


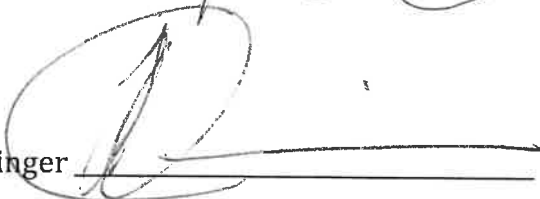


**Jackson State**  
COMMUNITY COLLEGE

***Emergency Management Plan***  
***November 22, 2024***

***\*Plan Revised Annually\****

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# EMERGENCY MANAGEMENT GUIDELINES

## Table of Contents

|  |    |
|--|----|
| EMERGENCY MANAGEMENT PLAN OVERVIEW.....                                  | 5  |
| DEFINITIONS OF CRISIS MANAGEMENT, EMERGENCY, AND CRISIS SITUATIONS ..... | 6  |
| CONSTITUENCIES .....   | 8  |
| I. CRISIS OPERATIONAL PLAN .....   | 10 |
| A. ASSUMPTIONS .....   | 10 |
| B. DECLARATION OF CAMPUS STATE OF EMERGENCY .....                        | 10 |
| C. CAMPUS EMERGENCY RESPONSE TEAM .....                                  | 12 |
| President .....  | 12 |
| Vice President of Financial and Administrative Affairs.....              | 12 |
| Emergency Director .....   | 12 |
| Emergency Coordinator .....  | 13 |
| Public/Media Relations.....  | 13 |
| Damage Control .....   | 14 |
| Counseling for Students/Employees (Post Crisis .....                     | 15 |
| Information Technology (OIT).....  | 15 |
| Building/Facility Coordinators .....                                     | 15 |
| Faculty, Administration, and Staff .....                                 | 16 |
| D. COLLEGE NOTIFICATION SYSTEM .....                                     | 17 |
| E. EVENING/NIGHT EMERGENCY PROCEDURES .....                              | 17 |
| F. ON / OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES.....         | 18 |
| G. CAMPUS EVACUATION .....   | 18 |
| H. EMERGENCY EVACUATION PLAN FOR INDIVIDUALS WITH DISABILITIES.....      | 18 |
| I. EMERGENCY FIRST AID.....  | 19 |
| Student Injuries / Illness .....   | 20 |
| Employee Filing Requirements – On-the-Job Injuries .....                 | 20 |
| Serious Injury/Illness – Life-Threatening Injury.....                    | 22 |

|   |    |
|---|----|
| Injury/Illness at an Off-Site Campus .....          | 22 |
| II. CRISIS COMMUNICATION PLAN.....                  | 25 |
| CRISIS COMMUNICATION GUIDELINES.....                | 25 |
| EMERGENCY NOTIFICATION SYSTEM (ENS.....             | 27 |
| III. CRISIS RESPONSE PLAN .....                     | 29 |
| Earthquake.....                                     | 29 |
| Fire .....  | 29 |
| Tornado.....  | 30 |
| Explosions on campus.....                           | 35 |
| Chemical and Radiation Spill(s).....                | 35 |
| Bomb Threat .....                                   | 36 |
| Cardio-vascular Emergencies (AED Applications)..... | 37 |
| Violent or Criminal Behavior / Active Shooter.....  | 38 |
| Peaceful, Non-Obstructive Demonstrations.....       | 41 |
| Non-violent, Disruptive Demonstrations.....         | 41 |
| Violent, Disruptive Demonstrations .....            | 42 |
| Psychological Crisis .....                          | 43 |
| Utility Failure.....                                | 43 |
| Elevator Malfunction .....                          | 45 |
| Water Intrusion.....                                | 45 |
| Incident Organization Chart.....                    | 47 |
| Building Coordinators – 2024/2025.....              | 49 |
| Main Campus Fire Assembly Points.....               | 50 |
| Savannah Center Fire Assembly Point .....           | 51 |
| Lexington Center Fire Assembly Point.....           | 52 |
| Gibson County Fire Assembly Point.....              | 53 |
| EMERGENCY CALL STATION LOCATIONS .....              | 56 |
| BLEEDING CONTROL KIT LOCATION.....                  | 57 |
| PLANNED DRILLS/TRAINING .....                       | 58 |

Natural Disaster-State of Emergency ..... 59  
IV. Memorandums of Understanding ..... 60  
JSCC Record of Revision History..... 77



## **EMERGENCY MANAGEMENT PLAN OVERVIEW**

The Jackson State Community College (hereinafter “JSCC”) Emergency Management Plan is designed to deal with actual or potential emergency or crisis situations on the campus. The purpose of this plan is to guide in accordance with the Tennessee Board of Regents (TBR) Plan B-100. This well-understood mechanism will allow College employees to work together as a team to address a crisis. This plan will ensure maximum safety, minimal property loss, and will assist in the recovery from critical incidences. The plan is also designed to allow the College to communicate effectively, internally and externally, while preserving the institution’s integrity. It will provide protocols for meeting the challenge of a crisis. The plan will identify roles for campus personnel in response to situations—a crisis or potential crisis situation may arise on any day and at any hour. When a crisis does occur, it is too late to develop a logical, well-conceived emergency management plan and to identify the key campus personnel needed to minimize potential problems.

Whatever the situation, how the College handles the occurrence can affect individuals and property and can determine how the public and media perceive JSCC. So that the College can operate effectively in the event of a crisis, a Crisis Management Team will convene to determine the course of action to be taken. The Chief of Police will lead this team with direction from the President of JSCC or Vice President(s) in her absence. The composition of the Crisis Management Team can vary, depending upon the type of crisis and which division or area of the College it involves.

However, the core of the team remains the same and includes the following members:

- College President
- All Vice Presidents
- Chief of Police
- Chief Marketing & Communications Officer

College personnel may be called upon to serve as a member of the Crisis Management Team, depending upon the situation. The Chief of Police, in coordination with the President and Executive Vice President of Finance, Administration and Student Services, will designate additional members of the Crisis Management Team as deemed necessary. In the case of the absence of the Chief of Police, the police officer second in the office will be the acting emergency director.

The following pages describe the guidelines for JSCC’s operation in a real or potential emergency or crisis. These are only guidelines, and they may be modified depending on the situation. JSCC understands that emergency crisis situations are continually

changing. JSCC is working with the best information available to devise this emergency plan. The plan is divided into three (3) major sections: the Crisis Operational Plan, the Crisis Communication Plan, and the Crisis Response Plan. When used together, these three (3) plans integrate response, communication, and recovery when an emergency occurs.

## **DEFINITIONS OF CRISIS MANAGEMENT, EMERGENCY, AND CRISIS SITUATIONS**

**Crisis Management:** The swift and effective handling of emergencies or potential emergencies is necessary to minimize injury to people; to minimize damage to college property; to preserve the College's reputation, integrity, and image. Crisis Management also involves support for a healthy recovery from the critical incident.

**Emergency:** The Chief of Police or designee serves as the overall Emergency Director during any emergency or disaster that may occur on campus. The following definitions of an emergency are provided as guidelines to assist Building Coordinators in determining the appropriate response:

*EMERGENCY:* Any accident, potential or actual, which affects a person or persons, building or buildings, or which will disrupt the overall operation of JSCC and demand immediate attention. Outside emergency services and significant efforts from campus support services could be required. Primary policy considerations and decisions will usually be required from the campus administration during times of crisis. Report emergencies to the JSCC Police Department at (731)425-2627 or (731)225-5952.

While similar, emergency notification is not to be confused with Clery Timely Warning Notices, which are specifically related to compliance with the federal Clery Act. The Clery Act requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated so that campus community members can protect themselves from harm. The Clery Act identifies specific crimes that require a timely warning notice to be issued when crimes are reported to officials with significant responsibility for student and campus activities, campus safety, or the local police, and the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus.

Types of incidents or situations that constitute Clery Timely Warning being sent are:

All Clery Act Crimes represent a serious or continuing threat to the person and well-being of students and employees. Examples include but are not limited to:

- Criminal Homicide

- Sex Offenses
- Robbery
- Aggravated Assault
- Burglaries (occupied rooms/offices/structures)
- Hate Crimes
- Persons with weapons with intent to use
- Threat of violent crime
- Situations where the suspect is not known
- Assault (physical or sexual)

Timing, Content, and Decision Criteria for a Clery Timely Warning Notice:

- ★ The Clery Act does not define what is timely. However, the warning should be issued as soon as pertinent information is available because a Clery timely warning intends to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

**Disaster:** Any event or occurrence which has taken place and has seriously impaired or halted the operations of JSCC. In some cases, casualties and severe property damage may be sustained. A coordinated effort of all campus resources is required to control the situation effectively. Outside emergency services will be essential. An Emergency Command Post will be activated in all disaster cases, and the appropriate support and operational plans will be executed.

**Crisis Situations:** Crisis situations can be classified into three categories: man-made, natural disasters, and psychological, as indicated below:

| <u>Man-Made Disasters</u>   | <u>Natural Disasters</u> | <u>Psychological</u> |
|-----------------------------|--------------------------|----------------------|
| Fire                        | Floods                   | Crime/ Assaults      |
| Explosions                  | Hurricanes               | Hostage Situations   |
| Hazardous Spills            | Tornadoes                | Sniper Situations    |
| Utilities Interruptions     | Snow/ Ice                | Suicide              |
| Computer Disasters          | Earthquakes              | Fraud/ Theft         |
| Civil Violence & Unrest     | Lightning                | Boycotts/ Sit-ins    |
| Water Damage                |                          | Embezzlement         |
| Bombing                     |                          | Workplace Strike     |
| Weapons of Mass Destruction |                          | Active Shooter       |

## **CONSTITUENCIES**

During a crisis, many key constituencies must be considered to accomplish the College's goal of minimizing injury and/or damage and preserving the College's reputation, integrity, and image. The opinions and actions of each audience have varying degrees of influence on the operations of Jackson State Community College.

The College's key constituents during a crisis may include the following:

- Students
- Employees
- Neighbors of JSCC
- The general public and surrounding communities
- Significant others of students, faculty, and staff
- Other organizations associated with JSCC (Foundation Board, Friends of JSCC, etc.)
- Tennessee Board of Regents (TBR)
- Local news media
- Regional and national news media (depending upon the situation)
- Local Government Officials
- Local Law Enforcement
- Local First Responders

# **I. Crisis Operational Plan**

## **I. CRISIS OPERATIONAL PLAN**

The basic emergency procedures outlined in this guide are designed to enhance the protection of lives and property by effectively using JSCC and community resources. Whenever an emergency affecting the campus reaches proportions that routine measures cannot handle, the President may declare a state of emergency, and these contingency guidelines may be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible to accommodate contingencies of various magnitudes.

These procedures apply to all employees, students, and buildings and grounds operated by JSCC.

### **A. ASSUMPTIONS**

The JSCC Emergency Management Plan is predicated on a realistic approach to the problems likely encountered on campus during a major emergency or disaster. Hence, the following are general assumptions:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and checklist and may require field modification to meet the requirements of any emergency.
- Disasters may affect residents in the geographical location of JSCC; therefore, municipal, state, and federal emergency services may not be available on campus.
- A significant emergency may be declared if the information indicates that such a condition is developing or is probable.

### **B. DECLARATION OF CAMPUS STATE OF EMERGENCY**

The President has the authority to declare a campus state of emergency, with advisement from the Crisis Management Team. During the emergency, the Crisis Management Team will follow TBR policy 5:01:01:18 regarding the management of employees and resources.

During any campus emergency, the Executive Vice President of Finance, Administration and Student Services and Chief of Police, as required, shall implement the appropriate procedures necessary to meet the emergency needs, safeguard persons and property, and maintain educational facilities. Campus Police shall immediately consult with the Crisis Management Team regarding the emergency and the possible need to declare a Campus State of Emergency.

When this declaration is made, only registered students, employees, and affiliates (i.e., persons required by employment) are authorized to be present on campus.

Those who cannot present proper identification (driver's license, employee/student Identification, or other I.D.) showing their legitimate business on campus will be asked to leave. Unauthorized persons remaining on campus may be subject to arrest following Tennessee State Law(s).

In an emergency, the Chief of Police or his/her designee will dispatch Campus Police Officers or other individuals, as needed, to determine the extent of any damage to JSCC property.

Without the Crisis Management Team, the Chief of Police shall assume emergency operational control. The following may be established:

- (1) **EMERGENCY COMMAND POST.** When a major emergency occurs or is imminent, it shall be the responsibility of the Chief of Police to set up and staff an appropriate Emergency Command Post as directed by the President or Executive Vice President of Finance, Administration and Student Services.
- (2) **AREA COMMAND POST.** If the emergency involves only one building or a small part of the campus, a Campus Police vehicle may be placed as near the emergency as possible. A command post will be established and staffed by at least one uniformed officer.
- (3) **GENERAL EMERGENCY COMMAND POST.** If the emergency involves a large part of the campus, the command post will be set up in the President's Conference Room, Administration Building – Room 104. If this site is unavailable, the McWherter Building - Room 226 (Kisber Conference Room) will serve as the command post. At least one uniformed officer is to staff the Command Post at all times until the emergency situation has been resolved. A staging area for outside and local agency assistance shall be established by the Chief of Police for operations. A designated room with multiple telephones and electrical equipment facilities will be required.

## **C. CAMPUS EMERGENCY RESPONSE TEAM**

Team members must be in constant communication through two-way radios with the Command Post. The general responsibilities of the team members are listed below:

### **President**

Chief Administrative Officer of the college

### **Executive Vice President of Finance, Administration and Student Services**

Chief Financial Officer and direct supervisor of the Chief of Police.

### **Emergency Director**

Chief of Police or Designee

- (1) The Emergency Director or designee coordinates the activities of the Campus Emergency Resource Team.
- (2) Coordinates with others to assess the emergency and prepare JSCC's specific response.
- (3) Officially declares and ends, when appropriate, the Campus State of Emergency as provided for in the introduction of this guide.
- (4) Notifies and conducts liaison activities with the Campus Emergency Resource Team, governmental agencies, and others as necessary.
- (5) Determines the type and magnitude of the emergency and establishes the appropriate emergency command post, Emergency Coordinator, or designee.
- (6) Initiates immediate contact with the College President, Executive Vice President of Finance, Administration and Student Services, and Crisis Management team to begin the assessment of JSCC.



- (7) Prepares and submits an official report to the College President & Executive Vice President of Finance, Administration and Student Services summarizing the final outcome of the emergency.

## **Emergency Coordinator**

Executive Vice President of Finance, Administration and Student Services

The Coordinator is responsible for the overall implementation of JSCC's emergency response.

- (1) Notifies and utilizes local law enforcement, Campus Police, and, if necessary, other individuals to maintain safety and order.
- (2) Notifies the Campus Emergency Response Team members, advises them of the nature of the emergency, and coordinates responsibility.
- (3) Notifies and conducts liaison activities with appropriate outside organizations such as fire, police, Jackson-Madison County Emergency Management Agency (JMCEMA), etc.
- (4) Ensure that appropriate notification is made on campus when necessary.
- (5) Performs other related duties as may be directed by the campus emergency.

## **Public/Media Relations**

Chief Marketing & Communications Officer

- (1) In consultation with the College President and the Emergency Director, acts as designated spokesperson for the College.
- (2) With the College President and input from the Crisis Management Team, begin the notification process for JSCC personnel and persons on campus and, if necessary, notification to campus neighbors.

- (3) With the College President and input from the Crisis Management Team, determine if and when the media should be contacted and prepare statement(s) to be released for public information about the situation.
- (4) Establishes contact with news media for dissemination of information as directed by the College President and the Crisis Management Team.
- (5) Establish media information areas and contact local radio and TV stations for public announcements.
- (6) Arranges for photographic and audio-visual services as necessary.
- (7) Advises the College President and Crisis Management Team of all news concerning the extent of the disaster affecting the campus.
- (8) Disseminate information for Social Media.

## **Damage Control**

Director of Physical Plant or designee(s)

- (1) Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and/or equipment protection.
- (2) Provide vehicles, equipment, and operators for the movement of personnel and supplies.
- (3) Assign vehicles as required to the Emergency Response Team for emergency use.
- (4) Obtains the assistance of utility companies as required for emergency operations.
- (5) Furnishes emergency power and lighting systems as required.
- (6) Surveys habitable space and relocates essential services and functions.
- (7) Provides facilities for an emergency generator and fuel during emergencies or disasters.

(8) Provides for storing vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.

(9) Controls access to all keys for Jackson State Community College.

### **Counseling for Students/Employees (Post Crisis)**

Dean for Students / Director of Human Resources or designee(s)

(1) Assists with psychological strategies to implement for students and employees after the crisis.

(2) Coordinates crisis management (debriefing, grief counseling, follow-up activities, and advisement of EAP services for employees).

**\*\* JSCC WILL MAKE EVERY EFFORT TO ACCOUNT FOR ALL STUDENTS SCHEDULED TO BE ON CAMPUS DURING A CRISIS EVENT.**

### **Information Technology (OIT)**

Executive Director of Information Technology or Designee

(1) Coordinates telecommunication services.

(2) Coordinates all computer services.

### **Building/Facility Coordinators**

The Chief of Police, in consultation with the College President and Vice Presidents, will appoint a Building/Facility Coordinator for every Building/Facility (See Page 49 for Building/Facility Coordinators). These appointed individuals are authorized to implement emergency procedures, including direction over all persons within their designated area. The Emergency Coordinator will train all Building/Facility Coordinators regarding their specific responsibilities. These responsibilities include, but are not limited to:

### Emergency Preparedness

- (1) The Emergency Management Plan shall be posted on jWeb for all employees with follow-up discussions and on-the-job training or explanation as required by the Chief of Police.
- (2) Time shall be allowed for training employees in emergency techniques, such as fire extinguisher usage, first aid, CPR/AED training, and building evacuation procedures. Contact the Chief of Police.
- (3) Each Building/Facility Coordinator is encouraged to pass CERT, AED/CPR/First Aid, Fire Extinguisher, and Building Evacuation training. The chief of police may also require other training.

### Emergency Situations

- (1) Will take direction from the Chief of Police.
- (2) Will inform/instruct all employees, under their direction, of the emergency condition.
- (3) They will evaluate the impact of the emergency on their activity and take appropriate action.
- (4) This may include ceasing operations and initiating building evacuation.
- (5) They will maintain emergency communications with officials in their area (or from an alternate site if necessary).
- (6) Has the authority to implement all emergency procedures for their assigned area.

### **Faculty, Administration, and Staff**

Each member has the following responsibilities:

- (1) Faculty will inform their students of an emergency and initiate emergency procedures as outlined in this document.

- (2) Departmental supervisors will inform their staff of an emergency and initiate emergency procedures as outlined in this document.
- (3) Everyone will report all safety hazards first to the Chief of Police.
- (4) All students and employees will adhere to building evacuation guidelines during any emergency, report to a designated campus assembly area outside the building, and wait for direction from the building coordinator.
- (5) During an emergency, the use of campus phones must be restricted to emergency communication only. Without phone services, the emergency response team will assign/designate personnel to be runners for emergency communication.

#### **D. COLLEGE NOTIFICATION SYSTEM**

The Emergency Notification System (ENS), which is located in a designated area, is the primary means for providing emergency information to the college. This system is intended to immediately transmit specific information regarding an emergency to all affected areas of the campus. See the Crisis Communication Plan (Section II.A) of this handbook. **IMPORTANT REMINDER: Two-way radios and cellular phones should not be used at any time during a bomb threat.** Bull horns and designated runners can also pass information between the Command Post, Building/Facility Coordinators, and other emergency officials.

In the interest of the JSCC campus population, a text-message alert notification system (JSCC Alert) and computer screen notification will also alert the campus community of a crisis or emergency situation.

#### **E. EVENING/NIGHT EMERGENCY PROCEDURES**

**CAMPUS POLICE OFFICER ON DUTY:** The Campus Police is a focal point for the two-way transmission of official emergency communications to the College. The Campus Police Officer on duty shall contact the Emergency Director or designee to determine if a state of emergency should be declared.

The officer on duty will notify the Chief of Police of any campus emergency. (See Section C: Campus Emergency Response Team) The Chief of Police will initiate the

notification system by first calling the Campus Emergency Response Team as appropriate to the specific emergency.

#### **F. ON / OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES**

- (1) *Campus Police.* Campus Police officers are on duty 24 hours a day. Campus Police is to be notified of all situations. They will contact the appropriate agency.
- (2) *Purchasing.* Emergency procurement of materials/services can be arranged through the TBR Shared Services department.
- (3) *Physical Plant employees.* May assist with the receipt of emergency materials/services.

#### **G. CAMPUS EVACUATION**

- (1) The Chief of Police will announce the evacuation of all or part of the campus grounds and/or buildings.
- (2) All persons are to immediately evacuate the site and relocate to another area or part of the campus grounds as directed.
- (3) Once outside, proceed to a clear area at least 500 feet (approximately the length of 1.5 football fields) from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

#### **H. EMERGENCY EVACUATION PLAN FOR INDIVIDUALS WITH DISABILITIES**

With the assistance of the Academic Deans and Faculty, the Dean for Students shall maintain a Safety Evacuation Locator List. This list will be updated each semester with the names of registered individuals who cannot independently evacuate a building in case of fire, tornadoes, or another disaster. The Dean(s) will provide the list to JSCC Campus Police and the Chief of Police.

The Safety Evacuation Locator List information will come from the documentation on file provided by Students, Academic Deans, and Faculty to the Dean for Students Office. It will provide the building name, room number, day of the week, and class times. It will include

the names of students and their respective faculty member, as well as any documented employees and their official station. This list will provide a quick reference to begin rescue efforts. JSCC Campus Police Officers will check the Locator List to establish and confirm evacuation of the disabled involved in the emergency.

## **PROCEDURES**

*Visually Impaired* – In an emergency, inform the visually impaired person of the nature of the emergency and offer to guide the person to the nearest emergency exit. The visually impaired can be escorted by taking hold of an elbow. Orient the person away from any obstacles that may be in the way.

*Hearing Impaired* – If the visual warning devices are not available, the hearing-impaired person may not be aware that an emergency exists. If the person is using a sign language interpreter and the interpreter is present, explain through the interpreter what is happening and give instructions to the nearest emergency exit. When the hearing-impaired person cannot lip read, write a note to exit the building.

*Mobility Impaired* – Every effort should be made to assist the non-ambulatory individual exiting the building. If the individual is not on the ground floor, every effort should be given to move the wheelchair user to the nearest stairwell (with the fire doors closed). In case of a false alarm or isolated fire, it may not be necessary to risk a complicated evacuation where several apparatuses (catheters, respirators, quadriplegia neck braces) are involved. Do not lift the wheelchair or scooter down the stairs. Specially designed evacuation chairs (Stryker Evacuation Chair) to safely move persons with mobility limitations down stairways are available at the top of the stairwells. In case of near and immediate danger, the two-man lift technique can lower a person out of the wheelchair and down the stairway.

If the individual is ambulatory with varying degrees of mobility, they should exit while the passageway is cleared.

## **I. EMERGENCY FIRST AID**

Campus Police are located in the Student Center – Room 160, and can be reached at (731) 425-2627 or (731) 225-5952.

## **On-the-Job Injury/Illness**

### **Filing Requirements**

Any person who suffers an injury or illness on campus, even as a direct result of a pre-existing condition, should file a report of injury/illness. The incident should be documented even if the injury or illness seems insignificant and does not initially require first aid or medical attention. **Use the Injury/Illness/AED report (Page 55) and submit a copy to the Campus Police Department.**

### **Student Injuries / Illness**

Students who suffer an injury or illness while on campus, even as a direct result of a pre-existing condition, should immediately report the injury or illness to the department head responsible for the area. Students may also contact Campus Police for assistance.

Faculty or Staff who encounter an injured or seriously ill student should report the incident to Campus Police immediately. If the severity of the situation dictates immediate action, faculty or staff should first contact 911 to ensure Emergency Medical Services are en route to attend to the student. The faculty or staff member should attempt to mitigate serious injury or death by providing immediate first aid to the best of their ability until EMS or someone more qualified to provide care arrives on the scene. Building Coordinators are issued First Aid Supplies.

### **Employee Filing Requirements – On-the-Job Injuries**

- A. If an employee has an on-the-job accident, the employee should **immediately** notify his/her supervisor. If an employee witnesses a work-related accident where a fellow employee is severely injured, that employee should notify the supervisor of the injured employee. The employee should inform the supervisor precisely what happened, how, and who saw what happened. A claim must be filed with the worker's compensation carrier on the same day as the accident. Human Resources should be notified of all worker's compensation claims.

### **To File a Worker's Compensation Claim:**

1. The injured worker will report the injury to their supervisor and CorVel.
2. The injured employee and supervisor will call CorVel and speak with a registered nurse to evaluate the nature of the employee's workplace incident and determine immediate care. Call 1-866-245-8588, Option 1.



3. The nurse will discuss the appropriate level of treatment needed and direct the injured worker to the nearest state-approved treatment facility. If the injured worker agrees to self-care but later changes their mind, the employee must first call CorVel at 1-866-245-8588, Option 2, to obtain authorization to treat.
  4. If a work injury is life-threatening or results in serious bodily injury, immediately call 911 and/or go to the nearest emergency room!! Otherwise, do not go to the doctor prior to reporting the injury to CorVel.
  5. If an injured worker is unable to report the injury, the injured worker's supervisor MUST immediately report the injury to 1-866-245-8588, Option 2.
- B. Chronic- on-the-job injury or chronic pain related to work duties, such as carpal tunnel syndrome, back/neck pain, etc., should be reported to the Director of Human Resources when the symptoms become apparent to the employee. All off-campus sites should communicate with the Director of Human Resources at JSCC and follow the same procedure.
- C. Campus Police should make initial evaluation of the injury. The Human Resources Department may initiate medical attention via approved worker's compensation panel physicians. Minor first aid incidents do not have to be initially reported to CorVel, but should be documented by the persons rendering first aid and copied to the Human Resources department and Campus Police.
- D. Any incident that requires medical attention above and beyond first aid or after first aid does not improve, will be reported by the injured employee or employee's supervisor to CorVel as the employer's first report of work injury or illness. The Human Resources department will obtain any injury information from the employee or Campus Police. The employee may now select a panel physician for further care. The first report of injury to CorVel should occur on the same day as the employee injury or accident.
- E. Employees may not seek medical attention from their primary care physician for a work-related injury/illness/accident. Care must be rendered by an approved panel physician to receive Worker's Compensation benefits.**
- F. Employee has a time limit of one year to receive initial medical care for a work-related injury. Still, that injury must be reported to the supervisor on the same day as the injury.

- G. OSHA Work-Related Injury and Illness Log completed and maintained by the Chief of Police. A summary of Work-Related illness and injury will be posted by the Chief of Police each year in compliance with OSHA standards.

### **Serious Injury/Illness – Life-Threatening Injury**

- A. Initial response by Campus Police.
- B. Activate Community Emergency Medical Service and transport by ambulance **(DIAL 911!!)**.
- C. Initial evaluation of injury and documentation by Campus Police.
- D. Report of injury initiated by Human Resources department to CorVel. Campus Police will send injury-related information to the Human Resources department for reporting and review.
- E. OSHA work-related injury and illness Log completed and maintained Campus Police. A summary of Work-Related illnesses and injuries will be posted by the Campus Police Department each year in compliance with OSHA standards.

### **Injury/Illness at an Off-Site Campus**

- A. If the injury/illness occurs during regular working hours, notify Campus Police and the Human Resources. At the Trenton Center, Savannah Center, and Lexington Center, the Director will evaluate the injury and complete an incident report, which will be forwarded to the Campus Police Chief.
- B. Report of injury will be initiated by the injured employee or employee's supervisor to CorVel.
- C. Employee will select a panel physician, clinic, or emergency room for initial medical evaluation at the direction of CorVel.
- D. Employees may not seek medical attention from their primary care physician for a work-related injury/illness/accident. Care must be rendered by an approved panel physician to receive Worker's Compensation benefits.

- E. OSHA work-related injury and illness Log completed and maintained by Human Resources. Summary of Work-Related illness and injuries will be posted by Human Resources each year in compliance with OSHA standards.
- F. In a medical emergency, dial 911 and transport the employee to the nearest emergency facility by ambulance.
- G. The Site Director will notify the Campus Police Department and Human Resources of the medical emergency. The incident should be documented by Campus Police or Site Director and forwarded to the Human Resources department.

Non-Life-Threatening injuries or illnesses are reported to the Human Resources department immediately. If occurring on the main campus during regular business hours, it should be reported to Campus Police.

**In case of minor injury/illness at one of the JSCC off-site campus locations,** the instructor or center director will be the designated person to notify a parent or spouse and allow a friend to drive the individual home, to a medical facility or a private physician. The individual will complete an accident report and return it to the Campus Police Department and Human Resources department.

## **II. Crisis Communication Plan**

## **II. CRISIS COMMUNICATION PLAN**

The Crisis Communication Plan is a component of the Jackson State Community College Emergency Management Plan that deals specifically with the duties and responsibilities of the Public Relations Department and its staff in the event of an emergency.

Jackson State Community College believes open and honest communication is the cornerstone of good crisis management. The institution strives to maintain confidence and trust by providing as full disclosure as possible and quickly communicating pertinent information to key audiences. The Chief Marketing & Communications Officer will communicate clearly and concisely with the community, media, and local officials.

The following are the guidelines for the implementation of the Crisis Communication Plan:

After the Crisis Management Team has assessed that a crisis situation exists, the Chief Marketing & Communications Officer or designee should:

- (1) Collect all pertinent facts and prepare an immediate press release.
- (2) Create a “Fact Sheet” with pertinent information about the situation.
- (3) Prepare a written statement to be used for all inquiries. Update as often as the situation requires.
- (4) The Chief Marketing & Communications Officer shall be the official spokesperson in a crisis situation. In the event of a campus crisis situation, all inquiries should be directed to the Chief Marketing & Communications Officer. The Chief Marketing & Communications Officer may designate other staff members or College staff to handle specific responsibilities.
- (5) Marketing & Communications must keep College employees, students, and the media informed as the situation develops and/or changes.
- (6) Marketing & Communications will log and respond to all inquiries.
- (7) Monitor social media to control inaccurate (rumor) information.

### **CRISIS COMMUNICATION GUIDELINES**

- (1) Gather the facts.

- (2) The spokesperson must provide information accurately, quickly, and consistently. Get the essential facts out first. If that person does not know the answer, he/she should say so and then find out.
- (3) Put a statement in writing for the press at the direction of the Crisis Management Team so that consistent information is provided to all audiences.
- (4) Disseminate the information regarding the crisis and the institution's response quickly and thoroughly.
- (5) Every effort will be made to notify students, employees, and news media at the following times:
  - a. After the Crisis Management Team has assessed the situation.
  - b. When significant details concerning the situation and resolution become available.
- (6) Anticipate questions. Make lists of questions and answers that can be expected and review these with the Crisis Management Team and the Campus Emergency Response Team.
- (7) As an institution, never use "no comment," "off the record," or similar phrases. Anything said to the media is on record and may be used at their discretion. Usually, something can be said, although there will be situations and facts that cannot be discussed at certain times (negotiations, litigation). In those instances, use phrases such as "I don't have that information available" or "That information can't be released at this time." Know what information can and cannot be released, especially if it is part of a pending Police investigation. Only the Chief Marketing & Communications Officer should release official College statements.
- (8) Ensure the College responds to the media and meets its deadlines.
- (9) Television crews, reporters, and/or photographers should be permitted on the scene if it is safe and a Chief Marketing & Communications Officer escorts them.
- (10) Determine the need to assign photographers/videographers to take photographs or video footage of the scene. This could prove helpful in responding to media inquiries and possible later litigation, as well as documenting the events.

- (11) After the situation has been resolved, the Crisis Management Team will complete a total assessment of the communications functions and determine what improvements must be made.

## **EMERGENCY NOTIFICATION SYSTEM (ENS)**

### Emergency Notification System (ENS)

In the interest of the JSCC Campus Community, a text-message alert notification system (JSCC ALERT) and computer screen notification will alert the campus community of a crisis or emergency situation. Also, an emergency notification speaker (ENS) system has been placed in each building on the Jackson campus to assist the Chief of Police in the notification process. The following action shall be taken when a crisis/emergency occurs:

- (1) The Chief of Police or his designee will activate the emergency notification speaker system by utilizing the telephone located in the Campus Police Department Office along with the computer screen notification system.
- (2) Once the Chief of Police or his designee, in coordination with the President and the Crisis Management Team, has declared the campus in a state of emergency, the Chief of Police or Chief Marketing & Communications Officer will initiate the text message alert notification system.
- (3) Employees/Students should attempt to relay emergency information to others.
- (4) The College President, Executive Vice President of Finance, Administration and Student Services, Chief of Police, or a designee can access the system for emergencies.

## **III. Crisis Response Plan**



### III. CRISIS RESPONSE PLAN

The following is an outline of procedures to follow in specific emergency situations.

#### **Earthquake**

During an earthquake, remain calm and quickly follow the steps outlined below.

- (1) IF INDOORS, seek refuge under a desk or table, not in a doorway. Stay away from glass windows, shelves, and heavy equipment.
- (2) IF OUTDOORS, move quickly away from buildings, utility poles, and other structures. Caution: Always avoid power or utility lines.
- (3) IF IN AN AUTOMOBILE, stop in the safest place, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle and buckled in for the shelter it offers. If near a bridge, stay off the bridge or get off of it immediately.
- (4) After the initial shock, evaluate the situation, and if emergency help is necessary, call the Chief of Police or Campus Security. Protect yourself at all times and be prepared for after-shocks.
- (5) Damaged facilities should be reported to the Emergency Coordinator. NOTE: Leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- (6) Once outside, move to your designated assembly points (see map on page 39). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Know your designated assembly points.
- (7) DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by Emergency Personnel.

#### **Fire**

IN ALL FIRE CASES, EVACUATE THE BUILDING IMMEDIATELY, THEN CONTACT EMERGENCY SERVICES. If on main campus, dial (731)225-5952 or (731)425-2627, off-campus locations (Savannah, Lexington, Trenton), call 911.

- (1) Activate the fire alarm.
- (2) Building Coordinators evacuate and, if possible, rescue anyone in danger of fire or smoke inhalation.
  - ★ Evacuate the building, then notify Campus police at the main campus at (731) 225-5952, (731) 425-2627, or the local emergency services at 911 for off-campus sites.
- (3) Confine – close all doors, clear all exit routes, extinguish, follow fire extinguisher procedures (Pull, Aim, Squeeze, Sweep) if you can do so safely.
- (4) Evacuate – everyone will evacuate quickly to the nearest marked exit and alert others to do the same.
- (5) Once outside, building coordinators will escort individuals to the designated assembly point, a minimum of 500 feet away, attempting to stay upwind from possible chemicals burning.
- (6) Do Not Re-enter the evacuated building unless told to do so by a Campus Emergency Resource Team Official.

### **How to use a Fire Extinguisher (PASS Method)**

**Pull** – the pin.

**Aim** – at the base of the fire.

**Squeeze** – the handle/trigger.

**Sweep** – with an extinguisher as you suppress the fire.

**IMPORTANT:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) in the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic.

### **Tornado**

#### **(1) Tornado Situations**

- a. There are two messages issued by the Weather Bureau dealing with tornados: Tornado Watch and Tornado Warning. Each message has a specific meaning and should not be confused with one another.

1. Tornado Watch: Issued to alert persons of the possibility of tornado development in a specified area for a specific period of time. It is not necessary to interrupt the normal operations of the College during a tornado watch.
  2. Tornado Warning: Issued when a tornado has been sighted in the area or indicated by radar. Warnings will indicate the location tornado's location, the time of detection, the area through which it is expected to move, and the ring which the tornado will move through the affected area. When this warning is issued, the College should take immediate safety precautions.
- b. Knowledge of the following characteristics of tornadoes is useful in tornado detection and tornado preparedness planning:
1. TIME OF DAY: a tornado is most likely to occur in midafternoon, generally between 3 p.m. and 7 p.m., but they have occurred at all times.
  2. DIRECTION OF THE PATH: a tornado's direction of travel is usually from the southwest to the northeast.
  3. LENGTH OF THE PATH: the length of the path of tornado averages four (4) miles but has reached as much as 300 miles.
  4. WIDTH OF THE PATH: the average width of the path of a tornado is 300 to 400 yards, but tornados have cut paths of a mile or more in width.
  5. SPEED OF TRAVEL: the average speed of a tornado ranges from 25 to 40 miles an hour. Speeds ranging from stationary to 68 miles an hour have been reported.
  6. APPEARANCE: the cloud directly associated with a tornado is a dark heavy cloud from which a whirling funnel-shaped pendant extends to the ground.
  7. PRECIPITATION: precipitation associated with a tornado usually occurs first as rain, just preceding the storm, frequently with hail, and as heavy downpours immediately to the left of the path of the tornado. Some tornados are rain wrapped. When wind grabs the rain and/or hail falling from a supercell thunderstorm, it all gets caught up in the rotating winds of the tornado. This makes it extremely hard to see and is very dangerous.

8. *SOUND*: sounds occurring during a tornado have been described as a roaring, rushing noise, closely resembling the sound of a train.

c. Monitoring

The Chief of Police monitors the National Weather Service, and campus police officers are on alert for any tornado developments or sightings.

d. Emergency Tornado Procedures

Tornado Watch Procedures:

Chief of Police **will**– whenever there is an alert to a Tornado Watch situation by the U.S. Weather Service, the campus will be notified by the computer notification system and the JSCC Alert text messaging system.

Tornado Warning Procedures:

Chief of Police **will** – whenever there is an alert to a Tornado Warning situation by the U.S. Weather Service, there will be notification to the campus of the situation by the computer notification system, the JSCC Alert text messaging system and the Emergency notification system (ENS) and direction will be provided.

(2) Procedures for Seeking Shelter in Each Building

If sufficient time is available to evacuate persons to a safe area before a tornado, persons should seek shelter in the basement of the building or on the first floor along an interior wall to avoid windows and skylights. Leaving one building to seek shelter in another is not advised. If there is no time to evacuate, persons should seek shelter under heavy furniture, desks, or in a closet to avoid injuries from debris (look around your area and select your shelter area after reading this policy).

**Ayers Health Sciences (Building 1)**

*DO NOT USE ELEVATOR!* Report to the 1st floor and crouch down in restrooms, interior hallways, and offices. **Stay away from windows.**

### **Jim Moss Center for Nursing (Building 2)**

*DO NOT USE THE ELEVATOR!* Crouch down along the hallway in the 1st-floor areas or bathroom. **Stay away from windows.**

### **Student Center (Building 3)**

Utilize restrooms, interior hallways, offices (without windows), and computer lab areas in the center of the building. **Stay away from windows.**

### **Administrations Building (Building 4)**

Seek shelter in the vaults located in the Business, Finance, and Records Offices. Use restrooms and Accounts Payable Office. **Stay away from windows.**

### **Library (Building 5)**

*DO NOT USE THE ELEVATOR!* Report to the 1st floor and crouch down in restrooms, interior hallways, stairwells, and offices. **Stay away from windows.**

### **Gymnasium (Building 6)**

*DO NOT USE THE GYM AREA!* Seek shelter in restrooms, locker rooms, and hallways of Athletics and the Music Departments. **Stay away from windows.**

### **Music and Arts (Building 7)**

Utilize restrooms if unable to reach the gymnasium. **Stay away from windows.**

### **Maintenance and Operations (Building 8)**

Utilize the restroom and central office area. **Stay away from windows.**

### **Maintenance Storage (Building 9)**

Utilize restrooms and the central office area. **Stay away from windows.**

### **Nelms Classroom Building (Building 10)**

Seek shelter in the basement area and 1st floor. 2nd floor – wheelchair persons will be taken to a stairwell landing to be assisted by volunteers or Campus Security. *DO*

*NOT USE ELEVATOR!* Crouch in the lower area along walls. A shelter may also be sought in restrooms without windows. **Stay away from windows.**

### **Science Building (Building 11)**

DO NOT USE ELEVATOR! Seek shelter in stairwells or side rooms. Stay away from windows.

### **McWherter Center (Building 12)**

*DO NOT USE ELEVATOR!* Crouch down along hallway on 1st floor areas or bathrooms. **Stay away from the skylight lobby area and windows.**

### **Baseball (13) & Softball (14) Fields**

Seek shelter in the closest available building and follow that building's recommendations.

### **Lexington-Henderson County Center**

Seek shelter in restrooms and interior hallways and stay away from windows.

### **Savannah-Hardin County Center**

Seek shelter in restrooms and interior hallways and **stay away from windows.**

### **Gibson County Trenton Center**

Seek shelter in restrooms and interior hallways and **stay away from windows.**

### **(3) Execution of Instructions**

The Chief of Police or his designee shall determine when to initiate emergency tornado procedures..

### **(4) Miscellaneous**

The Campus Police Department's emergency tornado procedures or plans are designed to be flexible as a response to the varying conditions of a tornado situation. Not all tornado situations will lead to a Tornado Warning. Thus, initiating tornado plans has a judgment factor, particularly regarding the tornado situation encountered.

## **Explosions on campus**

In the event of an explosion on campus, take the following action:

- (1) Immediately take cover under tables, desks, or other objects that will give protection against falling glass or debris.
- (2) After the effects of the explosion and/or fire have subsided, notify the Campus Police Department at (731) 425-2627 or (731) 225-5952 or 911. Give your name and describe the location and nature of the explosion(s).
- (3) When told to leave by College Officials, walk quickly to the nearest marked exit and ask others to do the same.
- (4) Employees must assist disabled individuals during an emergency. If an employee is unavailable, OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC. USE STAIRWAYS.
- (5) Once outside, move to a clear area at least 500 feet from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know the designated area assembly points.
- (6) If requested, assist emergency crews as necessary.
- (7) A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a Campus Emergency Resource Team Official.

**IMPORTANT:** After any evacuation, report to your designated area assembly point.

## **Chemical and Radiation Spill(s)**

- (1) Any spillage of a hazardous chemical or radioactive material is to be reported immediately to the Chief of Police at (731) 425-2627 or (731) 225-5952.
- (2) Be specific about the involved material's nature and exact location when reporting. The Campus Police will contact the necessary specialized authorities and medical personnel.

- (3) Building Coordinators should vacate the affected area at once and await the arrival of Campus Police personnel. Be mindful to evacuate uphill and upwind of the affected area as well.
- (4) Anyone whom the spill may contaminate is to avoid contact with others as much as possible, remain in the vicinity and give their names to a Campus Police Officer.
- (5) Required first aid and specialized authorities' clean-up should be started immediately.
- (6) Upon notification of an emergency, walk quickly to the nearest marked exit and alert others to do the same.
- (7) Employees must assist disabled individuals during an emergency. If an employee is unavailable, **OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.**
- (8) Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- (9) If requested, assist emergency crews as necessary.

A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a Campus Emergency Resource Team Official.

### **Bomb Threat**

- (1) If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT! Clear the area and immediately call (731) 425-2627, (731) 225-5952 and/ or 911, but do not use a cell phone in the area of the suspicious object.**
- (2) Any person receiving a phone call bomb threat should ask the caller:
  - a. Where is the bomb located?
  - b. When is the bomb going to explode?
  - c. What kind of bomb is it?



- d. What does it look like?
  - e. Why did you place the bomb?
- (3) Keep talking to the caller as long as possible and record the following:
- a. Time of call
  - b. Age and sex of caller
  - c. Speech pattern, accent, possible nationality
  - d. Emotional state of caller
  - e. Background noise
- (4) While on the phone with the individual, try to get someone's attention discreetly and let them know to contact Campus Police immediately (Write it on a piece of paper, text a colleague, etc.).
- (5) The Campus Police, in conjunction with others, will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Campus Police. **DO NOT TOUCH THE OBJECT!** Do not open drawers or cabinets or turn lights on or off.
- (6) Upon notification, walk quickly to the nearest marked exit and alert others to do the same.
- (7) Employees must assist disabled individuals during an emergency. If an employee is unavailable, **OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.**
- (8) Once outside, move to a clear area at least 500 feet away from the affected buildings(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- (9) If requested, assist emergency crews as necessary.

### **Cardio-vascular Emergencies (AED Applications)**

Automated External Defibrillators (AED) have been installed in the buildings on the main campus, and Campus Police also carry one. They are housed in cabinets for immediate use in an emergency, including cardiac arrest. AED cabinets are clearly labeled and identifiable as AED units.

- (1) Upon being notified that an AED has been activated, the security officer on duty will respond immediately to the location identified to assist with CPR/AED Procedures and crowd control and to coordinate with other emergency response personnel.
- (2) When a Campus Police Officer arrives on the scene of a person requiring CPR/AED, he/she will assess the situation and contact the proper authorities.
- (3) Upon completion of the CPR/AED Procedure, the AED is replaced with a substitute unit and put back into the cabinet.
- (4) The responding officer is responsible for completing the **AED Use Report-Accident/Illness/AED Report** to be turned in to the supervisor. (see page 55 for form)

#### Faculty/Staff/Student/Citizen Responsibility

Upon being notified or assessing a situation on campus that requires CPR/AED procedure, the responding person should:

- a. Acquire the AED from the cabinet or designated AED location in the building. (See page 54 for locations).
- b. Notify Campus Security as to the location/event.
- c. Begin CPR/AED Procedure.
- d. After CPR/AED use, be available to answer questions for report purposes by Campus Security.

#### **Violent or Criminal Behavior / Active Shooter**

The Campus Police office is located in the Student Center and provides you with 24-hour assistance and protection. This service is provided seven (7) days a week year-round. On Campus Emergencies, Dial: **(731) 225-5952, (731) 425-2627 or 911. Off Campus call 911.**

#### **UPON NOTIFICATION OF AN ACTIVE SHOOTER**

- Campus police would be en route to the suspect's last location.
- The Chief of Police will also be en route, but not before contacting the public relations director to enact lockdown notification.
- With the College President, the Chief Marketing & Communications Officer determines when the media should be contacted and prepares statement(s) to be released for public information about the situation.

- When law enforcement arrives on the scene, they will search to locate the suspect.

**(1) HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY:**

Should gunfire or explosives be discharged on campus, quickly determine the most reasonable way to protect your own life (RUN, HIDE or FIGHT). Remember that students, vendors, and guests are likely to follow the lead of employees during an active shooter situation.

**a. RUN**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe; if still on campus and using office phones, dial 9, then 911.

**b. HIDE**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.

*To prevent an active shooter from entering your hiding place:*

- Lock the door.
- Block the door with heavy furniture if the active shooter is nearby.
- Silence your cell phone and/or pager.

- Turn off any noise source (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

*If evacuation and hiding out are not possible:*

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, open the line and allow the dispatcher to listen.

### **c. FIGHT**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Commit to your actions.

After the disturbance, only exit the area once told to do so by Campus Officials or Emergency personnel. Seek emergency first aid if necessary.

### **(2) WHAT TO DO IF TAKEN HOSTAGE:**

- a. Be patient. Time is on your side. Avoid drastic action.
- b. The initial 45 minutes are the most dangerous. Follow instructions and be alert. Don't make mistakes that could endanger your well-being.
- c. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- d. Remain calm. Avoid speculating. Comply with instructions as much as possible. Avoid arguments. Expect the unexpected.
- e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- f. Be prepared to answer the Police on the phone. Be patient and wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm the persons held by them. Such direct action further implicates the captor in additional offenses.

## **Peaceful, Non-Obstructive Demonstrations**

- (1) Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked. Efforts should be made to conduct JSCC business as normally as possible.
- (2) If demonstrators are asked to leave but refuse to leave by regular facility closing time, the Campus Chief of Police will arrange to monitor the situation during non-business hours or will treat the situation as a violation of regular closing hours and thus a disruptive demonstration.  
(See section on non-violent, disruptive demonstrations below)

## **Non-violent, Disruptive Demonstrations**

In the event that a demonstration blocks access to JSCC facilities or interferes with the operation of JSCC:

- (1) Demonstrators will be asked by the Campus Chief of Police or his/her designee to terminate the disruptive activity.
- (2) The Campus Chief of Police or his/her designee will consider having a photographer available.
- (3) Key College personnel and student leaders may be asked by the Campus Chief of Police or his/her designee to go to the area and persuade the demonstrators to discontinue their activities. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension and/or expulsion or possible intervention by Campus Police, except in extreme emergencies.
- (4) The College President will be consulted before Campus Police intervene.
- (5) Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
- (6) The College President, in consultation with TBR Legal Counsel and the Campus Chief of Police, will determine the possible need for a court injunction.

## **Violent, Disruptive Demonstrations**

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the College President or his/her designee and the Campus Chief of Police will be notified.

### **(1) During Business Hours:**

- a. Campus Police will contact the Jackson Police Department for assistance.
- b. Campus Police will then call a photographer to report to an advantageous location to photograph the demonstrators.

### **(2) After Business Hours:**

- a. Campus Police should be immediately notified of the disturbance.
- b. The Campus Police will investigate the disruption and report and notify the Campus Chief of Police.
- c. The Campus Chief of Police will report the circumstances to the College President and the Executive Vice President of Finance, Administration and Student Services.
- d. The Campus Chief of Police will notify key administrators and, if appropriate, the administrator responsible for the building area.
- e. If necessary, the Campus Chief of Police will call the Jackson Police Department for assistance.

## **DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION**

*(SAMPLE LANGUAGE)*

“This assembly and the conduct of each participant are disrupting the operations of the college and are in violation of the rules and regulations of Jackson State Community College. You have previously been called upon to disperse and terminate this demonstration.”  
“You have been given the opportunity to discuss your grievances in the manner appropriate to Jackson State personnel. In no event will the Administration agree to demands backed by force.”

“Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will take whatever measures are necessary to restore order. Any individual who continues to participate in this demonstration may be subject to arrest for criminal violations.”

## **DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE**

*(SAMPLE LANGUAGE)*

“You have previously been directed to terminate this demonstration, and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of Jackson State Community College, each of you is hereby placed on interim suspension.”

“The Jackson Police will now be called to assist Jackson State with dispersing this assembly. Those who fail to leave immediately will be subject to arrest, for such things as Criminal Trespass, Destruction of Property, Breach of Peace, etc.”

### **Psychological Crisis**

A psychological crisis exists when an individual is threatening harm to himself /herself or to others or is out of touch with reality. Typically, the disconnection with reality is due to drugs, medical reactions or a psychotic break. A psychotic break may be manifested as hallucinations, uncontrollable behavior, or dissociative/multiple personality behavior.

If psychological crisis occurs:

- a. **Contact the Campus Police at (731) 225-5952 or (731) 425-2627.**  
Campus Police will contact other appropriate personnel.
- b. Try to keep the person calm or within your vision until assistance arrives.
- c. Maintain your own personal safety if you feel the situation is dangerous.

### **Utility Failure**

- a. In the event of a major utility failure occurring during regular working hours (8 a.m. to 4:30 p.m., Monday through Friday), **immediately notify the Physical Plant Ext 52617 or 52619.**

- b. If the utility failure occurs after hours, weekends, or holidays, **notify the Campus Police Department at (731) 225-5952.**
- c. When instructed to evacuate the building, walk quickly to the nearest marked exit and alert others to do the same.
- d. Individuals are designated to assist disabled individuals during an emergency. If the designated individual is not available, **OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.**
- e. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- f. If requested, assist emergency crews as necessary.
- g. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- h. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a Campus Emergency Resource Team Official.

Always observe the above steps when the following emergencies arise:

- a. **ELECTRICAL/LIGHT FAILURE** - Depending upon the severity of the emergency, building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is, therefore, advisable to have a flashlight and portable radios available for emergencies.
- b. **ELEVATOR FAILURE** - If you become trapped in an elevator, use the emergency phone to notify Campus Police. When the receiver is picked up, it will automatically dial the Campus Police.
- c. **PLUMBING FAILURE/FLOODING** - Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT! REMEMBER: THIS COULD CAUSE AN EXPLOSION.**
- d. **STEAM LINE FAILURE** - Vacate the area immediately.
- e. **VENTILATION PROBLEM** - If smoke is present, cease all operations and vacate the area.



**With all problems, immediately report the issue as soon as you are safely removed from the area affected.**

## **Elevator Malfunction**

To clarify standard operating procedures when elevators malfunction and individuals are contained in elevators.

### **(1) Background**

JSCC has six (6) elevators on its main campus located in the McWherter Center, Nelms Classroom Building, Science Building, Library, Jim Moss Center for Nursing and the Jim and Janet Ayers Center for Health Sciences. Elevators are not to be used during thunderstorms. Instructions on how to contact Campus Police are displayed inside the elevators. Once an elevator malfunctions, pressing the elevator help button will automatically dial the Campus Police Officer on duty via phone patch.

### **(2) Action**

Upon receiving a call for service for an elevator malfunction, the Campus Police Officer will advise subjects to remain calm and that assistance is on the way.

Campus Police Department will be responsible for contacting the Physical Plant who will contact United Elevator Services. Depending on the severity of the malfunction and safety to person/s, the Jackson Fire Department will be notified for rescue efforts.

## **Water Intrusion**

To clarify sources of water damage to management and employees when faced with handling a water intrusion event, which jeopardizes Jackson State Community College buildings and contents.

### **Sources of Water Damage:**

The WIP (Water Intrusion Plan) has identified two major sources of water damage for buildings based upon the State of Tennessee's historical property claims data. These include:

- Building systems that supply, remove, or use water (such as HVAC equipment, sprinkler systems, drains, gutters, sewer lines, water lines, etc.); and
- Flood or storm water that enters the building envelope including exterior walls, doors, windows, and roofing systems.

Contacts to report any incident

**Daytime Phone: (731)425-2617 or on campus dial extension# 52617**

**After hours: Campus Police at (731)225-5952**

# Incident Organization Chart

## INCIDENT ORGANIZATION CHART (ICS 207)

|   |  |  |
|---|--|--|
| <b>1. Incident Name:</b>  | <b>2. Operational Period:</b> Date From: _____ Date To: _____<br>Time From: _____ Time To: _____ |  |
| <b>3. Organization Chart</b>  |  |  |
| <pre> graph TD     IC[Aaron Patton*] --- SO[Dr. Carol Rothstein]     IC --- LO[Terri Messer]     IC --- SOFF[Preston Turner]     IC --- PIO[Henry Kilpatrick]     IC --- OSC[Tim Dellinger]     IC --- SAM[Staging Area Manager]     IC --- PSC[Dr. Carol Rothstein]     IC --- LSC[Daniel Mayfield]     IC --- FASC[Beth Baligrosky]          OSC --- U1[ ]     OSC --- U2[ ]     OSC --- U3[ ]     OSC --- U4[ ]          PSC --- RUL[Resources Unit Ldr.]     PSC --- SUL[Situation Unit Ldr.]     PSC --- DUL[Documentation Unit Ldr.]     PSC --- DUL2[Demobilization Unit Ldr.]          LSC --- SBD[Support Branch Dir.]     LSC --- SD[Supply Unit Ldr.]     LSC --- FL[Facilities Unit Ldr.]     LSC --- GSD[Ground Spt. Unit Ldr.]     LSC --- SBD2[Service Branch Dir.]          SBD --- CL[Comms Unit Ldr.]     SBD --- ML[Medical Unit Ldr.]     SBD --- FL2[Food Unit Ldr.]          FASC --- PUL[Procurement Unit Ldr.]     FASC --- CCUL[Comp./Claims Unit Ldr.]     FASC --- CUL[Cost Unit Ldr.]          style U1 fill:none,stroke:none     style U2 fill:none,stroke:none     style U3 fill:none,stroke:none     style U4 fill:none,stroke:none     style U1 stroke-width:0px     style U2 stroke-width:0px     style U3 stroke-width:0px     style U4 stroke-width:0px     style U1 stroke-width:0px     style U2 stroke-width:0px     style U3 stroke-width:0px     style U4 stroke-width:0px     style U1 stroke-width:0px     style U2 stroke-width:0px     style U3 stroke-width:0px     style U4 stroke-width:0px             </pre> |  |  |
| <p>*President retains responsibility &amp; authority to make decisions, commit resources, provide policy guidance, and delegate authority to Incident Commander. Incident Commander has command over on-scene incident.</p>   |  |  |
| <b>ICS 207</b>  | <b>IAP Page</b> ____   | <b>4. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____ |

## ICS 207

### Incident Organization Chart

**Purpose.** The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

**Preparation.** The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander.

Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

**Distribution.** The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

#### Notes:

- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

| Block Number | Block Title  | Instructions   |
|--------------|--|--|
| 1            | <b>Incident Name</b>   | Print the name assigned to the incident.   |
| 2            | <b>Operational Period</b> <ul style="list-style-type: none"><li>• Date and Time From</li><li>• Date and Time To</li></ul>                  | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.   |
| 3            | <b>Organization Chart</b>  | <ul style="list-style-type: none"><li>• Complete the incident organization chart.</li><li>• For all individuals, use at least the first initial and last name.</li><li>• List agency where it is appropriate, such as for Unified Commanders.</li><li>• If there is a shift change during the specified operational period, list both names, separated by a slash.</li></ul> |
| 4            | <b>Prepared by</b> <ul style="list-style-type: none"><li>• Name</li><li>• Position/Title</li><li>• Signature</li><li>• Date/Time</li></ul> | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).   |

### Building Coordinators - 2024/2025

| <b>Building</b>  | <b>Role</b>               | <b>Name</b>  | <b>Office #</b> | <b>Email</b>         |
|------------------|---------------------------|--|-----------------|----------------------|
|                  | College Emergency Manager | Carol Rothstein<br><i>President</i>  | 50333           | crothstein@jsc.edu   |
|                  | College Emergency Manager | Aaron Patton<br><i>Chief of Police</i>   | 52627           | apatton1@jsc.edu     |
|                  | College Emergency Manager | Tim Dellinger<br><i>Executive Vice President of Finance, Administration and Student Services</i> | 52610           | tdellinger1@jsc.edu  |
| Administration   | Team Leader               | Jennifer Cherry  | 58822           | jcherry@jsc.edu      |
| Administration   | Team Leader               | Terri Messer   | 50326           | tmesser@jsc.edu      |
| Classroom        | Team Leader               | Linda Shirley  | 50246           | lshirley@jsc.edu     |
| Classroom        | Team Leader               | Jessica Reece  | 50277           | Jreece1@jsc.edu      |
| Gymnasium        | Team Leader               | Kevin Lynum  | 50239           | klynum1@jsc.edu      |
| Gymnasium        | Team Leader               | Michael Winders  | 50273           | cwinders@jsc.edu     |
| Health Sciences  | Team Leader               | Jen Jakubowski   | 52612           | jjakubowski@jsc.edu  |
| Health Sciences  | Team Leader               | Kenneth Oxford   | 50348           | koxford@jsc.edu      |
| Library          | Team Leader               | Ruth Slagle  | 50572           | rslagle@jsc.edu      |
| Library          | Team Leader               | Veronica Jones   | 50475           | vjones@jsc.edu       |
| Maintenance      | Team Leader               | Preston Turner   | 52619           | pturner@jsc.edu      |
| Maintenance      | Team Leader               | Glory Griffin  | 52617           | ggriffin@jsc.edu     |
| McWherter        | Team Leader               | John McCommon  | 58826           | jmcccommon@jsc.edu   |
| McWherter        | Team Leader               | Roger James  | 50407           | rjames@jsc.edu       |
| Music & Arts     | Team Leader               | Jenn Brown   | 50271           | jbrown84@jsc.edu     |
| Nursing          | Team Leader               | Natalie Marek  | 52622           | nmarek@jsc.edu       |
| Nursing          | Team Leader               | Sherry Vickers   | 50485           | svickers@jsc.edu     |
| Science          | Team Leader               | Wesley Smith   | 50525           | Wsmith16@jsc.edu     |
| Science          | Team Leader               | Casey Meek   | 50303           | cmeek@jsc.edu        |
| Student Center   | Team Leader               | Adam Kuykendall  | 50319           | akuykendall3@jsc.edu |
| Student Center   | Team Leader               | Paul Morgan  | 50354           | Pmorgan2@jsc.edu     |
|                  |                           |  |                 |                      |
| Savannah Center  | Team Leader               | Jan Rhodes   | 50761           | jrhodes@jsc.edu      |
| Lexington Center | Team Leader               | Sandy Stanfill   | 50660           | sstanfill@jsc.edu    |
| Trenton Center   | Team Leader               | Sherry Channell  | 58836           | schannell@jsc.edu    |

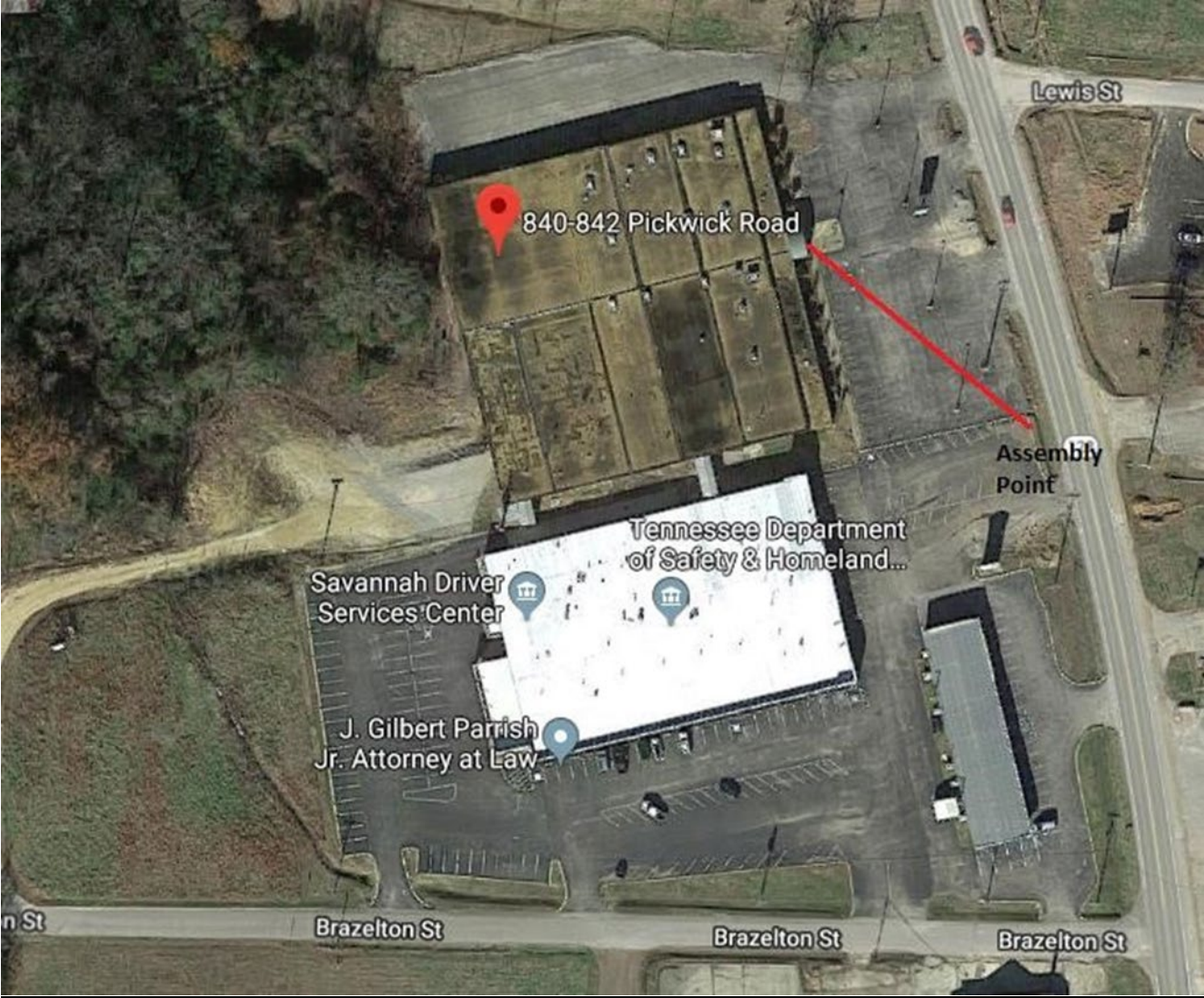
# Main Campus Fire Assembly Points

# Jackson State Community College Campus Map

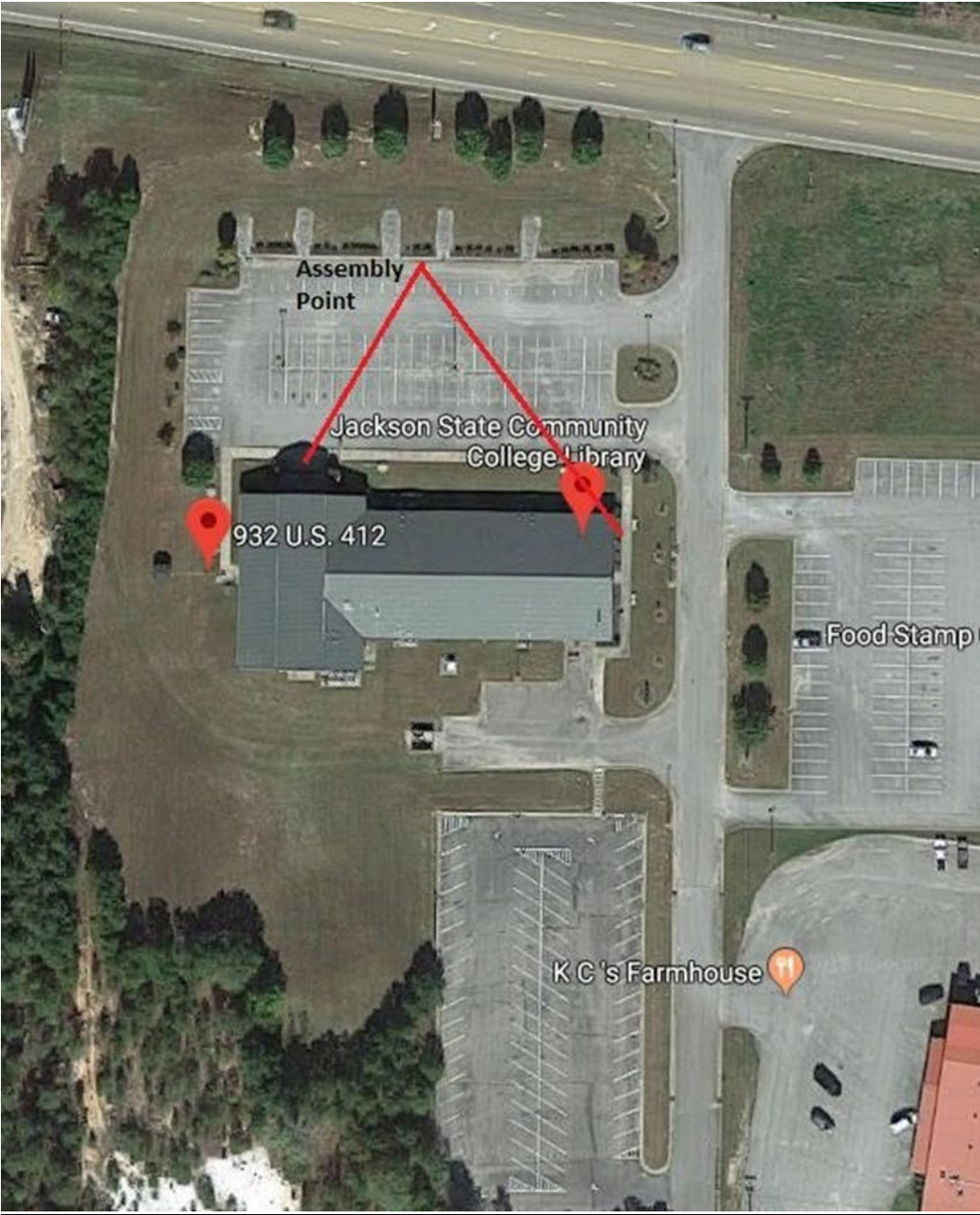




**Savannah Center Fire Assembly Point**



**Lexington Center Fire Assembly Point**





**Gibson County Fire Assembly Point**



## **AED LOCATIONS ON CAMPUS**

### **Administrative Building**

AED can be located in the lobby area near receptionist desk.

### **Nelms Classroom Building**

AED can be located in the First Floor hallway across from Math Lab

### **Student Center**

AED can be located in the common area outside of the JHub one stop.

### **Gymnasium**

AED can be located in the main gym area next to the stage.

### **Library**

AED can be located on wall across from the circulation desk.

### **McWherter Center**

AED can be located in the lobby area near main entrance outside of office area.

### **Science Building**

AED can be located in main hallway outside office area.

### **Jim Moss Center for Nursing**

AED can be located on the First Floor common area across from elevator.

### **Jim and Janet Ayers Center for Health Sciences**

AED can be located on the first floor next to the Main entrance.

### **JSCC Campus Police**

AED can be located with security being mobile.

**ALL OFF-CAMPUS LOCATIONS HAVE AN AED IN THEIR MAIN OFFICE**



## EMERGENCY CALL STATION LOCATIONS

- McWherter parking lot near flag pole
- McWherter parking lot near baseball field
- Library/Gymnasium parking lot near Library
- Back Parking lot behind Nelms Classroom building
- Back parking lot behind Science building



## **BLEEDING CONTROL KIT LOCATION**



**\*These kits are to be used by trained individuals only.\***

### **Administrative Building**

Located in the lobby area near receptionist desk.

### **Nelms Classroom Building**

Located in the First Floor hallway across from Math Lab

### **Student Center**

Located in the common area outside of the JHub one stop.

### **Gymnasium**

Located in the main gym area next to the stage.

### **Library**

Located on the wall across from the circulation desk.

### **McWherter Center**

Located in the lobby area near main entrance outside of office area.

### **Science Building**

Located in main hallway outside office area.

### **Jim Moss Center for Nursing**

Located on the First Floor common area across from elevator.

### **Jim and Janet Ayers Center for Health Sciences**

Located on the first floor next to the Main entrance.

### **Art and Music**

Located by front door

**PLANNED DRILLS/TRAINING**  
**(Subject to change)**

| <b>Mandatory Drills (Entire Campus)*</b>  | <b>Training (Building leaders*/Interested Employees)</b>   |
|---|--|
| <p style="text-align: center;"><b><u>Tornado Drill*</u></b></p> <ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> week of November</li> <li>➤ 1<sup>st</sup> week of February</li> </ul> <p style="text-align: center;"><b><u>Fire Evacuation Drill*</u></b></p> <ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> week of September</li> <li>➤ 1<sup>st</sup> week of March</li> </ul> <p style="text-align: center;"><b><u>Violent Intruder*</u></b></p> <ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> week of October</li> <li>➤ 1<sup>st</sup> week of April</li> </ul> | <p style="text-align: center;"><b><u>Lift Chair Training</u></b></p> <p style="text-align: center;">TBA</p> <p style="text-align: center;"><b><u>First Aid, AED, CPR</u></b></p> <p style="text-align: center;">TBA</p> <p style="text-align: center;"><b><u>Fire Extinguisher Training</u></b></p> <p style="text-align: center;">TBA</p> <p style="text-align: center;"><b><u>CERT Training</u></b></p> <p style="text-align: center;">TBA</p> |

*(\*) denotes a mandatory drill or training exercise*

**PROCLAMATION**

**Natural Disaster-State of Emergency**

WHEREAS, severe weather has produced damage to Jackson State Community College which has affected the health welfare of our students, faculty, staff and caused damage to our property.

THEREFORE, in the interest of safety and welfare, I \_\_\_\_\_,do herein declare pursuant to the statutes of the State of Tennessee, guidelines of the Tennessee Board of Regents and local ordinances/resolutions of the City of Jackson, Tennessee that a state of emergency exists as of \_\_\_\_\_ .

IT IS FURTHER ORDERED, that, due to the existence of this situation, Jackson State Community College’s Emergency Management Plan be placed into effect to coordinate, facilitate and effective response to and recovery from this emergency/disaster situation.

IT IS THEREFORE DECLARED that a “State of Emergency” exists at Jackson State Community College and that all assets of the College are to be made available for response to the needs of the campus.

\_\_\_\_\_  
President, Jackson State Community College

# **IV. Memorandums of Understanding**



**MUTUAL ASSISTANCE AGREEMENT BETWEEN  
JACKSON STATE COMMUNITY COLLEGE  
AND  
THE CITY OF JACKSON, TENNESSEE**

**This Mutual Assistance Agreement** (the "Agreement") is entered into and made effective the 6th day of June, 2023, by and between Jackson State Community College, a public Community College within the Tennessee Board of Regents system ("College") and the City of Jackson, Tennessee, a municipal corporation of the State of Tennessee ("City").

**WITNESSETH:**

**WHEREAS**, pursuant to applicable laws, and as further defined in this Agreement, the parties are each charged with enforcement of the laws of the State of Tennessee and City of Jackson ordinances, and with respect to the College only, the Tennessee Board of Regents and College policies, procedures, rules and regulations;

**WHEREAS**, City of Jackson Police Department ("JPD") is responsible for law enforcement in the City as an agency of City, and JSCC Campus Police ("JSCC Campus Police") is responsible for law enforcement in and around College's campus ("Campus" as more particularly described in **Exhibit A** attached hereto) as an agency of College; and

**WHEREAS**, the parties desire to clarify their roles and responsibilities regarding law enforcement and jurisdiction in and around College's Campus, and to enter into this Agreement, as authorized pursuant to Tennessee Code Annotated §49-7-118(e).

**NOW, THEREFORE**, in consideration of the premises recited herein, the parties agree as follows:

**1. Mutual Assistance/Jurisdiction.** As set forth hereinafter, the parties agree to timely and reasonably assist one another in the enforcement of applicable state and local laws, regulations and ordinances in and around the College's Campus [as more particularly described in the map attached to this Agreement as **Exhibit A** ("Enforcement Area")]. The JSCC Campus Police's agreement to provide mutual assistance hereunder shall be limited to those situations where sufficient available personnel exist to provide such assistance.

The JPD shall also be responsible for the enforcement of applicable laws, regulations and ordinances in all other areas within the City of Jackson which are subject to JPD jurisdiction.

**2. Duties and Law Enforcement.**

**a. JSCC Campus Police.** As limited by available personnel, JSCC Campus Police shall patrol and timely and reasonably respond to requests for police assistance and/or reports of criminal activity within the Enforcement Area. JSCC Campus Police shall

provide assistance to JPD in and around the Enforcement Area upon reasonable request from the JPD. If a JSCC Campus Police officer witnesses or is alerted to the commission of a crime outside of the Enforcement Area, JSCC Campus Police shall take any and all necessary and appropriate action(s) to prevent further harm or risk of injury to others, including, but not limited to, direct intervention, pursuit, arrest, and/or report to JPD. The procedures and means by which JSCC Campus Police provides its police services, including staffing or personnel and shift scheduling, shall be in the sole and absolute discretion of JSCC Campus Police. Notwithstanding the provisions of this Paragraph 2.a., JSCC Campus Police shall respond to parking violations, traffic violations, and accidents pursuant to the terms set out below.

b. **JPD.** JPD shall patrol and timely and reasonably respond to requests for police assistance and/or reports of criminal activity within the JPD's jurisdiction, including the Enforcement Area. If a JPD officer witnesses or is alerted to the commission of a crime within the Enforcement Area, JPD shall take any and all necessary and appropriate action(s) to prevent further harm or risk of injury to others, including, but not limited to, direct intervention, pursuit, arrest, and/or report to JSCC Campus Police. The JSCC Campus Police shall provide assistance to JPD upon reasonable request from the JPD, subject to staffing constraints. The procedures and means by which JPD provides its police services, including staffing or personnel and shift scheduling, shall be in the sole and absolute discretion of JPD. Notwithstanding the provisions of this Paragraph 2.b., JPD shall respond to parking violations, traffic violations, and accidents pursuant to the terms set out below.

c. **Parking Violations.** Both JSCC Campus Police and JPD may issue traffic citations for violations of parking regulations in the Enforcement Area. However, the previous sentence notwithstanding, only JPD may issue traffic citations regarding parking in front of any private residences located in the Enforcement Area. JPD shall also be responsible for the enforcement of parking regulations outside of Enforcement Area and may call upon JSCC Campus Police for aid or assistance involving parking violations in and around the Enforcement Area, as needed, and subject to staffing constraints.

d. **Traffic Violations.** Both JSCC Campus Police and JPD shall have responsibility for enforcement of traffic regulations on city streets located in the Enforcement Area, including issuance of traffic summonses for moving violations. Both JPD and JSCC Campus Police may call upon the other for aid or assistance involving traffic situations within the Enforcement Area, as needed, to protect the public. JPD shall also be responsible for the enforcement of traffic regulations outside of Enforcement Area and may call upon JSCC Campus Police for aid or assistance involving traffic situations in and around the Enforcement Area, as needed, to protect the public, and subject to staffing constraints.

e. **Vehicular Accidents.** Both JSCC Campus Police and JPD may investigate vehicular accidents occurring within the Enforcement Area and may issue Tennessee Integrated Traffic Analysis Network Reports and traffic summons for moving violations associated with vehicular accidents occurring within the Enforcement Area. If the accident involves a serious bodily injury or a fatality and the JSCC Campus Police responds, JSCC

Campus Police shall notify and request aid and assistance from JPD, which shall respond in a timely manner. Both JPD and JSCC Campus Police shall provide aid or assistance in investigating vehicular accidents occurring within the Enforcement Area, if requested by the other. The JSCC Campus Police's obligation to respond to such a request for assistance shall be subject to availability of personnel. The services of the Tennessee Highway Patrol may also be requested by either JPD or JSCC Campus Police. JPD shall also be responsible for the investigation of traffic accidents and may issue Tennessee Integrated Traffic Analysis Network Reports and traffic summons for moving violations associated with vehicular accidents occurring outside of the Enforcement Area, but may request JSCC Campus Police' assistance when deemed necessary and reasonable.

**3. Emergencies.** Emergency calls that are made from any telephone within the College's telephone system ("College Telephones") are not automatically routed to JSCC Campus Police Dispatch for response by JSCC Campus Police. Emergency calls created by dialing 911 from a Campus Telephone are received by a 911 operator at City of Jackson Central Dispatch, and routed to the appropriate government agency for response. Such response may include contacting the JSCC Campus Police, JPD, City Fire Department for fire or medical assistance, or other agency as deemed necessary. Emergency calls made from private residences, including those located within the Enforcement Area, or from other non-College telephones are also received by the 911 operator and routed to the appropriate government agency for response.

JSCC Campus Police shall timely and reasonably respond to all emergency calls requiring police services or assistance routed to its attention by Central Dispatch. A JSCC Campus Police Dispatcher shall immediately notify JPD or other appropriate City agency of any emergency calls received by the JSCC Campus Police Dispatcher from any telephones (Campus Telephone or otherwise) requesting protection, aid or assistance whether located in or out of the Enforcement Area; and, if available, JSCC Campus Police shall respond to protect, aid or assist the party in need. Subject to the terms of the preceding sentence, JPD shall respond to all emergency calls received by it requiring police services or assistance, including emergency calls concerning or relating to the Enforcement Area.

In the event that JPD responds to an emergency call concerning property located in or around the Enforcement Area, JPD may contact JSCC Campus Police for assistance; and JSCC Campus Police shall immediately respond to provide such assistance as necessary, subject to availability of personnel. Either party shall respond in a timely manner to a request for aid or assistance made by the other.

In the event JSCC Campus Police officers are required to operate their vehicles in an emergency mode outside of the Enforcement Area, JSCC Campus Police shall advise JPD and Central Dispatch as to the nature of the emergency and the route taken by the JSCC Campus Police officer. For purposes of this Agreement, emergency mode includes, but is not limited to: pursuit of a criminal or suspect, responding to a report of criminal activity, responding to a traffic accident involving serious bodily injury, responding to any other request where the public's immediate health, safety or welfare is in danger.



8. **Effective Date, Amendment and Termination.** This Agreement shall be effective upon execution by an authorized representative of each party hereto and may be amended at any time by written agreement executed by authorized representatives of each party. Further, this Agreement may be terminated by either party upon thirty (30) days prior written notification to the other party.

9. **Severability.** The terms of this Agreement are severable, and should any term be declared invalid or become inoperative for any reason, such invalidity or failure shall not affect the validity of any other term hereof.

10. **Conformance With Law.** The parties shall at all times during the term of this Agreement strictly adhere to all applicable Federal, State, and local laws and implementing regulations relating in any way to their performance under this Agreement.

11. **Notices.** Any notice required or permitted to be served under this Agreement shall be in writing and shall be personally served or sent by U.S. certified mail, postage and fees prepaid, addressed to the party to whom such notice is to be given at the address set forth below, or at such other address as has been previously furnished, in writing to the other party. Such notice shall be deemed to have been given when deposited in the mail with the United States Postal Service.

*JPD:*

Chief of Police  
Jackson Police Department  
234 Institute Street  
Jackson, TN 38301

*With copies to:*

City Attorney  
Spragins, Barnett & Cobb, PLC  
312 E. Lafayette Street  
Jackson, TN 38301

Legal Advisor  
Jackson Police Department  
234 Institute Street  
Jackson, TN 38301

*College:*

President  
Jackson State Community College  
2046 North Parkway  
Jackson, TN 38301

*With copies to:*

Vice President  
Financial and Administrative Affairs  
Jackson State Community College  
2046 North Parkway  
Jackson, TN 38301

Contracts and Reporting  
Tennessee Board of Regents  
1 Bridgestone Park  
Nashville, TN 37214  
contracts.reporting@tbr.edu

12. **Paragraph Captions.** The captions of the paragraphs are set forth only for the convenience and preference of the parties and are not intended to in any way define, limit, or describe the scope of this Agreement.

13. **Entire Agreement.** This Agreement represents the entire agreement between the

parties and there are no oral or collateral agreements or understandings.

**14. Binding Effect.** This Agreement shall inure to the benefit of, and be binding upon, the parties and their legal representatives, successors and assigns; provided, however, that nothing in this paragraph shall be construed to permit the assignment of this Agreement without the written permission of the other party, such permission not to be unreasonably withheld.

**15. Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument.

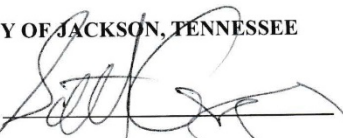
**16. Presumption.** The parties to this Agreement and their attorneys have had full opportunity to review and participate in the drafting of the final form of this Agreement. Accordingly, this Agreement shall be construed without regard to any presumption or other rule of construction against the party causing the Agreement to be drafted.

**17. Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Tennessee.

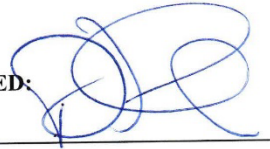
**SIGNATURES ON FOLLOWING PAGE**


**IN WITNESS WHEREOF**, the parties hereto have caused these presents to be executed by the parties' duly authorized representatives on the dates indicated.

**CITY OF JACKSON, TENNESSEE**

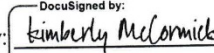
By:   
Name: Scott Conger  
Title: Mayor  
Date: \_\_\_\_\_

**APPROVED:**

By:   
Name: Thom Corley  
Title: Chief, Jackson Police Department  
Date: 6-27-23

By:   
Name: Gary Benton  
Title: Counsel, Jackson Police Department  
Date: 6/27/2023

**JACKSON STATE  
COMMUNITY COLLEGE**

DocuSigned by:  
By:   
-9DF120FE35A94C0...  
Name: Dr. Kimberly McCormick  
TBR Executive Vice Chancellor for External Affairs  
Title: Interim President  
Date: 2023-06-08 | 9:14 PM CDT

**APPROVED:**

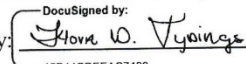

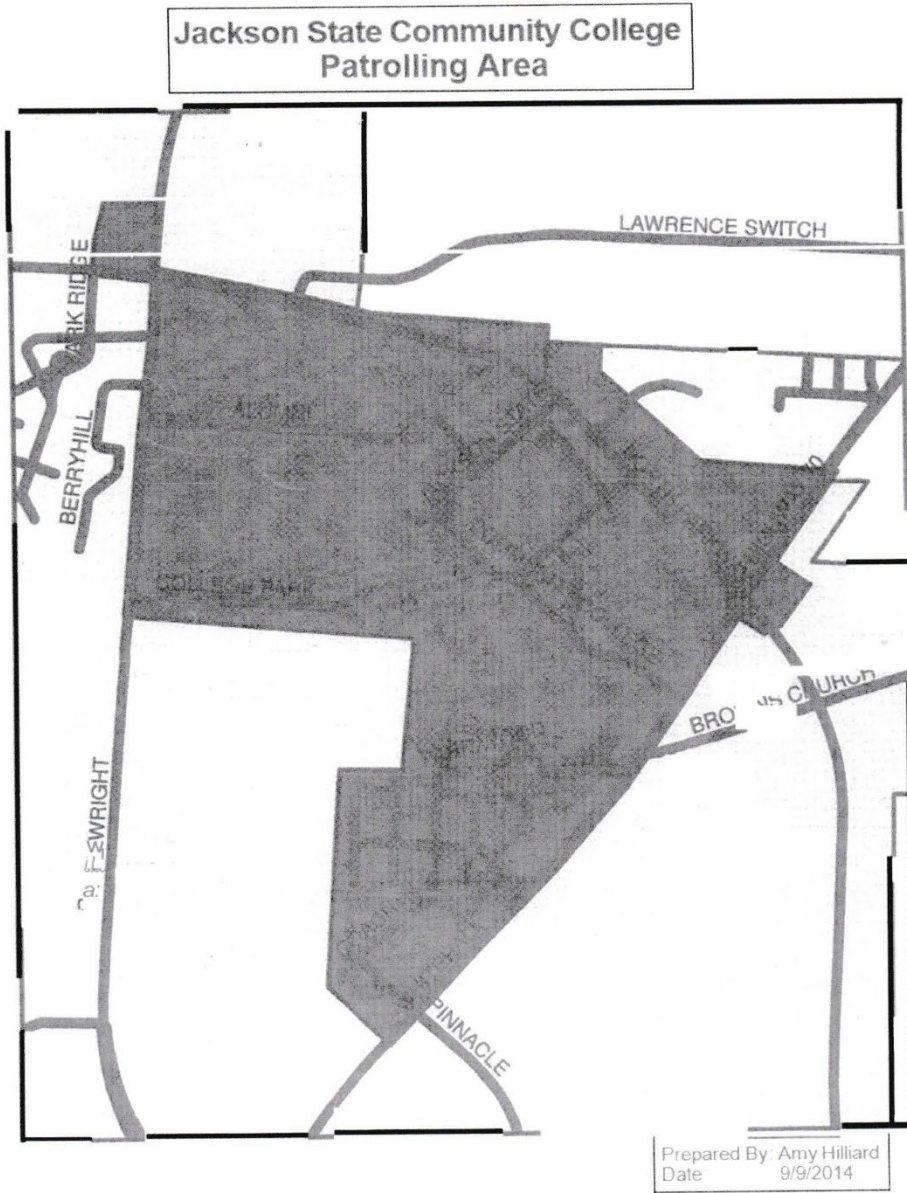
Tennessee Board of Regents  
DocuSigned by:  
By:    
-15B44CDEEAC7429...  
Name: Flora W. Tydings  
Title: Chancellor  
Date: 2023-06-09 | 6:50 AM CDT

Exhibit A



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
JACKSTON STATE COMMUNITY COLLEGE  
AND  
LEXINGTON POLICE DEPARTMENT, LEXINGTON, TN**

THIS MEMORANDUM OF UNDERSTANDING (the "Agreement") is hereby entered into and made effective as of August 1, 2023, by and between Jackson State Community College ("JSCC") the Lexington Police Department ("Lexington Police Department").

**WHEREAS**, JSCC is a public higher education institution of the state of Tennessee, governed by the Tennessee Board of Regents (TBR), of which the main campus is located within the City of Jackson, TN;

**WHEREAS**, JSCC maintains a Police Department on its main campus, which employs certified law enforcement officers and other security personnel with the responsibility of providing for the safety and security needs of the campus community, and the JSCC Lexington – Henderson County Center which is located in Lexington, TN; and

**WHEREAS**, JSCC and Lexington Police Department have determined that their collective responsibilities to provide for the safety and security of employees, students and visitors of the JSCC Lexington – Henderson County Center and of the citizens and visitors of the City of Lexington within Henderson County are served by an agreement between them outlining responsibilities with respect to the campus property.

**NOW, THEREFORE**, the parties agree as follows:

**1. CAMPUS**

The JSCC campus is defined for purposes of this Agreement as the following property:  
932 East Church St., Lexington, TN 38351

**2. DESIGNATED LIAISON OFFICERS:**

Each party shall designate a primary liaison officer to serve in that capacity for communications between the parties, and shall further designate, if deemed appropriate by either party, a secondary liaison officer to act in times when the primary liaison officer is unavailable.

**3. JSCC POLICE DEPARTMENT RESPONSIBILITIES:**

- a. JSCC certified law enforcement officers shall comply with standards established by the Tennessee Peace Officers Standards and Training Commission ("POST") for certified peace officers in the state of Tennessee; and with state laws, city ordinances, and the policies and procedures of JSCC and TBR.
- b. JSCC police personnel shall comply with state laws, city ordinances, and the policies and procedures of JSCC and TBR.
- c. JSCC will provide to Lexington Police Department a listing of employees' names and positions held within the JSCC Police Department, and shall promptly provide updates to this listing as changes occur within the JSCC Office.
- d. JSCC certified law enforcement officers shall initiate traffic stops on campus property and may handle investigations into crimes involving persons and property which occur on campus. If a JSCC Peace Officer determines that any incident requires investigative expertise or operational resources beyond their abilities or capacity, they will notify Lexington Police Department immediately and request that Lexington Police Department assume responsibility. JSCC staff will promptly provide Lexington Police Department all available information and detailed reports, including those relating to their observations and actions prior to referral.
- e. Additionally, JSCC officers have exclusive responsibility to address violations of students and employees code of conduct, and violations of TBR and JSCC policies which by their nature or by requirement necessitate the involvement of JSCC officers.
- f. In every case where JSCC Peace officers make a criminal arrest or initiate criminal process, they will notify the Lexington Police Department of their actions in a timely manner, and pursuant to the manner as agreed to by the parties. Copies of all documents and reports relating to the matter will be provided to Lexington Police Department upon request.
- g. JSCC Peace officers shall cooperate fully with the Lexington Police Department relative to the investigation of crimes on JSCC properties.
- h. JSCC Peace officers will not initiate or conduct any traffic stops or criminal investigations at locations off campus, excepting at direction of Lexington Police Department and concerning a crime in-progress and having begun or occurring in part on campus.



**4. LEXINGTON POLICE DEPARTMENT RESPONSIBILITIES:**

- a. Lexington Police Department shall have primary responsibility for handling police related activities occurring within the campus as follows:
  - i. Crimes of violence resulting in serious bodily injury or death, including actual and attempted homicide, sex offenses (subject to discussion in section 6 below), robbery, burglary, weapons violations, assaults involving weapons, suicides, suspicious or unattended deaths and industrial accidents. JSCC officers shall immediately refer and such crimes to the Lexington Police Department for investigation.
  - ii. Missing person cases. JSCC Peace officers shall initiate the report of these cases to and request assistance from Lexington Police Department for investigation.
- b. Lexington Police Department may monitor traffic and initiate traffic stops on city streets located within the campus.
- c. Nothing herein is intended to restrict Lexington Police Department from initiating and conducting investigations into suspected, reported or actual criminal activity occurring on campus.
- d. Prior to coming on the JSCC campus or other JSCC properties to investigate suspected, reported or actual criminal activity, Lexington Police Department shall make a reasonable effort to notify the JSCC Police Department of its planned activity. The Lexington Police Department shall comply with all measures requested by the JSCC officials to avoid disruption of the educational and other campus activities and of students and which Lexington Police Department determines, in its sole discretion, are reasonable; provided however, that in the event of an emergency involving threat to life or property or if the need for immediate action makes it impossible or impracticable to first notify the JSCC Police Department, the Lexington Police Department may act in its discretion and make the required notification as soon thereafter as possible.

**5. INFORMATION SHARING:**

- a. The parties agree that information, including public safety information, criminal intelligence and criminal history information, will be shared regularly and proactively between the Lexington Police Department and JSCC Peace officers, in a manner consistent with all applicable laws, to assist with providing and securing a safe campus and community. Further, that certain information exchanged between the parties will be maintained as confidential unless its release is authorized by the party disclosing the information, is required by law or court order, or is necessary under circumstances involving a health or safety emergency.
- b. The information and records shared under this Agreement may, when appropriate, include any information or records permitted to be released under any exception to the privacy protections of the Family Educational Rights and Privacy Act ("FERPA"). It is noted that FERPA applies to "education records," which include records relative to students and created by JSCC and information derived from tangible records; it does not protect the confidentiality of information in general and does not apply to disclosure of information derived from a source other than an education record (even if education records exist which contain that information). As a general rule, information that is obtained through personal knowledge or observation and not from an education record is not covered by FERPA. Thus, verbal reports involving criminal activity may be reported to the Lexington Police Department as necessary or appropriate for the Lexington Police Department to conduct its investigation.
- c. When deemed appropriate, JSCC Peace officers and Lexington Police Department will exchange police investigation information and copies of police incident reports reporting any alleged offense of violence or sex offense including non-public information.

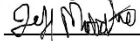
**6. TREATMENT OF REPORTS OF SEX OFFENSES:**

- a. For purposes of this Agreement, the definition of "sex offenses" includes those as set out in Title IX. This definition includes forcible and non-forcible sex offenses (e.g., rape, forcible sodomy, sexual assault with an object, forcible fondling, statutory rape, sexual contact with person incapable of consenting to the activity).
- b. JSCC will address reports of sexual offenses in a manner consistent with federal and state laws, which must include consideration of the wishes of the complainant. A complainant involved in a sexual offense shall be encouraged to make a report of the incident to the Lexington Police Department. However, should the complainant wish not to report the incident to the Lexington Police Department, JSCC will execute a form in which the complainant indicates her/his unwillingness to participate with a criminal investigation, and barring extraordinary circumstances which would necessitate disclosure of the complainant's identity, her/his identity shall be kept confidential. JSCC officers must report the crime pursuant to federal laws, and will therefore provide the Lexington Police Department with the required specifics of the crime, but will not reveal the identity of the complainant, except if permission to do so is provided by the complainant. It is understood that this will inhibit or prohibit the ability of the Lexington Police Department to investigate the report, as there will be no or limited opportunity to interview or to timely interview the complainant or to gather other physical evidence.

7. MISCELLANEOUS PROVISIONS:

- a. Annual review and Amendments. This Agreement will be reviewed no less than annually by the parties. Changes may be made at any time upon mutual agreement by the authorized officials of each party.
- b. Terms and Termination. The term of this Agreement is for one (1) year, beginning on date last executed, and shall automatically renew for successive one (1) year terms unless terminated by either party. Either party may terminate this Agreement upon one hundred eighty (180) days' notice to the other.
- c. Independent Relationship. Neither party has the power or authority to create any obligation on behalf of the other, express or implied. Neither party is responsible for the manner in which each party conducts its operation. The officers, agents, employees and representatives of each party shall not be construed as employees, agents or representatives of the other for any purpose.
- d. Separation of College Disciplinary Proceedings. It is understood that JSCC officials retain the sole prerogative to invoke disciplinary proceedings against students and employees for violations of JSCC rules and policies, and to impose sanctions as a result of the outcome of those proceedings, separately from law enforcement involvement or investigation or criminal charges or prosecution that may be warranted.
- e. Duplicate Originals. This Agreement is executed in two counterparts each one of which shall be deemed an original for each party.

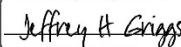
LEXINGTON POLICE DEPARTMENT

By:   
8428EA2857AE491...  
 Name: Jeff Middleton  
 Title: Lexington Chief of Police  
 Date: 2023-08-11 | 6:17 AM CDT

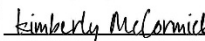
Address for Notices: 88 First Street  
Lexington, TN 38351

APPROVED:

CITY OF LEXINGTON

By:   
EAS831670B9C460...  
 Name: Jeff Griggs  
 Title: Mayor of Lexington  
 Date: 2023-08-14 | 10:53 AM EDT

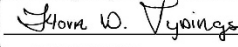

JACKSON STATE COMMUNITY COLLEGE

By:   
7F8D9498B8D74D8...  
 Name: Dr. Kimberly McCormick  
 Title: Interim President  
 Date: 2023-08-16 | 7:58 AM CDT

Address for Notices: 2046 North Parkway,  
Jackson, TN 38301

APPROVED:

TENNESSEE BOARD OF REGENTS

By:    
15B44CDEEAC7429...  
 Name: Flora W. Tydings  
 Title: Chancellor  
 Date: 2023-08-16 | 8:06 AM CDT

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
JACKSTON STATE COMMUNITY COLLEGE  
AND  
SAVANNAH POLICE DEPARTMENT, SAVANNAH, TN**

THIS MEMORANDUM OF UNDERSTANDING (the "Agreement") is hereby entered into and made effective as of August 1, 2023, by and between Jackson State Community College ("JSCC") the Savannah Police Department ("Savannah Police Department").

**WHEREAS**, JSCC is a public higher education institution of the state of Tennessee, governed by the Tennessee Board of Regents (TBR), of which the main campus is located within the City of Jackson, TN;

**WHEREAS**, JSCC maintains a Police Department on its main campus, which employs certified law enforcement officers and other security personnel with the responsibility of providing for the safety and security needs of the campus community, and the JSCC Savannah – Hardin County Center with a campus in Savannah; and

**WHEREAS**, JSCC and Savannah Police Department have determined that their collective responsibilities to provide for the safety and security of employees, students and visitors of the JSCC Savannah – Hardin County Center and of the citizens and visitors of the City of Savannah within Hardin County are served by an agreement between them outlining responsibilities with respect to the campus property.

**NOW, THEREFORE**, the parties agree as follows:

**1. CAMPUS**

The JSCC campus is defined for purposes of this Agreement as the following property:  
840 South Pickwick St., Savannah, TN 38327

**2. DESIGNATED LIAISON OFFICERS:**

Each party shall designate a primary liaison officer to serve in that capacity for communications between the parties, and shall further designate, if deemed appropriate by either party, a secondary liaison officer to act in times when the primary liaison officer is unavailable.

**3. JSCC POLICE DEPARTMENT RESPONSIBILITIES:**

- a. JSCC certified law enforcement officers shall comply with standards established by the Tennessee Peace Officers Standards and Training Commission ("POST") for certified peace officers in the state of Tennessee; and with state laws, city ordinances, and the policies and procedures of JSCC and TBR.
- b. JSCC police personnel shall comply with state laws, city ordinances, and the policies and procedures of JSCC and TBR.
- c. JSCC will provide to Savannah Police Department a listing of employees' names and positions held within the JSCC Police Department, and shall promptly provide updates to this listing as changes occur within the JSCC Office.
- d. JSCC certified law enforcement officers shall initiate traffic stops on campus property and may handle investigations into crimes involving persons and property which occur on campus. If a JSCC Peace Officer determines that any incident requires investigative expertise or operational resources beyond their abilities or capacity, they will notify Savannah Police Department immediately and request that Savannah Police Department assume responsibility. JSCC staff will promptly provide Savannah Police Department all available information and detailed reports, including those relating to their observations and actions prior to referral.
- e. Additionally, JSCC officers have exclusive responsibility to address violations of students and employees code of conduct, and violations of TBR and JSCC policies which by their nature or by requirement necessitate the involvement of JSCC officers.
- f. In every case where JSCC Peace officers make a criminal arrest or initiate criminal process, they will notify the Savannah Police Department of their actions in a timely manner, and pursuant to the manner as agreed to by the parties. Copies of all documents and reports relating to the matter will be provided to Savannah Police Department upon request.
- g. JSCC Peace officers shall cooperate fully with the Savannah Police Department relative to the investigation of crimes on JSCC properties.
- h. JSCC Peace officers will not initiate or conduct any traffic stops or criminal investigations at locations off campus, excepting at direction of Savannah Police Department and concerning a crime in-progress and having begun or occurring in part on campus.

**4. SAVANNAH POLICE DEPARTMENT RESPONSIBILITIES:**

- a. Savannah Police Department shall have primary responsibility for handling police related activities occurring within the campus as follows:
  - i. Crimes of violence resulting in serious bodily injury or death, including actual and attempted homicide, sex offenses (subject to discussion in section 6 below), robbery, burglary, weapons violations, assaults involving weapons, suicides, suspicious or unattended deaths and industrial accidents. JSCC officers shall immediately refer and such crimes to the Savannah Police Department for investigation.
  - ii. Missing person cases. JSCC Peace officers shall initiate the report of these cases to and request assistance from Savannah Police Department for investigation.
- b. Savannah Police Department may monitor traffic and initiate traffic stops on city streets located within the campus.
- c. Nothing herein is intended to restrict Savannah Police Department from initiating and conducting investigations into suspected, reported or actual criminal activity occurring on campus.
- d. Prior to coming on the JSCC campus or other JSCC properties to investigate suspected, reported or actual criminal activity, Savannah Police Department shall make a reasonable effort to notify the JSCC Police Department of its planned activity. The Savannah Police Department shall comply with all measures requested by the JSCC officials to avoid disruption of the educational and other campus activities and of students and which Savannah Police Department determines, in its sole discretion, are reasonable; provided however, that in the event of an emergency involving threat to life or property or if the need for immediate action makes it impossible or impracticable to first notify the JSCC Police Department, the Savannah Police Department may act in its discretion and make the required notification as soon thereafter as possible.

**5. INFORMATION SHARING:**

- a. The parties agree that information, including public safety information, criminal intelligence and criminal history information, will be shared regularly and proactively between the Savannah Police Department and JSCC Peace officers, in a manner consistent with all applicable laws, to assist with providing and securing a safe campus and community. Further, that certain information exchanged between the parties will be maintained as confidential unless its release is authorized by the party disclosing the information, is required by law or court order, or is necessary under circumstances involving a health or safety emergency.
- b. The information and records shared under this Agreement may, when appropriate, include any information or records permitted to be released under any exception to the privacy protections of the Family Educational Rights and Privacy Act ("FERPA"). It is noted that FERPA applies to "education records," which include records relative to students and created by JSCC and information derived from tangible records; it does not protect the confidentiality of information in general and does not apply to disclosure of information derived from a source other than an education record (even if education records exist which contain that information). As a general rule, information that is obtained through personal knowledge or observation and not from an education record is not covered by FERPA. Thus, verbal reports involving criminal activity may be reported to the Savannah Police Department as necessary or appropriate for the Savannah Police Department to conduct its investigation.
- c. When deemed appropriate, JSCC Peace officers and Savannah Police Department will exchange police investigation information and copies of police incident reports reporting any alleged offense of violence or sex offense including non-public information.

**6. TREATMENT OF REPORTS OF SEX OFFENSES:**

- a. For purposes of this Agreement, the definition of "sex offenses" includes those as set out in Title IX. This definition includes forcible and non-forcible sex offenses (e.g., rape, forcible sodomy, sexual assault with an object, forcible fondling, statutory rape, sexual contact with person incapable of consenting to the activity).
- b. JSCC will address reports of sexual offenses in a manner consistent with federal and state laws, which must include consideration of the wishes of the complainant. A complainant involved in a sexual offense shall be encouraged to make a report of the incident to the Savannah Police Department. However, should the complainant wish not to report the incident to the Savannah Police Department, JSCC will execute a form in which the complainant indicates her/his unwillingness to participate with a criminal investigation, and barring extraordinary circumstances which would necessitate disclosure of the complainant's identity, her/his identity shall be kept confidential. JSCC officers must report the crime pursuant to federal laws, and will therefore provide the Savannah Police Department with the required specifics of the crime, but will not reveal the identity of the complainant, except if permission to do so is provided by the complainant. It is understood that this will inhibit or prohibit the ability of the Savannah Police Department to investigate the report, as there will be no or limited opportunity to interview or to timely interview the complainant or to gather other physical evidence.

**7. MISCELLANEOUS PROVISIONS:**

- a. Annual review and Amendments. This Agreement will be reviewed no less than annually by the parties. Changes may be made at any time upon mutual agreement by the authorized officials of each party.
- b. Terms and Termination. The term of this Agreement is for one (1) year, beginning on date last executed, and shall automatically renew for successive one (1) year terms unless terminated by either party. Either party may terminate this Agreement upon one hundred eighty (180) days' notice to the other.
- c. Independent Relationship. Neither party has the power or authority to create any obligation on behalf of the other, express or implied. Neither party is responsible for the manner in which each party conducts its operation. The officers, agents, employees and representatives of each party shall not be construed as employees, agents or representatives of the other for any purpose.
- d. Separation of College Disciplinary Proceedings. It is understood that JSCC officials retain the sole prerogative to invoke disciplinary proceedings against students and employees for violations of JSCC rules and policies, and to impose sanctions as a result of the outcome of those proceedings, separately from law enforcement involvement or investigation or criminal charges or prosecution that may be warranted.
- e. Duplicate Originals. This Agreement is executed in two counterparts each one of which shall be deemed an original for each party.

**SAVANNAH POLICE DEPARTMENT**

By: Michael Pitts  
C850679414D1451...  
 Name: Michael Pitts  
 Title: Chief of Police  
 Date: 2023-08-14 | 5:16 PM EDT

Address for Notices: 80 King Street  
Savannah, TN 38372

**APPROVED:**

**CITY OF SAVANNAH**  
 By: Bob Shutt  
74F9F39F05574A7...  
 Name: Bob Shutt  
 Title: Mayor of Savannah  
 Date: 2023-08-14 | 2:17 PM CDT

**JACKSON STATE COMMUNITY COLLEGE**

By: Kimberly McCormick  
7F8D9498B8D74D9...  
 Name: Dr. Kimberly McCormick  
 Title: Interim President  
 Date: 2023-08-16 | 7:59 AM CDT

Address for Notices: 2046 North Parkway,  
Jackson, TN 38301

**APPROVED:**

**TENNESSEE BOARD OF REGENTS**  
 By: Flora W. Tydings <sup>DS</sup>  
15B44CDEEAC7429...  
 Name: Flora W. Tydings  
 Title: Chancellor  
 Date: 2023-08-16 | 8:07 AM CDT

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
JACKSTON STATE COMMUNITY COLLEGE  
AND  
TRENTON POLICE DEPARTMENT, TRENTON, TN**

THIS MEMORANDUM OF UNDERSTANDING (the "Agreement") is hereby entered into and made effective as of August 1, 2023, by and between Jackson State Community College ("JSCC") the Trenton Police Department ("Trenton Police Department").

**WHEREAS**, JSCC is a public higher education institution of the state of Tennessee, governed by the Tennessee Board of Regents (TBR), of which the main campus is located within the City of Jackson, TN;

**WHEREAS**, JSCC maintains a Police Department on its main campus, which employs certified law enforcement officers and other security personnel with the responsibility of providing for the safety and security needs of the campus community, and the JSCC Trenton Center with a campus in Trenton; and

**WHEREAS**, JSCC and Trenton Police Department have determined that their collective responsibilities to provide for the safety and security of employees, students and visitors of the JSCC Trenton Center and of the citizens and visitors of the City of Trenton within Gibson County are served by an agreement between them outlining responsibilities with respect to the campus property.

**NOW, THEREFORE**, the parties agree as follows:

**1. CAMPUS**

The JSCC campus is defined for purposes of this Agreement as the following property:  
2211 U.S. 45 Bypass, Trenton, TN 38382

**2. DESIGNATED LIAISON OFFICERS:**

Each party shall designate a primary liaison officer to serve in that capacity for communications between the parties, and shall further designate, if deemed appropriate by either party, a secondary liaison officer to act in times when the primary liaison officer is unavailable.

**3. JSCC POLICE DEPARTMENT RESPONSIBILITIES:**

- a. JSCC certified law enforcement officers shall comply with standards established by the Tennessee Peace Officers Standards and Training Commission ("POST") for certified peace officers in the state of Tennessee; and with state laws, city ordinances, and the policies and procedures of JSCC and TBR.
- b. JSCC police personnel shall comply with state laws, city ordinances, and the policies and procedures of JSCC and TBR.
- c. JSCC will provide to Trenton Police Department a listing of employees' names and positions held within the JSCC Police Department, and shall promptly provide updates to this listing as changes occur within the JSCC Office.
- d. JSCC certified law enforcement officers shall initiate traffic stops on campus property and may handle investigations into crimes involving persons and property which occur on campus. If a JSCC Peace Officer determines that any incident requires investigative expertise or operational resources beyond their abilities or capacity, they will notify Trenton Police Department immediately and request that Trenton Police Department assume responsibility. JSCC staff will promptly provide Trenton Police Department all available information and detailed reports, including those relating to their observations and actions prior to referral.
- e. Additionally, JSCC officers have exclusive responsibility to address violations of students and employees code of conduct, and violations of TBR and JSCC policies which by their nature or by requirement necessitate the involvement of JSCC officers.
- f. In every case where JSCC Peace officers make a criminal arrest or initiate criminal process, they will notify the Trenton Police Department of their actions in a timely manner, and pursuant to the manner as agreed to by the parties. Copies of all documents and reports relating to the matter will be provided to Trenton Police Department upon request.
- g. JSCC Peace officers shall cooperate fully with the Trenton Police Department relative to the investigation of crimes on JSCC properties.
- h. JSCC Peace officers will not initiate or conduct any traffic stops or criminal investigations at locations off campus, excepting at direction of Trenton Police Department and concerning a crime in-progress and having begun or occurring in part on campus.

**4. TRENTON POLICE DEPARTMENT RESPONSIBILITIES:**

- a. Trenton Police Department shall have primary responsibility for handling police related activities occurring within the campus as follows:
  - i. Crimes of violence resulting in serious bodily injury or death, including actual and attempted homicide, sex offenses (subject to discussion in section 6 below), robbery, burglary, weapons violations, assaults involving weapons, suicides, suspicious or unattended deaths and industrial accidents. JSCC officers shall immediately refer and such crimes to the Trenton Police Department for investigation.
  - ii. Missing person cases. JSCC Peace officers shall initiate the report of these cases to and request assistance from Trenton Police Department for investigation.
- b. Trenton Police Department may monitor traffic and initiate traffic stops on city streets located within the campus.
- c. Nothing herein is intended to restrict Trenton Police Department from initiating and conducting investigations into suspected, reported or actual criminal activity occurring on campus.
- d. Prior to coming on the JSCC campus or other JSCC properties to investigate suspected, reported or actual criminal activity, Trenton Police Department shall make a reasonable effort to notify the JSCC Police Department of its planned activity. The Trenton Police Department shall comply with all measures requested by the JSCC officials to avoid disruption of the educational and other campus activities and of students and which Trenton Police Department determines, in its sole discretion, are reasonable; provided however, that in the event of an emergency involving threat to life or property or if the need for immediate action makes it impossible or impracticable to first notify the JSCC Police Department, the Trenton Police Department may act in its discretion and make the required notification as soon thereafter as possible.

**5. INFORMATION SHARING:**

- a. The parties agree that information, including public safety information, criminal intelligence and criminal history information, will be shared regularly and proactively between the Trenton Police Department and JSCC Peace officers, in a manner consistent with all applicable laws, to assist with providing and securing a safe campus and community. Further, that certain information exchanged between the parties will be maintained as confidential unless its release is authorized by the party disclosing the information, is required by law or court order, or is necessary under circumstances involving a health or safety emergency.
- b. The information and records shared under this Agreement may, when appropriate, include any information or records permitted to be released under any exception to the privacy protections of the Family Educational Rights and Privacy Act ("FERPA"). It is noted that FERPA applies to "education records," which include records relative to students and created by JSCC and information derived from tangible records; it does not protect the confidentiality of information in general and does not apply to disclosure of information derived from a source other than an education record (even if education records exist which contain that information). As a general rule, information that is obtained through personal knowledge or observation and not from an education record is not covered by FERPA. Thus, verbal reports involving criminal activity may be reported to the Trenton Police Department as necessary or appropriate for the Trenton Police Department to conduct its investigation.
- c. When deemed appropriate, JSCC Peace officers and Trenton Police Department will exchange police investigation information and copies of police incident reports reporting any alleged offense of violence or sex offense including non-public information.

**6. TREATMENT OF REPORTS OF SEX OFFENSES:**

- a. For purposes of this Agreement, the definition of "sex offenses" includes those as set out in Title IX. This definition includes forcible and non-forcible sex offenses (e.g., rape, forcible sodomy, sexual assault with an object, forcible fondling, statutory rape, sexual contact with person incapable of consenting to the activity).
- b. JSCC will address reports of sexual offenses in a manner consistent with federal and state laws, which must include consideration of the wishes of the complainant. A complainant involved in a sexual offense shall be encouraged to make a report of the incident to the Trenton Police Department. However, should the complainant wish not to report the incident to the Trenton Police Department, JSCC will execute a form in which the complainant indicates her/his unwillingness to participate with a criminal investigation, and barring extraordinary circumstances which would necessitate disclosure of the complainant's identity, her/his identity shall be kept confidential. JSCC officers must report the crime pursuant to federal laws, and will therefore provide the Trenton Police Department with the required specifics of the crime, but will not reveal the identity of the complainant, except if permission to do so is provided by the complainant. It is understood that this will inhibit or prohibit the ability of the Trenton Police Department to investigate the report, as there will be no or limited opportunity to interview or to timely interview the complainant or to gather other physical evidence.

7. MISCELLANEOUS PROVISIONS:

- a. Annual review and Amendments. This Agreement will be reviewed no less than annually by the parties. Changes may be made at any time upon mutual agreement by the authorized officials of each party.
- b. Terms and Termination. The term of this Agreement is for one (1) year, beginning on date last executed, and shall automatically renew for successive one (1) year terms unless terminated by either party. Either party may terminate this Agreement upon one hundred eighty (180) days' notice to the other.
- c. Independent Relationship. Neither party has the power or authority to create any obligation on behalf of the other, express or implied. Neither party is responsible for the manner in which each party conducts its operation. The officers, agents, employees and representatives of each party shall not be construed as employees, agents or representatives of the other for any purpose.
- d. Separation of College Disciplinary Proceedings. It is understood that JSCC officials retain the sole prerogative to invoke disciplinary proceedings against students and employees for violations of JSCC rules and policies, and to impose sanctions as a result of the outcome of those proceedings, separately from law enforcement involvement or investigation or criminal charges or prosecution that may be warranted.
- e. Duplicate Originals. This Agreement is executed in two counterparts each one of which shall be deemed an original for each party.

TRENTON POLICE DEPARTMENT

By: Bill Cusson  
814EAB3D90AB4E1...  
 Name: Bill Cusson  
 Title: Chief of Police  
 Date: 2023-08-08 | 11:24 AM CDT

Address for Notices: 309 S COLLEGE ST  
TRENTON, TN 38382

APPROVED:

CITY OF TRENTON

By: Tony Burriss  
3240417117324D9...  
 Name: Tony Burriss  
 Title: Mayor of Trenton  
 Date: 2023-08-21 | 2:15 PM CDT

JACKSON STATE COMMUNITY COLLEGE

By: Kimberly McCormick  
7F8D949BB6D74D9...  
 Name: Dr. Kimberly McCormick  
 Title: Interim President  
 Date: 2023-08-21 | 2:27 PM CDT

Address for Notices: 2046 North Parkway,  
Jackson, TN 38301

APPROVED:

TENNESSEE BOARD OF REGENTS

By: Flora W. Tydings <sup>DS</sup>  
15B44CDEEAC7429...  
 Name: Flora W. Tydings  
 Title: Chancellor  
 Date: 2023-08-21 | 2:29 PM CDT



### JSCC Record of Revision History

| Date    | Pages revised | Description of Revisions                                      | Author    | Follow-ups |
|---------|---------------|---|-----------|------------|
| 7/2024  | Multiple      | New formatting generated.                                     | A. Patton |            |
| 7/2024  | 20-23         | Updated Injury/Illness procedure to reflect current protocol. | A. Patton |            |
| 11/2024 | 11            | Command Post locations updated.                               | A. Patton |            |
| 11/2024 | 47            | Incident Organization Chart edited                            | A. Patton |            |
| 11/2024 | 50            | Fire Assembly Points Map updated                              | A. Patton |            |
| 11/2024 | 58            | Drill schedule updated.                                       | A. Patton |            |
| 2/2025  | Multiple      | Updated Official Job Titles                                   | A. Patton |            |
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