will be open to students, faculty, staff and all visitors that may be on the campus at the time and any residents living within a one-and-a-half-mile radius. The safe room will be open when the threat of severe weather is present.

A Tornado Watch is issued when conditions are favorable for the development of tornadoes.

A Tornado Warning is issued when tornadoes are imminent and may be issued when a tornado or funnel cloud has been spotted by eye.

The safe room management team will educate the faculty and staff as to the safe room operations by distributing information to the faculty and staff who will then distribute the information to all classrooms/students and declaring the information during owners meeting.

Any/All students will be accounted for by all teachers executing a "roll call" immediately upon entering the safe room. Each teacher will have in their possession the class roll roster for that day.

Any/All faculty and staff will be accounted for signing in when they enter the safe room.

Any/All visitors will be accounted for by signing in when they enter the safe room.

The decisional factors and process involved for the all clear announcement will be when a Tornado watch or Tornado warning has been cleared by the Coahoma County E911 or the National Weather Service.

In the event that you cannot safely make it to the Coahoma County Safe Room, take cover procedures should be followed as applicable. In general, the following steps should always be taken:

Upon receipt of a warning, persons should move to the center corridor in the building.

If that is not possible, take cover by getting underneath a sturdy object.

Stay away from windows and refrain from using the telephone and electrical appliances.

If outside, get into a permanent building.

If this is not possible, get into a depression or ditch and lie flat on the ground.

Wait for the warning to expire and to receive the "all clear" from law enforcement.

In the event a tornado damages the Campus or utilities are disrupted, the following steps should be taken:

- Medical aid should be tendered to any injured.
- An emergency command post should be established
- The Alert Team should be notified.
- If the building has been damaged, it should be closed. Students and staff should leave as soon as possible. Essential records should be removed if possible. Activities should be rescheduled as soon as possible.
- If a residence hall is damaged, the Pinnacle, if not damaged will be opened as a shelter. The institution will also take advantage of shelter availability in the Clarksdale community. The President or his/her designee will determine if the institution should be closed.

WINTER WEATHER

Northwest Mississippi is occasionally subjected to snow and ice storms as well as crippling cold. Should winter weather be forecast, weather radios and news outlets should be regularly monitored regarding developing weather conditions. The following types of weather alerts may be issued:

WINTER WEATHER ADVISORY - issued when ice and/or snow is expected that may hinder traffic or severe cold or wind chill is expected. Upon issuance of an advisory regarding snow or ice, Physical Plant staff shall check emergency equipment.

WINTER STORM WATCH - issued when there is a threat of severe winter weather in our area. The Physical Plant staff should check emergency equipment.

WINTER STORM WARNING - means that severe winter weather is expected. Severe winter weather is defined as four inches of snow in a 12- hour period or six inches or more in a 24-hour period, or sleet or freezing rain is forecasted to occur separately or in combination.

In the event of a actual winter storm, the following steps should occur

- Physical Plant should attempt to keep sidewalks and building entrances clear when classes are in session.
- The President or his/her designee should monitor conditions and determine whether or not classes should be cancelled. Any decision to close will be made by the President or his/her designee and announced through social media outlets as well as through the Tiger Alert system as also by the Coahoma County Sheriff Department.
- Upon cessation of winter weather, the Physical Plant staff and or director of Operations shall assess any damage and make recommendations to the President regarding the re-opening of the institution.

Earthquake

Ground movement in an earthquake is seldom the direct cause of injury or death. Most causality results from falling materials. Earthquakes also disrupt utility lines, creating additional hazards. If an earthquake occurs:

While in the building:

- DUCK down to the floor.
- COVER yourself under a piece of heavy furniture such as a desk;
- HOLD on to the furniture until the shaking has stopped.
- EVACUATE the building as soon as possible.

If Outside:

STAY IN THE OPEN, away from buildings and utility wires:

AFTER THE SHAKING HAS STOPPED:

Notify the Campus Police Department who will in turn notify the Emergency Management Agency (EMA).

After the shaking has stopped, building supervisors should evacuate their buildings.

Buildings should not be reentered until inspected by trained personnel and certified as safe.

If the building(s) have been damaged, an outside post command should be established in the parking lot.

Medical care requests and building inspections should be organized from that post.

The Alert Team should be notified.

Immediate relief activities should be prioritized in the following manner:

- Emergency medical care for the injured;
- Gas and electric lines will be cut-off in the event of disruption;
- Evacuation of collapsed buildings which may contain trapped victims;
- Safety inspections of buildings in the following order:

  Residence Halls;
  Classroom buildings

Administration and maintenance buildings.

If severe damage has occurred to multiple campus buildings, the campus should be closed and students evacuated as soon as practical.
After shocks, some strong as the original quake, will occur for months afterwards.

FLOOD

Floods occur when a large amount of water falls in a very short period of time. A flood may also occur if there is a break in a restraining wall design to control water. If a potential situation develops, the national weather service will issue a flash flood watch or warning. Flash floods are very dangerous, especially when people attempt to drive through a flooded area. Flash flooding is very common during severe weather when thunderstorms empty the latent moisture in the atmosphere on the ground in a short period of time.

FLASH FLOOD WATCH - the conditions exists *for* a flash flood occurring.

FLASH FLOOD WARNING - the conditions are imminent, immediate actions

should be taken. In the event of a flood/flash flood, the college will take the

following action:

Advise Alert Team of watch/warning.
Maintain communication with outside sources (EMA

Steps to take during a Flash Flood

Cut-off all power to lower floor area.
Elevate all electrical equipment from floor.
Move all occupants to upper levels, if necessary.
Persons occupying single level buildings should move to a multi-story building.
If necessary CCC Maintenance will clear all drains during the watch stage.

Emergency Kit for Evacuation Team:

First Aid Kit
Flashlight and extra batteries
Battery powered radio

The Crisis Management team along with the President will determine when to issue an all clear signal.

FIRE

When a fire or smoke is detected in a building, the following actions should be taken

Telephone the Campus Safety Department at 621-4226 or 621-4175 or afterhours 662-645-1837 to report the fire and give its location (building).

The Campus Safety Department will contact the Campus Fire Department and the Coahoma County Fire Department, if necessary.

The evacuation personnel will activate the fire evacuation plan for the building.

The building evacuation personnel should keep all individuals a safe distance from the building.

COUNT HEADS. Each instructor or department head will make sure all students and employees are out *of*
the building, and notify the Campus Fire Department *if* someone is missing.

KEEP ACCESS ROADS OPEN. The Campus Police Department will make sure that all access roads are kept open for emergency vehicles.

USE FIRE EXTINGUISHERS. The evacuation person or person trained to use a fire extinguisher may fight small fires.

STAY IN SAFE AREA. No one will be allowed to go back into the building for ANY reason until the campus fire department officials declares the area safe.

EPIDEMICS

With a large student population, it is possible that a contagious disease can spread quickly through the campus population. Should information be received that a number of students and faculty are contracting a particular disease, the CCC Campus Nurse shall:

Collect information from faculty, staff and students regarding the symptoms being experienced and the number of individuals affected.

Contact the Director of Student Engagement who will request advice from the local and state Health Department agencies on information and advice regarding the appropriate responses.

Distribute information quickly to students and staff about the disease, its' effects and accurate information regarding self-care and preventative measures.

Should individual students experience severe symptoms their families shall be notified. At the advice of health care providers and or local/state Health Department officials, the students may be transported by ambulance to the nearest hospital for treatment.

EXPLOSION/TRANSPORTATION ACCIDENTS

In the event of an explosion on campus, students and staff should take protective positions under desks or tables, with backs to windows. If an explosion occurs within a building, or threatens the building, students and staff should observe the following procedures:

Evacuate the building and move to an area of safety.

Call the Campus Police at extension 621-4226/4175 or 645-1837 and inform them of the explosion. If the Campus Police cannot be reached, call the Coahoma County Fire Department at 624-3034, or the Sheriffs Office at 624-2411/627- 9771.

The Campus Police will notify the Alert Team, EMA, and Sheriff Office. Staff should assess response needed: evacuations, medical care needed, etc.

Students and staff may not return to the area until the authorities declare it safe to return.

A major thoroughfare is located in front of the campus. Major accidents could cause chemical spills, toxic clouds, fires, etc. That will require special operations. In the event of such an accident, the following procedures should be followed:

If the accident is on campus, Campus Safety will be notified immediately. They will notify appropriate community agencies (ambulance, fire, etc.) and render any emergency assistance possible.

If a major accident occurs off campus, upon receipt of official information, Campus Safety will notify the Alert Team. Campus Safety should:

Evaluate the level of risk to the campus and determine emergency steps that should be taken.

These could include:

- partial evacuation of the campus
- complete evacuation of the campus

- order students and staff in particular buildings to take cover
- cancellation of outdoor activities.

In the event of a toxic cloud, individuals will be instructed to remain in buildings. If possible, air handlers will be cut off. Individuals should remain inside until and all-clear is sounded.

BARRICADE/HOSTAGE

On scene Campus Safety and Sheriff Deputies

Verify the following information:

- incident location
- number of suspects involved
- suspect description including name if known
- number of hostages and identify if known
- weapon type (bomb" gun" knife" etc.)

Evacuation Team

- Evacuate building(s) and move students and staff to a safe area
- Keep suspects contained, if possible
- Maintain contact with suspects
- Advise EMA of all information
- If possible, block off areas surrounding barricaded building
- Notify Alert Team
- Establish a command post

NOTE: In case of a hostage situation, Police personnel will evacuate all persons who can be evacuated.

BOMB THREATS

The majority of all bomb threats are hoaxes. However, there is always a chance that a threat may be authentic. It is extremely important, in the event of telephone threats, to take calm and reasonable action when a bomb threat is received. Observe the following procedures:

The person receiving the call should keep the caller on the line as long as possible to obtain information that will be needed later, which includes the following:

- exact time of call
- voice characteristics of the caller
- approximate age, boy, girl, man, woman - accent or peculiar voice inflection
- background noises, music, traffic, laughter, etc.
- the caller should be asked specific questions
- where is the boom located
- what time is it suppose to explode
- why was the bomb placed
- ask if the caller is angry with a particular person/group

Immediately after the call, the person receiving it should jot down notes on the above data. Campus Safety or designee should then be called and a report made. Campus Safety will notify the Coahoma County Sheriff Department by radio and the EMA.

If specific information has been received (not just "a bomb will go off soon.”click") Campus Safety should order an evacuation. If the information received is non-specific, for example, vague and without details, then the general situation would be announced to those on the Alert Team. The evacuation team will inform students and staff to leave until the area has been searched and cleared.

If an evacuation is ordered, everyone must evacuate except staff assisting fire and police personnel, and no one may re-enter the area until authorities release the area to normal use. Staff should call attention to unidentified objects, but should never handle or move them. This is strictly the responsibility of police and fire officials.

Persons evacuated should be instructed to assembly at least 500 feet away from the building to protect them in the event of an explosion.

If an explosive device is located, Campus Safety will establish a command post. Appropriate evacuation or take cover procedures should be implemented.

DO NOT TREAT BOMB THREATS AS JOKES

CIVIL DISTURBANCES

Some demonstrations develop over time, allowing time for assessment, control measures and negotiations with organizers. On other occasions, demonstrations can grow quickly and become volatile. The following procedures should be followed whenever a demonstration develops:

When demonstrations are first detected, Campus Safety should be alerted and an observer should be assigned.

If there are indications that demonstrations may pass the stage of peaceful assembly, impair campus operations, or have the potential to become an unlawful assembly Campus Safety should notify the Alert Team. Campus Safety should determine and make a request for assistance from the Sheriffs Department.

If a determination is made to end the demonstration, Campus Safety and the Director of Student Engagement would normally make such decision. If additional law enforcement officers respond to the disturbance, a commanding officer should be identified and officers should follow established law enforcement procedures. Direct communication between the commanding officer and Director of Student Engagement or her designee should be maintained at all times.

After the disturbance is ended, the Director of Student Engagement or his designee should consider follow-up measures that could include:

- temporary curtailment of activities-student activities, sporting events, classes, etc.
- an expanded campus curfew
- expanding Police patrols
- conveying accurate information to the campus community regarding the incident.
- The President will make the decision when normal operations should resume with advice from appropriate campus officials.

SERIOUS INJURY OR ILLNESS

Report the injury/illness to the Campus Safety at extension 621-4175/4226 immediately or via the after hours number at 645-1837..

Campus Safety will call for emergency medical services and or transportation to local health care facilities.

In case of injury or illness, the Campus Safety will notify the involved person's family.

If requested by the injured person first aid supplies are available in each building.

Faculty and staff should follow the Universal Precautions in handling bodily fluids as recommended by the Center for Disease Control, i.e. wearing rubber gloves and disposing supplies properly.

PHYSICAL PLANT PROCEDURES

ELECTRICAL/LIGHT FIXTURE: Call physical Plant at 621-4123 or Campus Safety at extension 4175/4226.

ELEVATOR FAILURE: If someone is trapped in the elevator, tell the person to turn on the emergency alarm (located on the front panel). Call Physical Plant at Extension 4123 or Campus Safety at Extension 621- 4175/4226.

PLUMBING FAILURE/FLOODING: Stop using electrical equipment immediately. Call Physical Plant at Extension 621-4123 or Campus Safety at 621-4175//4226.

GAS LEAKS: Stop all operations. Leave the building following the posted evacuation routes. Do not touch light switch or any electrical equipment. This can cause an explosion. Call the Physical Plant at 621- 4123 or Campus Safety at 621-4175/4226.

VENTILATION PROBLEMS: If smoke or foul odors come from the ventilation system.., immediately turn the system off and notify Physical Plant at 621-4123 or the Campus Safety at 621- 4175/4226.

WEEKENDS/NIGHTS: Physical Plant emergency services can be reached through the on-duty campus safety officer at 645-1837.