



EMERGENCY PREPAREDNESS

IN CASE OF EMERGENCY, PLEASE CALL 911

EMERGENCY NOTIFICATION SYSTEM

Sign up for [Rave Guardian](#), the emergency management notification system - enter your contact information and Miles College Department of Public Safety (MCDPS) will notify you in the event of an emergency that impacts the College campus.

EMERGENCY RESPONSE GUIDE

Miles College Emergency Response Guide for various scenarios including, utility failure, medical emergencies, mental health emergencies, suspicious people, severe weather, fire, bomb threats, shelter in place, and active shooters.

[DOWNLOAD THE EMERGENCY RESPONSE GUIDE](#)

WHAT IS AN EMERGENCY?

An emergency or crisis is defined as any major building fire, explosion, natural disaster, weather emergency, pandemic, or other unusual mishaps severe enough to necessitate the coordination of various College departments, with assistance from outside agencies.

MINOR EMERGENCY

A minor emergency is an incident, potential or actual, that occurs that is not likely to seriously affect the overall functional capacity of the College. During a minor emergency, an Incident Command Post (ICP) may be established, as deemed necessary by the Chief of Police or a designated alternate.

MAJOR EMERGENCY

A major emergency is any actual incident that occurs which affects an entire campus building or a number of campus buildings, or where there is a life-safety issue that might significantly disrupt the overall operations of the College. During a major emergency, the Emergency Response Team meets.

DISASTER

A disaster is any event or occurrence that seriously impairs or halts the operations of the College. In some instances, mass casualties or severe property damage may have been sustained. The emergency may be campus-wide or citywide. Outside emergency services will be essential when available along with a coordinated effort of all campus resources will be required to effectively control the situation.

MILES COLLEGE EMERGENCY RESPONSE GUIDE

The Emergency Response Guide (ERG) is designed to enable students, staff, and faculty to cope with emergency situations that may arise from either man-made or natural causes. While this plan does not cover every conceivable emergency situation, it does supply the basic guidelines needed to effectively manage most campus emergencies and establishes a chain of command for serious incidents that threaten the health and safety of the campus community or disrupt its programs and activities.

This ERG contains procedures intended to protect lives and property through the effective use of College, campus community, state, local, and federal government resources and other resources that are available and necessary.

In an emergency, the goals of the College are to protect life and safety, secure critical infrastructure and facilities, and resume teaching activities as quickly and safely as possible. The response structure outlined in the plan helps to ensure that these goals are met.

The overall ability of the college personnel to respond to an emergency will rely primarily upon the procedures contained in this plan. The policies and procedures contained in this plan will be followed by all administrators, faculty, and staff and it's essential that the Miles College Community become familiar with, and cooperate fully with the Miles College ERG.

IMPLEMENTATION OF PLAN

When an emergency affecting the campus reaches such proportions that cannot be handled by routine measures, Miles College Emergency Response Team (ERT) will convene and determine if some or this entire emergency plan will be implemented to control the incident.

FLEXIBILITY OF THE PLAN

Since an emergency may occur suddenly and without warning, the procedures of this plan must be flexible enough to accommodate conditions as they occur. While most of Miles College's incidents are handled on the local level, there may be instances in which incident management operations depend on the involvement of multiple agencies and outside first responders. These instances require effective and efficient coordination across Miles College's many departments and administrators.

EMERGENCY COMMUNICATION WITH THE MILES COLLEGE'S COMMUNITY

During an emergency, Miles College will use several methods to disseminate information to its community members.

- Systemwide college email. It's imperative that all Miles College community members use their college email to receive important emergency information
- Miles College's emergency phone broadcast. This information will appear on your office phone, indicated by the red flashing light on the telephone voice mail
- Mass messaging (RAVE) system, cell phones, text messages, email
- Public Safety Officers verbally notifying on-campus members
- Emergency Response Team

DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the College President or her/his designee.

During the period of any major campus emergency, Miles College's Emergency Response Team will meet and put into place the appropriate procedures necessary in order to meet the emergency, safeguard persons, and property, and maintain college facilities. The Incident Commander or his / her designee shall consult with the President or Vice Presidents regarding the emergency and the possible need for a declaration of a campus state of emergency.

WHAT IS MY ROLE DURING AN EMERGENCY?

In order to enhance Miles College's emergency, plan we ask all College personnel to help with the following:

- Becoming familiar with general information concerning Miles College's ERG
- Learn appropriate building evacuation routes and evacuation locations for your building
- Initiate emergency procedures when appropriate. (notifying MCDPS of the incident)

FACULTY:

In order to enhance Miles College's emergency plans we ask each faculty member to help with the following:

- Providing students in his/her department or area of responsibility with general information concerning Miles College's emergency procedures
- Keep students calm and reassured
- Assists students in responding correctly to building evacuation procedures and evacuation location
- Responsible for an accurate head count of class
- When the fire alarm rings do not assume it's a false alarm. Notify everyone in your class that they must vacate the building as quickly and orderly as possible

STAFF:

In order to enhance Miles College's emergency plans we ask each employee to help with the following:

- Becoming familiar with general information concerning Miles College's ERG
- Initiate emergency procedures when necessary (Notify MCDPS of the incident)
- Unless the building is being evacuated, remain in your work area to assist any emergency personnel or people needing assistance in their area
- Learn the building evacuation routes and evacuation locations from their area

- When the fire alarm rings do not assume it's a false alarm. Assist people in leaving your area quickly and orderly. Notify them that everyone has to vacate the building.

MISSING STUDENT NOTIFICATION POLICIES AND PROCEDURES

In compliance with the “Higher Education Opportunity Act (2008)” Missing Resident Student Notification Policy and Procedures, it is the policy of Miles College to actively investigate any report made to MCDPS about a missing student who is enrolled at the college and residing in on-campus housing. Each student will be notified of the Missing Resident Student Policy and Procedures via the Student Handbook.

If a member of the College community has a reason to believe that a resident student is “missing,” that member **MUST** contact MCDPS at (205) 929-1720 immediately. The initial college MCDPS campus investigation will begin as a “Welfare Concern” and will be upgraded to a Missing Person incident if MCDPS determines the resident student to be a Missing Person under Alabama laws.

For the purposes of this policy, a student may be considered to be “missing” if the student’s absence is contrary to his/her usual pattern of behavior or unusual circumstances may have caused the absence. Such circumstances could include but are not limited to, a report or suspicion that the missing student may be a victim of foul play, has expressed suicidal thoughts, is medication dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

Upon receiving a notification, MCDPS, Residence Life, The Dean of Students, and other applicable College personnel will make reasonable efforts to locate the student to determine their state of health and well-being. These efforts may include but are not limited to, checking the student’s room, class schedule, ID card use, talking with friends, locating the resident’s vehicle, and calling the student’s cell phone number if one is on file with the college. As a part of the investigation, the college reserves the right to communicate with emergency contacts to help determine the whereabouts of the student.

Each student has the option to identify the name and telephone number of the individual(s) to be notified in case of emergency or if the student is reported missing. In the event the student is under the age of 18 and is not emancipated, the college is required to contact the custodial parent or guardian.

If upon investigation by MCDPS and staff, the resident student has been determined to be ‘missing’ for at least 24 hours, the following will occur within the next 24 hours:

A college representative will attempt to notify the resident’s designated emergency contact person, or If the student is under 18 years of age, a college representative will contact the custodial parent or legal guardian, and MCDPS will inform the appropriate law enforcement agency.

The investigation will continue in collaboration with law enforcement officers, as appropriate.

WHO TO CONTACT IF A STUDENT IS MISSING	
Campus Police Department	(205) 929-1720
Director of Residence	(205) 929-1455
Dean of Student Affairs	(205) 929-1156
Fairfield Police Department	(205) 786-4111
Jefferson County Sheriff’s Department	(205) 325-1450
Emergency Assistance	911

CRIME AND FIRE LOG

The College maintained a crime log to report the daily incidents and alleged criminal incidents that occurred and reported to the campus police or security department. The [crime and fire log](#) is maintained on-site and available for inspection upon request by calling (205) 929-1720.

WHAT IS THE DIFFERENCE BETWEEN A FIRE ALARM AND A CAMPUS EVACUATION?

BUILDING EVACUATION

When a fire alarm is sounded don't assume it's a false alarm. Everyone in that building is required to evacuate the building. Remain calm, and evacuate the building safely. Once the fire department arrives and determines what the problem is, an all-clear will be given to re-enter the building by MCDPS Officers. This type of building evacuation is usually a localized incident and only impacts a small part of the campus. This type of emergency is different from a campus-wide evacuation.

LOCATIONS FOR INDIVIDUAL BUILDING EVACUATION SITES:

- **Alabama** – Exit the building calmly to the Emergency Call Box Tower. If exiting from the West exit, move calmly to the LRC field
- **Arthur Means Building** - Exit the building calmly to Lot A
- **Band Annex** - Exit the building calmly to Lot A
- **Bell Hall** - Exit the building calmly to Zeta Phi Beta Greek stone
- **Brown Hall** - Exit the building calmly through either side of the building or the front of the building toward Myron Massey Blvd.
- **French Center** – Exit the building calmly to the Emergency Call Box Located in the LRC field.
- **Law Building** - Exit the building calmly to the Emergency Call Box Tower
- **LRC** - Exit the building calmly to the Emergency Call Box toward the field
- **McKenzie Hall** - Exit the building calmly to the Emergency Call Box Tower toward the field
- **Pearson Hall** - Exit the building calmly to Lot C
- **Ramsey Hall** - Exit the building calmly to Emergency Call Box Tower
- **Norton Student Government Center** – Exit the building to the Emergency Call Box Tower
- **Welcome Center** - Exit the building calmly to 58th Street

LOCATIONS FOR RESIDENCE HALLS' EVACUATION SITES:

- **Bass Hall** - Exit the building calmly and follow directions from the Resident Director and MCDPS officers. The evacuation location is the Emergency Call Box Tower
- **Murchison Hall** - Exit the building calmly and follow directions from the Resident Director and MCDPS officers. The evacuation location is the Emergency Call Box Tower
- **Pitts Hall** - Exit the building calmly and follow directions from the Resident Director and MCDPS officers. The evacuation location is the Emergency Call Box Tower
- **Snorton** - Exit the building calmly and follow directions from the Resident Director and MCDPS officers. The evacuation location is Court E
- **Stewart-Reddick Hall** - Exit the building calmly and follow directions from the Resident Director and MCDPS officers. The evacuation location is Court E

CAMPUS EVACUATION

This type of evacuation may or may not involve an audible alarm. If a campus-wide evacuation is necessary, Miles College's Emergency Response Team will meet to determine the best course of action. Miles College's communication office will keep the College community updated and pass on any relevant information.

If the campus is being evacuated, once outside, follow the instructions of MCDPS officers or the Fairfield Fire Department who will guide you to a safe evacuation location.

WHERE IS MILES COLLEGE'S EVACUATION SITE?

During a campus-wide evacuation, all those on campus will be directed to 58th street unless directed elsewhere. Once in the designated evacuation location, remain there and follow the guidance of emergency personnel and senior staff members. The emergency personnel will be easily identified by bright-colored vests.

WHAT IS THE ROUTE TO EVACUATE THE CITY?

[View map](#) of the evacuation route to follow in the event the entire campus must evacuate the city.

DOES THE COLLEGE CONDUCT EMERGENCY EVACUATION DRILLS?

Each semester Miles College conducts practice fire drills in each of its Residence Hall and Administration Buildings once annually.

IF I HAVE A DISABILITY, HOW DO I EVACUATE THE CAMPUS?

If you are unable to evacuate without assistance, faculty, staff, or students must notify MCDPS of your location. If you are able to, notify the MCDPS Office by using your cell phone or campus emergency phones. (On campus emergency phones dial x1720) If you are able to, proceed to an evacuation stairwell and wait for emergency personnel to arrive. Transporting disabled individuals up or down stairwells should be avoided until emergency personnel arrives.

ACTS OF VIOLENCE ON CAMPUS

There are times that incidents may occur on campus that involve violence, disruptive behavior, riots, terrorist acts, and the use of weapons. These incidents usually happen with little or no warning. It is important that the Miles College community responds quickly.

IMMEDIATE ACTION

- Notify MCDPS Officers immediately at 205-929-1720
- If you are unable to notify Campus Police, call 911.
- When you call either Campus Police or 911 give as much information as possible
- Remain calm if possible and let the person on the phone know:
 - What is happening?
 - The location of the incident
 - Who is involved?
 - If there are any weapons being used or shown
 - Who you are, name, address, where on campus are you

There is a good chance the person you are talking to will ask you to remain on the line. It is very important that you follow their instructions. Reporting complete, accurate information will allow law enforcement to manage the incident more effectively.

The decision to call in additional law enforcement agencies will be made by the campus police chief or his designee.

The members of the Miles College community can assist with the safety and well-being of all by cooperating with law enforcement personnel and the instructions they give.

EMERGENCY MANAGEMENT

"Emergency Management" is the systematic approach to preparing for, responding to, and recovering from major emergencies. While all emergencies cannot be avoided all the time, some can be prevented, and most can be managed in ways that minimize their impact on the college.

In general, emergency management takes an "all hazards" approach to planning. This means that plans are intended to be applicable to virtually all emergencies, even though each situation may vary widely.

Miles College has an Emergency Response Team (ERT) made up of senior staff members from a cross-section of the College. This team has put together a Critical Incident Emergency Response plan to address emergency situations in which many different internal departments and, at times, outside agencies must be coordinated. This major coordination effort differs from those emergencies handled on a daily basis.

The ERT has plans in place for Prevention, Incident Management and Recovery, and Business

