



EMERGENCY RESPONSE GUIDE

REPORTING EMERGENCIES

If you discover an emergency on the Campus:

- Call Miles College Department of Public Safety (MCDPS): 205-929-1720
- Stay Calm
- Give your name, and location, and follow emergency-specific instructions (located in this Emergency Response Guide)

Emergency Phone Numbers

MCDPS: 205-929-1720

911

UTILITY FAILURE

Definition:

When any type of utility and/or facility-related system is interrupted or fails, such as electricity, heat, or ventilation.

Actions:

- **For all utility emergencies contact Campus Police/Safety: (205) 929-1440.**
 - If evacuating the building is required use stairwells. **DO NOT USE ELEVATORS.**
- IF IN A LABORATORY SETTING** - End any activities that require ventilation, power, or hazardous materials. Secure your environment and clean up or put away equipment and chemicals that could be considered hazardous. Notify your lab supervisor immediately.

MEDICAL EMERGENCY

Definition:

An injury or illness that poses a risk to a person's life or health.

Actions:

- **Notify MCDPS: 205-929-1720 or 911 immediately.**
- Follow all instructions given by MCDPS.
- Protect yourself and others: be aware of your surroundings.
- Try to avoid contact with blood or bodily fluids.
- Do not move an injured person unless you are able to do so safely without incurring further injury.
- When possible, remain with the injured person until MCDPS and/or medical personnel arrives.
- Administer first aid/CPR only if you are trained/certified and feel comfortable doing so.

MENTAL HEALTH EMERGENCIES / SUICIDE THREATS

Helping a Person Experiencing Acute Emotional Issues:

- Listen to the person. Offer any help if you are able.
- Report concerns to the Counseling and Health Center at 205-855-3072
- [Bear Care](#) for counseling, medical or emotional support (students)
- [EAP](#) program for employees needing counseling services

Immediate Mental Health/Suicide Threat:

988 Suicide and Crisis Lifeline

ON-CAMPUS: MCDPS 205-929-1720

OFF-CAMPUS: 911 for local police response

SUSPICIOUS PERSON**Definition:**

A person or multiple people demonstrating unusual/threatening behavior.

Suspicious Activity Includes:

- Individuals acting furtively and suspiciously.
- Individuals departing quickly when seen or approached.
- Individuals in places they don't belong.
- Individuals forcing their way into a locked area or vehicle.
- Individuals showing unusual mental or physical symptoms.

Actions:

- Notify **MCDPS: (205) 929/1720.**
- Be prepared to tell Campus Police/Safety personnel:
 - Who or what you saw;
 - When you saw it;
 - Where it occurred;
 - Why it's suspicious.

SEVERE WEATHER/NATURAL DISASTER**Definition:**

A significant weather emergency that may impact Miles College such as a snowstorm, severe thunderstorm, or tornado. These events may cause strong winds, rain, hail, ice, or snow.

Actions:***Inclement Winter Weather (Snow/Ice/Wind)***

- Monitor Emergency Notification Systems (e-mail, text alerts, TV, radio, website).
- Closings or other restrictions of travel can be monitored through the college website, radio/television, and Emergency Text Alerts.

Severe Storm/ Flooding

- Monitor Emergency Notification Systems (e-mail, text alerts, TV, radio, website).
- When advised, evacuate to designated safe areas.
- If able, remove items from near windows and secure loose objects.
- Stay indoors during high winds, and keep away from exterior walls and doors.
- Remain in a safe area until the warning expires or until you receive an "All Clear" alert/signal via text, e-mail, overhead announcement, or from emergency personnel.

FIRE / FIRE ALARM / HAZARDOUS MATERIAL

FIRE / FIRE ALARMS: WHEN FIRE OR SMOKE IS DETECTED

RESCUE people in immediate danger if you can do so without endangering yourself.

ALARM – Pull the fire alarm and call **911**.

CONTAIN – If able, contain the fire by closing all doors, windows, and other openings.

EVACUATE the area. Do not use the elevator unless authorized by emergency personnel.

EXTINGUISH – Extinguish only a small fire AND ONLY if you have been trained. Remember

PASS P (PULL) – A (AIM) – S (SQUEEZE) – S (SWEEP)

Hazardous Materials: On Campus

- Isolate area of spill/leak. Do not attempt to clean.
- Call MCDPS: (205) 929-1720.
- Follow instructions given by emergency personnel for shelter-in-place or evacuation.
- If possible, note any of the characteristics of the material: name, odor, color, physical description
- Report any injuries or exposure to MCDPS (205) 929-1720 *immediately*.

Hazardous Materials: Near Campus

- MCDPS will be notified.
- Follow Emergency Alert messaging for shelter-in-place or evacuation instructions.

BOMB THREAT / SUSPICIOUS PACKAGE

BOMB THREAT

If you receive a telephone bomb threat

- Do not hang up.
- Remain calm.
- Try to prolong the conversation and get as much information as possible
- Note what you hear. Are there background noises, such as music, voices, or cars?
- How does the caller's voice sound? Any accent? What sex? What age? Any unusual words or phrases?
- How is the bomb location described?
- Does the caller use a person's name?
- Does the caller give his/her name?

Call Campus Police/Safety: (205) 929-1720 and report a bomb threat. Give the operator all the information you collected on the checklist. Identify yourself - give your name, address, and phone number. If it is deemed necessary to evacuate, you will be notified by the Emergency Notification System or by email and text messaging. Evacuate via the primary route for your area, or by the alternate route if so directed.

SUSPICIOUS PACKAGE

If you discover a suspicious item or package:

Leave it untouched and secure area until Campus Police or first responders arrive
Stay away from the package and refrain from touching or moving it in any way.

Call MCDPS: (205) 929-1720

and report a suspicious item. You may be asked to assist in a search because you are familiar with the area.

If you notice any of the following characteristics pertaining to suspicious packages, please take immediate precautions:

- Protruding wires or aluminum foil;
- Oily stains, discolorations, or odor;
- Ticking sound;
- Excessive security material such as masking tape, string, etc.

SHELTER IN PLACE / EVACUATION

Definition:

In the event of an internal or external disaster, if there is evidence of possible harm to students, visitors, staff, or faculty, an order for protecting yourself in your current location or evacuation of your area may be given.

Shelter in Place:

Stay in your current location. If outside, move immediately to the nearest building and await further instruction.

Actions:

- MCDPS and/or Administration will initiate and communicate a Shelter in Place order.
- Ensure all personnel is inside of campus buildings, facilities, and rooms.
- If possible, account for individuals that you are supervising in your area.
- Secure points of entry; doors and windows.
- Keep sheltering individuals away from points of entry.
- All personnel should remain in the secured area until an “All Clear” announcement is made via the Emergency Notification System or by emergency personnel.

Evacuation:

Leave your location at once. Evacuation requires everyone to exit a building, area, or campus.

- An order to evacuate a building or area of campus may be given by Campus Police/Safety, Administration, or emergency personnel.
- Occupants should use the nearest and safest exit when an evacuation order is given.
- Evacuate in a CALM MANNER and avoid blocking entrances.
- Based upon the type of emergency, occupants may be asked to move farther away from the impacted area(s).
- Remain calm at all times and follow the instructions of your supervisor, professor, Campus Police/Safety, and emergency personnel.

ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. All employees can help prevent and prepare for potential active shooter situations.

IF YOU ARE IN IMMEDIATE DANGER

RUN: Escape from the area if you are able.

HIDE: Find a safe and secure hiding area.
Remain there quietly until Police

FIGHT: Use all available objects and weapons
to attack the shooter.

RUN If you observe a person on campus, adjacent to campus, or enters a college building brandishing a firearm or other weapon:

1. Exit the building immediately, if possible.
2. Notify others to exit the building and find a safe location and or shelter outdoors
3. Call 911 or 205-929-1720 and relay the following information:
 - Your name and location
 - Location of the incident and number of shooters
 - Identity and description of the shooter(s)
 - Type of firearm(s) used
 - Number and location of victims and their injuries

HIDE If you are unable to exit the building or if you cannot lock the door:

1. Try to remain calm.
2. Proceed to the nearest room, close, lock the door, and turn off all interior lights, if possible.
3. Block or blackout all door windows and any other windows.
4. Turn off all devices that emit noises and sounds, and place mobile phones on silence.
5. Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, and filing cabinets. etc.
6. Notify MCDPS (205) 929-1720 and relay the following information:

** "This is _____, (state your name) I am located at _____, (give your location) we have an active shooter, gunshots fired."*

** If you were able to see the shooter, give the numbers of active shooters, a description of the persons(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity - if known.*

** If you observed any victims, give a description of the location and number of victims.*

** If you observed any suspicious devices (improvised explosive devices), provide the location seen and a description.*

** If you heard any explosions, provide a description and location.*

If an active shooter enters your office or classroom, you should:

1. Try to remain calm.
2. Try not to do anything that will provoke the active shooter.
3. If there is no possibility of escape or hiding, only as a last resort when it is imminent that your life is in danger should you make a personal choice to attempt to negotiate with or overpower the assailant(s).
4. If the decision is to overpower the assailant(s), a multiple-person attack has a better chance of success than a single-person attack.
5. Once the decision has been made, throw everything on hand at the assailant(s) - books, pens, chairs etc. while engaged in the attack.
6. Call 804-523-5911 or 911, if possible, and provide the information listed in the previous guideline.
7. If the active shooter(s) leaves the area, barricade the room, or proceed to a safer location.

If you encounter an active shooter, you should:

1. Try to remain calm.
2. When an imminent threat to your life is presented, you should make a personal choice to attempt to negotiate or overpower the assailant(s).
3. If you choose to negotiate, do not make direct eye contact with the assailant.
4. Speak calmly.
5. If you choose to **FIGHT**, the shooter:

What to expect from responding police officers?

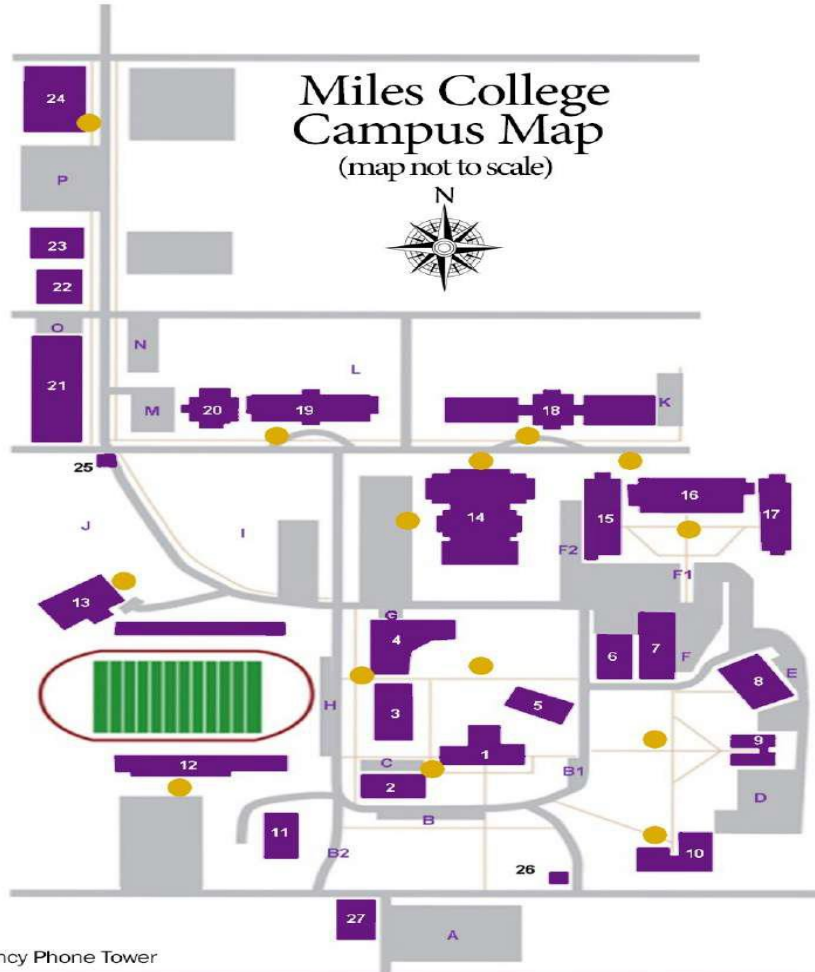
Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. Do exactly as the officers instruct. Do not deviate from their instructions to prevent being targeted as an aggressor. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured. Never point at an officer during an active shooter incident.

The objectives of responding police officers are:

1. Immediately engage or contain the active shooter(s) in order to stop life-threatening behavior.
2. Identify threats such as improvised explosive devices.
3. Identify victims to facilitate medical response and care.

Miles College Campus Map

(map not to scale)



● - Emergency Phone Tower

CAMPUS BUILDINGS

- | | |
|--|---|
| 1. Brown Hall | 15. L.H. Pitts Women's Residence Hall |
| 2. Williams Hall | 16. Richard O. Bass Women's Residence Hall |
| 3. Taggart Hall | 17. E.P. Murchinson Men's Residence Hall |
| 4. Kirkendoll Learning Resources Center | 18. Stewart Reddick Men's Residence Hall |
| 5. Social Science Building/Miles Law Sch | 19. Bishop Teresa E. Snorton Residence Hall |
| 6. McKenzie Hall | 20. Welcome and Admission Center |
| 7. Alabama Hall | 21. Pearson Hall |
| 8. Norton Student Union Building | 22. Arthur Means Jr. Band Room |
| 9. Erskine Ramsay Hall | 23. Band Annex |
| 10. Bell Hall | 24. Knox-Windham Gymnasium |
| 11. President's Residence | 25. West Gate Entrance |
| 12. Albert J. H. Sloan Stadium | 26. East Gate Entrance |
| 13. Field House | 27. Social Work Annex |
| 14. Dr. George T. French Jr. Student Activities Center | |

CAMPUS PARKING

- | | |
|--|---|
| A. Student Parking | G. Faculty, Staff, and Student Parking |
| B. Administrative Parking | H. Reserved Faculty and Staff Parking |
| B1. Administrative Parking | I. Faculty, Staff, and Student Parking |
| B2. Faculty and Staff Parking | J. Faculty, Staff, and Student Parking |
| C. Reserved Faculty and Staff | K. Student Parking |
| D. Reserved Faculty, Staff, and Student Parking | L. Student Parking |
| E. Student Parking | M. Faculty, Staff, and Visitor Parking |
| F. Reserved Faculty, Staff, and Student Parking | N. Faculty, Staff, and Student Parking |
| F1. Student Parking | O. Reserved Faculty and Staff Parking |
| F2. Reserved Faculty, Staff, and Student Parking | P. Reserved Faculty, Staff, and Student Parking |