

# INCIDENT PREPAREDNESS PLAN

Paul B. Johnson Building  
3825 Ridgewood Road  
Jackson, Mississippi



July 2017

## Contents

NOTIFICATION OF A THREAT OR INCIDENT .....	3
EVACUATION PLAN .....	4
PROCEDURES BASED ON THE TYPE OF THREAT.....	7
Tornado or Severe Thunderstorm .....	7
Inclement Weather Involving Threat of Hail .....	7
Medical Emergencies.....	7
Non-Emergency Medical (First Aid) .....	8
Fire or Smoke .....	8
Gas Leak, or Hazardous Spills or Releases.....	9
Power Outage.....	9
Flooding Due to Pipes or Sprinklers .....	10
Suspicious Person or Activity, Civil Disturbance, or Demonstration.....	10
Suspicious Package Delivered .....	10
Hostage / Active Shooter .....	11
Bomb Threats and Weapons of Mass Destruction (WMD) .....	11
IHL INCIDENT RESPONSE TEAM ROLES AND RESPONSIBILITIES.....	12
FLOOR CAPTAINS .....	14
RESPONSE PLAN CONTACT INFORMATION .....	15
QUICK COLOR CHART BY RISK .....	17

## NOTIFICATION OF A THREAT OR INCIDENT

If any person is aware of a significant threat or threatening condition, he or she should immediately report it.

### **Incident Phone Numbers:**

Fire, Police, Medical:	911
IHL Security Office:	(601) 432-6598 / (601) 432-6456
IHL Security Cell Phone:	(601) 540-8579
IHL Commissioner:	(601) 432-6623
IHL Commissioner's Designee:	(601) 432-6644
Risk Management:	(601) 432-6688 / (601) 941-8602
Human Resources:	(601) 432-6134
Physical Plant:	(601) 432-6597 / (601) 432-6218
Physical Plant Cell Phone:	(601) 941-3086

**For Fire, Police, and medical emergencies, first call 911 immediately** and then IHL Security personnel. If notified of an emergency, Security will also call 911 (as a redundancy to ensure that notification occurs). Security will notify the Commissioner and Risk Management of any significant incidents or threats.

Significant incidents or threats **shall be reported to the Commissioner** or, in his absence, his designee. The Commissioner or his designee will determine the need to evacuate, go to the basement, or lock down the building.

**No IHL employee should comment to the media on behalf of IHL without approval from the Director of Communications.**

## Incident Alerting System

The following methods will be used to alert personnel of the need to evacuate, go to the basement, or lock down the building:

- **Activate Alarm.** Security will activate the alert announcement system.
- **Announcement.** An announcement of the alert will be given by a designee of the Commissioner, the Director of Communications, Security, or Risk Management as determined by the situation. The PA system can be heard throughout the building.
- **Call Floor Captain.** If the PA system fails for any reason, Risk Management personnel will contact at least one Floor Captain per floor who will notify and assist occupants in responding to the alert. Each floor has two volunteer Floor Captains to increase the chance that at least one will be on the floor at a particular time. If one is not reached, Risk Management will assist occupants on that floor. A list of the Floor Captains and their contact numbers is attached as Appendix A.
- **Email Notification.** After occupants are notified and safe, an email notification to “All” building personnel should follow in most instances so that employees located elsewhere may also receive the notification. This email will be sent by the Director of Communications. If the Director of Communications is unavailable, the Commissioner, his/her designee, or the Director of Risk Management may send the email notification.

## EVACUATION PLAN

The decision to evacuate will be made by the Commissioner or his designee. Upon hearing the alarm and announcement to evacuate, occupants should:

- Remain Calm
- Leave the building immediately by walking calmly to the nearest stairwell

**The last person to leave an area should see that all doors to their area are closed.** A closed door will signal that an office or other room is unoccupied.

- Floor Captains will assist individuals on their floors, including those with disabilities. Once outside or in the basement, Floor Captains will take roll to determine who may be missing.

If evacuation is NOT Weather-Related:

Exit the building on the south side (back) of first floor and continue to the “Visitor Parking” area (**Purple**) which is on the south side of the building. This will be your gathering point where you should remain with your Floor Captain.

Once outside, **do not re-enter the building until notified**. The Commissioner and/or Security will provide additional instructions as necessary.

If evacuation IS Weather-Related:

All personnel will proceed to the basement instead of leaving the building. Remain in the basement near your Floor Captain until the threat has passed and the Commissioner or Security notifies you of that fact.

If for any reason a person is unable to evacuate, Floor Captains will assist that individual to an *Area of Refuge*, which is the safest temporary refuge on each floor that the person can safely get to. This area may be inside the stairwell, but circumstances may require a different *Area of Refuge*. Once Floor Captains exit the building, they will inform emergency responders as to the location of the individual.

*Please see the Evacuation and Safe Assembly illustration which is on the following page.*

**Training and Preparation Related to the Evacuation Plan**

Risk Management will coordinate an annual evacuation drill. The drill may be conducted in concert with the annual fire drill. Prior to each annual drill, Floor Captains and Security will be trained so that they understand their responsibilities under this policy.

Individuals with Physical Impairments or Disabilities

If you may need assistance in the event of an evacuation of the building during an emergency, please discuss possible accommodations with Human Resources. It is important that possible accommodations be discussed before an emergency occurs. Human Resources will coordinate with the employee, Risk Management, and the Floor Captains who are best able to assist. An individualized written plan, which will not disclose the employee's medical condition, will be developed based on an individualized assessment. If the plan requires other employees to assist, the plan will provide for back up assistance in the event that one or more of the identified individuals is not available during an evacuation. Each of the persons identified in the plan will be given a copy of the plan after discussion and agreement to its contents. If the plan fails, the safest area on each floor is in the stairwell.

Floor Rosters

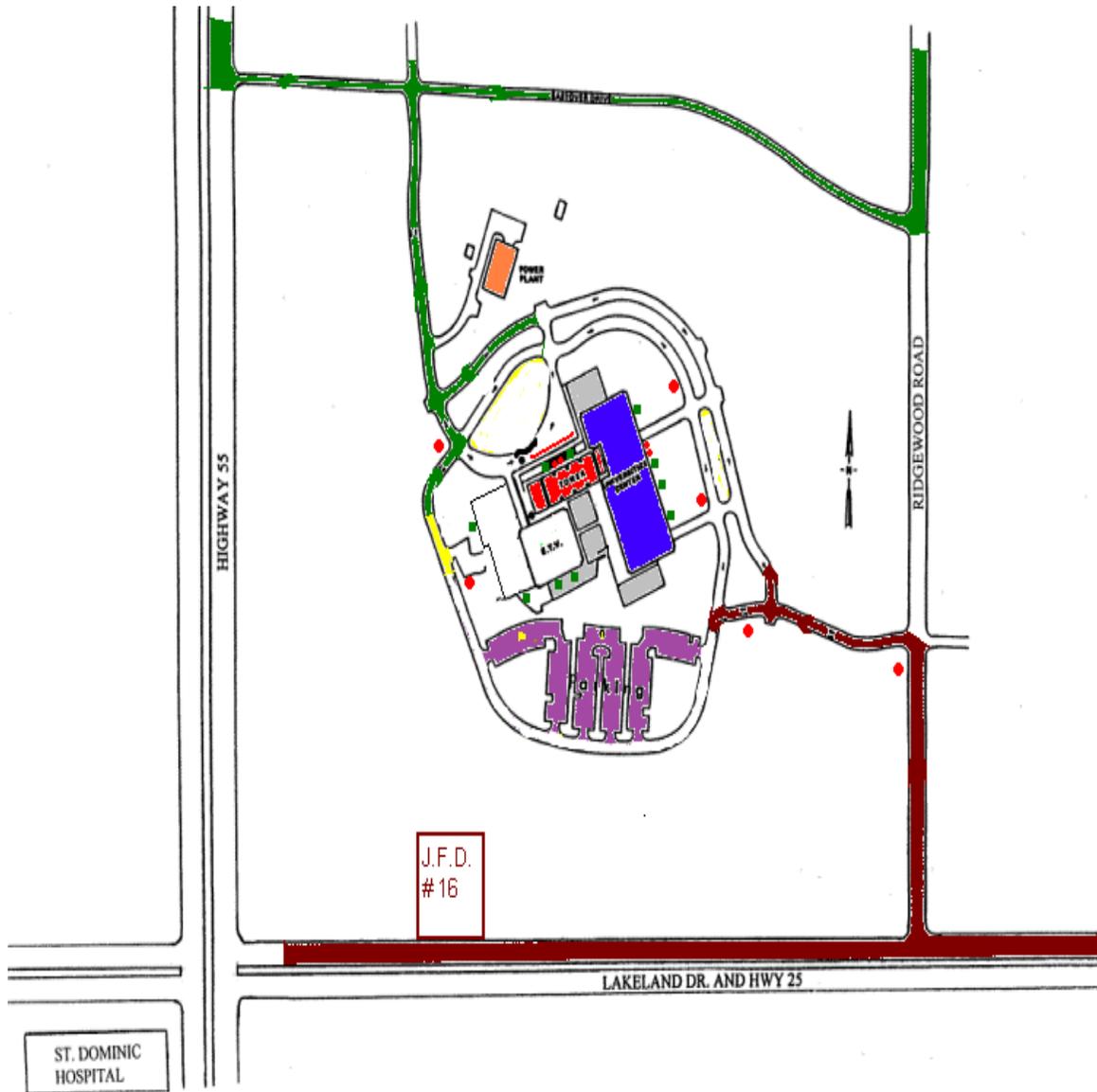
Floor Captains shall keep an updated list of individuals on his/her floor. Floor Captains are to update the list quarterly. The list should be printed and located in a place of easy access. If evacuating, take the roster to help determine that everyone from your floor has safely evacuated.

Signage

Risk Management and Facilities are responsible for posting signage relating to the evacuation route.

**Evacuation and Safe Assembly Points:**

- Ridgewood Road **Maroon**
- Eastover Drive **Green**
- South Parking Lot Assembly Areas **Purple**



## **PROCEDURES BASED ON THE TYPE OF THREAT**

### ***Tornado or Severe Thunderstorm***

If the tornado sirens sound, Security will implement a mass notification alert advising occupants to proceed to the basement and contact the Physical Plant advising them of the alert. The Floor Captains will assist occupants on their floor, ensuring that all office doors are closed after rooms are vacated. If a door is closed and locked, Floor Captains may verify that the room is unoccupied by knocking on the door before proceeding to the next room. All floors shall then proceed to the basement using the stairwell. Roll will be taken by each Floor Captain upon arrival in the basement to determine if people are missing. Stay in your group near your Floor Captain.

Floor Captains should report any injuries and/or damage to Risk Management and Human Resources.

The Commissioner or designee will determine when it is "All Clear" to return to work. Return to normal business operations when directed to do so by the Commissioner or designee.

### ***Inclement Weather Involving Threat of Hail***

If a significant threat of hail exists, the Commissioner or his designee may activate a parking plan by which Risk Management, Facilities Maintenance, and Security will coordinate to help individuals park their vehicles in covered areas.

### ***Medical Emergencies***

- Call 911 immediately if the injury may be life threatening
- Notify Security Office (601) 432-6598 or (601) 432-6456
- Do not move the victim unless absolutely necessary
- Contact Risk Management or Human Resources if first aid or CPR is needed prior to the arrival of professional medical help. Risk Management and Human Resources will maintain a list of employees with First Aid or CPR certification who are willing to assist.

An Automated External Defibrillators (AED) is located on each floor, as well as in the board room.

Each floor is equipped with a first aid kit designed to accommodate the number of people on that floor. On each floor, the first aid kit will be kept in one of two hallway compartments which will be labeled "First Aid" (and is also where the fire extinguishers are kept). Until Emergency Medical Services (EMS) arrive, administer first aid in the building, or in the event of a complete evacuation, at the designated safe staging area. Additional emergency supplies are available at the Security Office and the Physical Plant.

### ***Non-Emergency Medical (First Aid)***

In the event of a non-life-threatening injury, notify your supervisor, Risk Management, and Human Resources.

First aid may be provided by trained staff, and first aid kits are located on each floor in a labelled compartment accessible from the hall way. If you are certified to provide first aid and you would be willing to do so, please contact Risk Management so that you can be added to a contact list for that purpose. If injured and you contact Risk Management or Human Resources, efforts will be made to have a trained volunteer, if one is available, provide temporary assistance. Two members of Risk Management are trained in both first aid and CPR. Human Resources and Risk Management will also help you file a workers' compensation claim if appropriate.

### ***Fire or Smoke***

- Call 911 and then Call IHL Security. Engage the manual fire alarm as you exit down the stairs. A manual alarm or pull station is next to each stairwell exit.
- Security will activate the alarm system and then call 911 (as a redundancy to ensure the fire department is notified).
- If the fire is minor and you are capable, attempt to extinguish the fire using the fire extinguisher located on that floor. Each floor has a fire extinguisher which is located in a labeled compartment off one of the two the main hallways.
- Evacuate the floor according to the evacuation plan detailed in this document.

If the fire is such that it cannot be quickly or easily extinguished by using the floor's fire extinguisher, the Floor Captain should get people away from the area and then isolate the fire by closing the door prior to evacuating the building.

Security will activate the Evacuation Plan and instruct occupants to evacuate to the assembly area (Go to visitor parking on the south side of building – Purple).

Smoke is the greatest danger in a fire. It is imperative to stay near the floor where the air will be more breathable. If you are trapped in the building during a fire, open or break a window and place an article of clothing outside the window as a marker for Fire Service personnel. If possible, place an article of clothing or cloth over your face to filter the air and help with breathing.

### ***Gas Leak, or Hazardous Spills or Releases***

- Notify Security.
- Security will notify the Commissioner and Risk Management.
- Evacuate the Building in accordance with the evacuation plan in this document (Use the stairs and go to visitor parking on the south side of building – Purple).
- Call the Physical Plant (once away from harm) at (601) 432-6597, (601) 432-6218, or cell (601) 941-3086
- The Physical Plant will contact the gas company and coordinate with any necessary outside agency to address any hazardous materials.
- The Commissioner or designee will determine whether employees are to go home and/or when the situation is “all clear” to return to work.

### ***Power Outage***

- Notify Security. Security will notify the Commissioner, Risk Management, and the Physical Plant.
- The Physical Plant will coordinate with the power provider and obtain information regarding the outage. This information will be reported to the Commissioner or designee.
- The Commissioner or designee will determine whether to cease operations.
- The Commissioner, the Commissioner’s designee, or the Director of Communications will inform the employees when to return to work.

## ***Flooding Due to Pipes or Sprinklers***

- Notify Security.
- Security will notify the Commissioner, Risk Management, and the Physical Plant.
- Security will use the PA system to notify employees to evacuate the building to one of two places depending upon the following:
  - If there is no threatening weather, employees should evacuate to the visitor parking area on the south side of the building.
  - If weather is an issue, direct employees to evacuate to the parking garage.
- If the PA system and alarm fails for any reason, Risk Management will coordinate with Floor Captains to notify employees of the need to evacuate the building.
- Once outside the building, the Commissioner or designee will determine whether non-essential employees should be asked to return to their homes until further information is provided.

## ***Suspicious Person or Activity, Civil Disturbance, or Demonstration***

- Notify Security at (601) 432-6598, (601) 432-6456 or cell (601) 540-8579
- Security will be responsible for contacting and informing the Commissioner as may be appropriate

## ***Suspicious Package Delivered***

- Do not touch the package
- Call Security at (601) 432-6598, (601) 432-6456 or cell (601) 540-8579
- Security will notify the Commissioner
- Security will call 911 to request assistance
- Based upon information available, the Commissioner or his designee will determine whether to evacuate the building or a specific area

## ***Hostage / Active Shooter***

- If you see someone with a weapon and/or you are taken hostage, **ensure your safety first**
- Call 911
- Notify Security at (601) 432-6598 / (601) 432-6456 (cell: (601) 540-8579)
- Security will notify the Commissioner as well as state and federal law enforcement

If possible, remain in your office and lock and/or barricade the door. Remain silent and silence your cell phone. Try to hide behind something solid. Only attempt to escape if you know where the dangerous person is located and if a good opportunity arises.

If taken as a hostage, try to stay calm. Remember that the primary objective of IHL and police will be to secure your safe release as quickly as possible.

Do not make provocative remarks to the perpetrator(s). Try to establish some type of rapport with the individual if possible.

## ***Bomb Threats and Weapons of Mass Destruction (WMD)***

- Remain calm
- Threats by Phone - If you receive the threatening call, you should:
  - Obtain as much information as possible. Seek information as to where, when, what type of bomb, and how the caller knows about it. Write down what he or she tells you. See if your telephone identifies the caller's telephone number, and write it down.
  - Call 911 and then Security
  - Security and Risk Management will notify state and federal law enforcement as appropriate
- Threats by Mail, Email, or Package

If a suspicious package or device is found, immediately notify Security, who will then notify the proper authorities. Do not touch or handle the suspicious item. Request that all occupants leave the room where the

suspicious package is located, and close the door when the room is vacated.

## **IHL INCIDENT RESPONSE TEAM ROLES AND RESPONSIBILITIES**

### **Commissioner**

Room 909, (601) 432-6623  
Alternate: Basement Technology Center

- Declares emergency and activates the procedures in this Plan
- Determines status of Paul B. Johnson building (open or closed)
- Determines the conclusion of the Incident, and directs administrative personnel accordingly
- Provides leadership and determines when to deviate from this Plan

### **Director of Physical Plant**

Physical Plant, (601) 432-6218; Cell (601) 941-3086  
Alternate: Basement Technology Center

- Coordinates with Risk Management to establish an Incident Command Post (ICP) with proper staffing. The ICP is simply a safe place with communication capability by which the Incident Response Team can operate during an emergency.
- Directs the actions of the Physical Plant and Security personnel in cooperation with the needs of the response
- Communicates with power and gas company, as well as any third parties as it relates to a hazardous condition
- Assists Risk Management with signage and/or labelling to include the evacuation route as well as the first aid and fire extinguisher cabinets.
- Cooperates with any safety plans relating to accommodation of an individual with a disability.

### **Physical Plant Personnel**

Physical Plant Personnel are responsible for taking appropriate action to coordinate effectively with emergency responders. Physical Plant Personnel report directly to the Physical Plant Director.

### **Security**

Room 106, (601) 432-6598 / (601) 432-6456; Cell (601) 540-8579

- Activates the proper alert

- Establishes contact with incoming incident response personnel
- Ensures that emergency vehicles have access to areas critical for incident response operations
- Coordinates orderly evacuation of vehicles as needed
- Provides law enforcement / employee security as needed
- Notifies and coordinates with Building Liaisons at Mississippi Public Broadcasting and the E.E. Thrash Universities Center

**Public Affairs Officer (Director of Communications)**

Room 923, (601) 432-6333  
 Alternate: Room 927, (601) 432-6647

- Serves as official IHL spokesperson to media per Commissioner’s Office Communications Crisis Management Plan
- Establishes Media Center and coordinates media access to incident
- Prepares press releases regarding incident situation as necessary
- Ensures that media broadcasts are being monitored for misinformation

**Risk Management**

Room 421, (601) 432-6624; Cell (601) 941-8602  
 Alternate: Room 431, (601) 432-6688; Cell (601) 624-5306

- Establishes contact with Floor Captains and Director of Communications
- Serves as liaison between Security Officers and Floor Captains regarding incident type, size and complexity, safe staging areas, and coordination of orderly return to workstations
- When necessary, and in concert with the Director of Physical Plant, establishes an Incident Command Post (ICP) and staffing as needed. Notifies the Incident Response Team of ICP location.
- Ensures that the Plan is operational and being carried out.
- Coordinates and conducts annual fire/evacuation drill as well as provides training related to this policy.
- Maintains, updates, revises, and distributes this policy to IHL employees.
- Contacts Floor Captains or individuals if PA system fails during an emergency.
- Maintains list of employee-volunteers certified to administer first aid (in addition to having Risk Management staff certified in first aid and CPR).
- With Human Resources, assist employees with workers’ compensation reporting and filing.

## Appendix A

### FLOOR CAPTAINS

<b>BASEMENT</b> Edwin Hill (601) 432-6396		
<b>1<sup>ST</sup> FLOOR</b> Shawanda Taylor (601) 432-6456 ~ Jeffery Haymer (601) 432-6598	<b>2<sup>ND</sup> FLOOR</b> Renotta Jones (601) 432-6664 ~ Beverly Jackson (601) 432-6437	<b>3<sup>RD</sup> FLOOR</b> Ronjanett Taylor (601) 432-6380 ~ Brad Rowland (601) 432-6233
<b>4<sup>TH</sup> FLOOR</b> Sherry Smith (601) 432-6646 ~ Christina Rushing (601) 432-6147	<b>5<sup>TH</sup> FLOOR</b> Tonia Lonie (601) 432-6205 ~ Rodney Hodges (601) 432-6341	<b>6<sup>th</sup> FLOOR</b> Kenneth Wheatley (601) 432-6171 ~ Jim Southward (601) 432-6439
<b>7<sup>TH</sup> FLOOR</b> Jason Knight (601) 432-6504 ~ Neal Smith (601) 432-6324	<b>8<sup>TH</sup> FLOOR</b> Corey Miller (601) 432-6353 ~ Bob Neal (601) 432-6143	<b>9<sup>TH</sup> FLOOR</b> Amber Palmer (601) 432-6326 ~ Hannah Griffin (601) 432-6326

Floor Captain responsibilities:

- Updates floor rosters quarterly to ensure they are current.
- Ensures orderly evacuation of designated floor if deemed necessary or if notified.
- Directs personnel to proper stairway and safe assembly point.
- Checks all restrooms to ensure there is no one left in them.
- Assists disabled personnel / visitors as needed. If person is unable to evacuate due to disability or injury, accompany him or her to an *Area of Refuge* and make request for rescue to emergency responders after you have evacuated.
- Accounts for all personnel by taking roll at assembly area once evacuation has been completed.
- Coordinates orderly return to workstations (advises on status of "All Clear") or other needed information as received from the Emergency Response Team or emergency responders.

## Appendix B

### RESPONSE PLAN CONTACT INFORMATION

#### TELEPHONE DIRECTORY

NAME	EMERGENCY POSITION	TELEPHONE NUMBER(S)
Shawanda Taylor Jeffery Haymer	Security Office	(601) 432-6456 (601) 432-6598 (601) 540-8579 cell
Dr. Glenn Boyce	Commissioner	(601) 432-6623
Harry Sims	Alternate	(601) 432- 6644
Jim Barnett	Director of Physical Plant	(601) 432-6218 (601) 941-3086 cell
Ronald Williams	Alternate	(601) 432-6597 (601) 212-4812 cell
Glynn Babb	Emergency Coordinator/Safety Officer	(601) 432-6624 (601) 941-8602 cell
David Buford	Alternate	(601) 432-6688 (601) 624-5306 cell
Caron Blanton	Public Affairs Officer	(601) 432-6333 (769) 257-4585 cell
Clotee Lewis	Alternate	(601) 432-6647
<b>Floor Captains</b>		
Amber Palmer	9 <sup>th</sup> Floor Captain	(601) 432-6326
Hannah Griffin	9 <sup>th</sup> Floor Captain	(601) 432-6326
Corey Miller	8 <sup>th</sup> Floor Captain	(601) 432-6353
Bob Neal	8 <sup>th</sup> Floor Captain	(601) 432-6143
Jason Knight	7 <sup>th</sup> Floor Captain	(601) 432-6504
Neal Smith	7 <sup>th</sup> Floor Captain	(601) 432-6324

TELEPHONE DIRECTORY (continued)

NAME	EMERGENCY POSITION	TELEPHONE NUMBER(S)
<b>Floor Captains (continued)</b>		
Kenneth Wheatley	6 <sup>th</sup> Floor Captain	(601) 432 6171
Jim Southward	6 <sup>th</sup> Floor Captain	(601) 432-6439
Tonia Lonie	5 <sup>th</sup> Floor Captain	(601) 432-6205
Rodney Hodges	5 <sup>th</sup> Floor Captain	(601) 432-6341
Sherry Smith	4 <sup>th</sup> Floor Captain	(601) 432-6646
Christina Rushing	4 <sup>th</sup> Floor Captain	(601) 432-6147
Ronjanett Taylor	3 <sup>rd</sup> Floor Captain	(601) 432-6380
Brad Rowland	3 <sup>rd</sup> Floor Captain	(601) 432-6233
Renotta Jones	2 <sup>nd</sup> Floor Captain	(601) 432-6664
Beverly Jackson	2 <sup>nd</sup> Floor Captain	(601) 432-6437
Edwin Hill	Basement Floor Captain	(601) 432-6396
<b>Building Liaisons</b>		
Marquita Davis	E.E. Thrash Universities Center (Jackson State University)	(601) 432-6234 (601) 432-6107
Updating Info Soon	MS Information Technology Services	Updating Info
Stanley Perry	Mississippi Library Commission	(601) 432-4043
Matthew Henley	Mississippi Library Commission	(601) 432-4051
Front Desk	Mississippi Public Broadcasting	(601) 432-6565
Saralyn Quinn	Phi Theta Kappa	(601) 984-3514
Debra Stamps		(601) 955-0149 (Cell) (601) 984-3574

To advise of needed changes or other input, contact Glynn Babb, Emergency Coordinator and Safety Officer, at (601) 432-6624.

**Appendix C**  
**QUICK COLOR CHART BY RISK**