



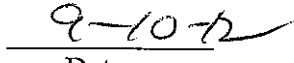
Mississippi Department of Education

Safety Plan for the
500 Greymont Avenue Building
Suite F

Employee safety is the top priority at the Mississippi Department of Education. This plan provides procedures to be followed by employees in the 500 Greymont Avenue building, suite F, in different emergency situations. All employees who work in the Greymont Avenue building should be familiar with these procedures so that they can react quickly and properly in the event of an emergency. This will help prevent injury and possible loss of life. The support and assistance of all employees in this effort is greatly appreciated.



Lynn J. House, Ph.D.
Interim State Superintendent of Education



Date

Building Fire Alarm

When the building fire alarm (one long blast from the air horn) sounds or an evacuation order is issued everyone in the building should immediately use the nearest exit to leave the building. Safety and preservation of life are the primary concerns during emergency situations. Evacuation assistance should be rendered to building visitors and disabled persons as feasible. Doors should be closed as offices are vacated to reduce ventilation and slow the progress of the fire.

All fire alarms will be treated as real emergencies and the building will be evacuated.

Assigned monitors will ensure all personnel in their areas evacuate the building, will assist disabled individuals move to a safe haven, and will report the status of their assigned areas to the security officer at the rally point (wearing orange vest).

The outside rally point for the 500 Greymont Avenue building is the Southeast corner of the parking lot. All employees are to assemble at the rally point so that it can be determined if anyone is missing and possibly still in the building. All personnel are to remain at the rally point until the "all clear" is announced, when it is safe to reenter the building.

In addition to the automated system, fire alarm signals may be activated manually from any of the fire alarm "pull stations" that are located in the building. A manual alarm should be activated by an employee that sees an uncontrolled fire that has not yet set-off the automated alarm system.

Storm Sirens

When the emergency storm sirens sound to indicate that there is a severe weather warning in downtown Jackson, everyone in the 500 Greymont Avenue building should immediately proceed to the central hallway running lengthwise in the building, away from windows. Evacuation assistance should be rendered to building visitors and disabled persons as feasible. Monitors will ensure all personnel in their assigned areas proceed immediately to the designated safe area. Everyone should remain in the designated area until it is determined that it is safe to resume normal operations and the "all clear" is announced. Office doors should be left open to reduce the effects of pressure change should the building be hit by a tornado.

Bomb Threat

In the event a bomb threat is received by telephone, the person receiving the bomb threat should remain calm and attempt to keep the caller on the phone. The person receiving the call should take notes during the conversation and should attempt to obtain the following information:

1. When the bomb is going to explode.
2. Where the bomb is located.
3. The type of bomb.
4. A description of the bomb.

5. Why the bomb was placed.
6. Where the caller is calling from.

The recipient of the call should pay special attention to the caller's voice in an attempt to determine the sex and age of the caller and try to determine if the caller has an accent. The recipient should also listen for background noises that might help to identify the location of the caller. Other voice characteristics such as stuttering, nervousness, and familiarity should be noted.

After the recipient of the call has obtained all possible information, the security officer on duty should be immediately notified by dialing 601-576-4988. The security officer on duty will immediately notify the Jackson Police dispatch (601-960-1234). A decision will be made quickly concerning evacuation of the building.

The building evacuation procedures are the same as in case of fire, with the following exceptions:

1. Take anything with you that you brought in such as purses, briefcases, bags, packages, etc.
2. Quickly scan your work area as you depart and report any suspicious articles noticed to the security officer (wearing orange vest) at the rally point.
3. Doors are to be left open.

Monitors should report to the security officer in charge (wearing orange vest), and the same procedures are to be followed as in case of a fire. The evacuees must remain at the rally point until "all clear" is announced by the security officer on duty.

Earthquake

In the event of an earthquake:

- DROP to the ground (before the earthquake drops you!),
- Take COVER by getting under a sturdy desk or table, and
- HOLD ON to it until the shaking stops.

If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. Do not try to run to another room just to get under a table. The main point is to not try to move but to immediately protect yourself as best possible where you are. Earthquakes occur without any warning and may be so violent that you cannot run or crawl; you therefore will most likely be knocked to the ground where you happen to be. You will never know if the initial jolt will turn out to be start of the big one. You should Drop, Cover, and Hold On immediately!

Medical Emergency

In the event of an emergency requiring urgent medical response, the following steps should be taken:

1. Call 911 and request Emergency Medical Services (EMS). Be prepared to provide the building address (500 Greymont Avenue), and room number within the building. Someone should be assigned to go and wait by the building entrance door to escort EMS personnel to the location of the victim.
2. Contact the Security Officer on duty in the building (601-576-4988).
 - The security officer on duty will:
 - if the emergency warrants CPR, notify two CPR qualified staff members;
 - notify the Human Resources office (601-359-3511)
3. Utilize Semi-Automatic External Defibrillator (AED) if needed. An AED will be available in the Break Room. There is to be at least one trained staff member in each of the six departments.
4. Utilize the First Aid Kit in office 603 if needed.

Building Intruder

Access to the 500 Greymont Avenue building is limited to staff members and authorized visitors. If a person in the building does not have an employee or visitor badge displayed:

1. Ask if you can assist him/her, and advise the person that he/she must sign-in and obtain a visitor's badge from the security desk at the main entrance.
2. If the person is uncooperative, or you feel that he or she is unapproachable, contact the security officer on duty in the building at 601-576-4988.

In the event of a hostile intruder in the building, the security officer on duty will initiate a lock-down of the building by making the following announcement: "Code White." When this announcement is made, the following lock-down procedures are to be followed, as feasible:

1. If it is safe to evacuate the building, **GET OUT!** Otherwise, clear the hallways immediately and take refuge in the nearest office space.
2. Lock all interior doors.
3. Turn off all lights and close shades, blinds, or curtains on windows.
4. Sit on the floor, under furniture, out of view to the maximum extent possible.
5. Silence cell phones and any other sound making devices that might give away your position.
6. Use extreme caution and discretion when allowing anyone entry into a room.
7. During the lock-down, ignore any fire alarm activation.
8. Keep all phone lines open except to pass current information about the location/status of the intruder to law enforcement (Jackson Police dispatch, 601-960-1234).
9. Remain in lock-down until "all clear" is announced by Capitol Police, other law enforcement, or MDE leadership personnel.