



It's your
RIGHT
to know

2013 report for 2012
CLERY ACT

CRIME • EMERGENCY • FIRE

For students, employees & guests of



Published by Hinds Community College on the College website to comply with Title II of Public Law 101-542 Student Right to Know Act-Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all post-secondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, and 2000. In 1998 the amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended (HEA).

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★ HOW TO REPORT CRIMES & EMERGENCIES ★

In the event of an emergency members of the College community (except those at the Utica Campus who should always call Campus Police first) are instructed to first call 911 giving his or her name, location, and the nature of the emergency to the 911 operator. Immediately thereafter, the person reporting should call and report the incident to the Campus Police at the appropriate number at the locations listed below.

Please note that if you are using the College phone system, you must dial 9+911 (except Vicksburg-Warren Campus). If you are using an outside phone, such as a cellular phone, then you should only dial 911 and give your location.

RAYMOND CAMPUS • Raymond, MS 39154

Campus Police Telephone:

601-857-3270 (Primary Campus Police Number)
601-857-5410 (Campus Police Secondary Number)
601-857-5261 (Campus telephone operator)
601-857-2600 (Hinds County Sheriff's Dispatcher)

Emergency telephones with direct-line dialing are located on the outside wall of each female residence hall and other strategic locations on Campus.

In person: Campus Police Office, 115 Student Union Building
Dean of Students Office, Denton Hall, Suite 221

UTICA CAMPUS • Utica, MS 39175-9599

Campus Police Telephone:

601-885-6151, ext. 7121 (direct radio telephone)
601-885-6062 (Campus telephone operator)

In person: Campus Police Office, Unit 4 East Drive or
Dean of Students Office, Administration Building

JACKSON CAMPUS: Academic/Technical Center • 3925 Sunset Drive, Jackson, MS 39213-5899

Telephone: 601-366-1405 (Campus telephone operator)
601-987-8112 or 601-987-8142 (Campus Police)

In person: Administrative Office

JACKSON CAMPUS: Nursing/Allied Health Center • 1750 Chadwick Drive, Jackson, MS 39204-3490

Telephone: 601-376-4800 (Campus telephone operator)
or 601.376.4911

In person: Administrative Office

RANKIN CAMPUS • 3805 Highway 80 East, Pearl, MS 39208-4295

Telephone: 601-932-5237 (Campus telephone operator)
In person: Academic/Library Building

VICKSBURG-WARREN CAMPUS • 755 Highway 27, Vicksburg, MS 39180-8699

Telephone: 601-638-0600 (Campus telephone operator)
In person: Administrative Office (Campus Security)



★ To Protect and Serve ★

The **Campus Police Department** (Public Safety) is a team of professionals working to provide a secure environment in which the educational mission of the College can be fully realized. The officers and staff are service-oriented and committed to the safety and well-being of those associated with Hinds Community College. They provide crime prevention and control, criminal investigation, traffic and parking supervision, disaster coordination, maintenance of public order and other related services. The officers of the department are responsible for the enforcement of state and local laws. They also work closely with the Dean of Students Office to ensure that safety policies and procedures are uniformly executed and conveyed in a clear and consistent manner to the College's students, faculty and staff. The department's ability to function as an independent law enforcement agency enables the staff to respond to situations requiring police assistance while still maintaining the autonomy of the College.

★ Our Officers and Their Training

Campus security is provided by a College-employed staff of Campus Police officers supplemented with contract security officers.

- Police officers are certified by the State of Mississippi Board of Law Enforcement Officers Standards and Training and are sworn Peace Officers.
- Campus Police officers receive basic law enforcement training at the Mississippi Law Enforcement Officers' Training Academy and all receive continuous in-service training in law enforcement and human services.
- Security officers, although without police power, are able to enforce College rules and regulations.
- Officers are in constant radio communication with mobile and stationary units as well as other police agencies.
- Marked vehicles allow flexibility and mobility in patrolling the campus area.

★ Facility Access and Security

Hinds Community College operates under an "Open Campus" policy. However, there are specific security measures regarding access to campus buildings and social events.

- Identification cards with proper validation are issued to all students and employees. They are to be used for admission to residence halls, athletic facilities, and social events. These cards are necessary for students and employees to take advantage of library, bookstore, financial aid, food service, and business office privileges. Failure to visibly wear one's I.D. card at all times when on College property can result in fines and disciplinary action, including suspension from HCC. The I.D. card must be surrendered to any College official upon request.
- Exterior entrances to residence halls, academic, technical, career and athletic facilities are routinely and regularly patrolled and secured by the Campus Police/Security officers. Additionally, Campus Police/Security officers provide routine and regular foot and/or vehicular patrol of the Campus.
- Maintenance of security hardware and electronics is provided by the College's maintenance employees and registered locksmith.
- Private business or solicitation may not be conducted on College premises, including residence halls and/or academic buildings, except when a student organization has requested a particular service which is directly relevant to the purpose of that organization and has been given approval by the appropriate college officials.
- The Campus will be closed to all unauthorized personnel from 10:30 PM until 7 AM each night. Students must be either in the process of entering the residence hall or leaving the Campus. This procedure is not intended to either penalize or limit students' entry or exit from the hall, but is intended to provide optimum conditions for security operations.
- Exterior entrances to all residence halls have controlled access either by electronic or mechanical locks.

★ Hinds Campus Police Assistance Programs

Many staff members, students and visitors to our campuses may be unaware of the services that our office provides. The following is a list of things that we can do for you:

- Investigate all incidents on campus.
- Make emergency notifications.
- Escort service to your vehicle or building to building.
- Maintain the College lost-and-found service.
- Provide engraving services for personal belongings.
- Issue vehicle registration decals.
- Provide classes, clubs, offices with programs on safety awareness and crime prevention tips.

★ Campus Safety and Security Services

- Provides a full service police department on four campuses and security on two.
- Provides and maintains doors that lock to all rooms and buildings.
- Make and issue all College door keys (locksmith).
- Implements safety and security awareness programs, such as self-defense and substance abuse education.
- Provides outside emergency phones located near the women's and men's residence halls, and other strategic campus locations.
- Conducts campus lighting and safety surveys.
- Trims shrubs and trees around buildings.
- Trains residence hall staff to respond to routine and crisis situations.
- Provides residence hall information desks which operate 10 hours per day.
- Issues identification cards to all students and employees, which provide access to campus activities and facilities.
- Manages campus parking.



★ Security in the Residence Halls ★

Hinds Community College has 12 residence halls. There is no on-campus housing for married students. All students have the opportunity to request changes in room assignments, which are accommodated as quickly as possible based upon available facilities. The College does not provide off-campus housing.

- Trained Hall Directors and Resident Assistants staff the halls and are on call 24 hours a day. They undergo thorough training in enforcing residence hall security procedures.
- Residence Hall Staff Members are assigned to the desk at the main entrance of the residence halls during specific hours of the day.
- All exterior doors in residence halls are locked at 10:30 PM and reopen at 1:00 PM when staff are on duty. The student's I.D. is the key which opens the main entrance of the hall to residents needing access. The student rooms in residence halls have locks and windows that have locking devices.
- Overnight guests in the residence halls may only stay on the weekends. They must be students of the same sex and must be pre-approved in writing by the Hall Director, not by a Resident Assistant.
- When the red emergency button phone is pushed it will automatically connect to the Campus Police Department.

★ Residential Safety & Security Programs

Currently, the College has a multi-faceted program to inform students and employees of campus security procedures and crime prevention.

- The Campus Police/Security Department, along with the Dean of Students Office, utilizes printed materials, student forums, special emphasis week programs and multi-media presentations to promote crime prevention and awareness in the College community.
- Scheduled annual emphasis week programs focus on a variety of topics including alcohol and drug abuse awareness, self defense, crime prevention and reporting crimes.
- Guest speakers are invited on campus to present programs relative to such topics as accepting responsibility for one's own actions, developing civic responsibility to report, prevent and deter crime.
- Residence Life staff offers many different programs that address all facets of life such as interpersonal relationships, improving study skills, time and stress management, self defense, rape prevention, AIDS education and social/intramural events.

★ Missing Person Procedure for Resident Students

The purpose of this document is to establish procedures for Hinds Community College, to respond to and assist with reports of missing students as required under the Higher Education Opportunity Act of 2008. This procedure applies to students who reside on campus and are deemed missing or absent from the College for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include, but are not limited to, reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with persons who may endanger the welfare of the student.

All reports of missing resident students shall be directed to the Campus Police Department, which will conduct an investigation to determine whether the student is missing. If a missing student is under 18 years of age, the College is required to notify the parent or guardian no later than 24 hours from the time the student was determined to be missing by the College. The College will also notify other law enforcement agencies if deemed necessary after the student is determined to be missing.

All residential students will have the opportunity to designate an individual or individuals to be emergency contacts, who will be notified by the College no more than 24 hours from the time the student is determined to be missing. All confidential emergency contact information will be on file with Housing and Residence Life and will remain in effect until changed or revoked by the student.

PROCEDURE:

1. Any and all reports of missing students shall be directed to the Campus Police Department.
2. An investigation will be initiated to determine the validity and credibility of the missing person report. The Campus Police Department and Housing/Residence Life will gather all essential information about the student from the person making the report and from the students' acquaintances. The information to be obtained includes, but is not limited to, personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.
3. The Dean of Students or designee will notify the emergency contact individual that the student is missing. In the event the student is under 18 years of age or is not emancipated, the College shall make notification to the custodial parent or guardian.
4. If the listed actions are proven to be unsuccessful in locating the missing student, notification will be made to other agencies for assistance in the location of the missing student.
5. The Dean of Student's Office shall initiate whatever actions deemed appropriate and in the best interests of the missing student.
6. College President and his cabinet will be notified in accordance with this procedure.

HINDS COMMUNITY COLLEGE 2010-2012 CLERY ACT CRIME AND DISCIPLINE DATA

Clery Crime Data Categories	2010				2011				2012			
	On Campus	Res Halls	Public Property	TOTAL	On Campus	Res Halls	Public Property	TOTAL	On Campus	Res Halls	Public Property	TOTAL
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offences, Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offences, Non-forcible Statutory Rape	0	0	0	0	0	0	0	0	1	0	0	1
Aggravated Assault	1	11	0	12	4	11	0	15	3	0	0	3
Robbery Aggravated	4	1	0	5	0	1	0	1	0	0	0	0
Burglary	11	4	0	15	9	31	0	40	80	0	0	80
Motor Vehicle Theft	1	0	0	1	3	0	0	3	3	0	0	3
Arson	0	1	0	1	0	1	0	1	0	1	0	1
Liquor Law Arrests	0	0	0	0	2	1	0	3	2	1	0	3
Drug Arrests	9	4	0	13	7	4	0	11	7	4	0	11
Weapons Arrests	0	2	0	2	1	2	0	3	1	2	0	3
Hate Crimes-all categories; see campus reports	0	0	0	0	0	0	0	0	0	0	0	0
CRIME TOTALS												
ENROLLMENT *												
Campus Crimes per 100 Students												
DISCIPLINARY ACTIONS												
Liquor Law Violations	2	0	0	2	7	7	0	14	12	0	0	12
Drug Violations	15	3	0	18	10	11	0	21	43	0	0	43
Weapons Violations	0	2	0	2	0	0	0	0	6	0	0	6

* Full Year single head count credit and non-credit

HINDS COMMUNITY COLLEGE 2012 CLERY ACT CRIME AND DISCIPLINE DATA BY CAMPUS

	CAMPUS 01: RAYMOND			CAMPUS 02: VICKSBURG-WARREN			CAMPUS 03: JACKSON-NAHC		
Clery Crime Data Categories CRIMINAL OFFENSES	On Campus	Res Halls	Public Property	On Campus	Res Halls	Public Property	On Campus	Res Halls	Public Property
Murder/non-negligent Manslaughter	0	0	0	0	N/A	0	0	N/A	0
Negligent Manslaughter	0	0	0	0	N/A	0	0	N/A	0
Sexual Offences, Forcible	0	0	0	0	N/A	0	0	N/A	0
Sexual Offences, Non-forcible	0	0	0	0	N/A	0	0	N/A	0
Robbery - Aggravated	0	0	0	0	N/A	0	0	N/A	0
Assault - Aggravated	0	0	0	0	N/A	0	0	N/A	0
Burglary	78	59	19	0	N/A	0	0	N/A	0
Motor Vehicle Theft	0	0	0	0	N/A	0	0	N/A	0
Arson	0	0	0	0	N/A	0	0	N/A	0
HATE CRIMES									
Murder/non-negligent Manslaughter	0	0	0	0	N/A	0	0	N/A	0
Negligent Manslaughter	0	0	0	0	N/A	0	0	N/A	0
Sexual Offences, Forcible	0	0	0	0	N/A	0	0	N/A	0
Sexual Offences, Non-forcible	0	0	0	0	N/A	0	0	N/A	0
Robbery - Aggravated	0	0	0	0	N/A	0	0	N/A	0
Assault - Aggravated	0	0	0	0	N/A	0	0	N/A	0
Burglary	0	0	0	0	N/A	0	0	N/A	0
Motor Vehicle Theft	0	0	0	0	N/A	0	0	N/A	0
Arson	0	0	0	0	N/A	0	0	N/A	0
ARRESTS									
Liquor Law Violation (arrests)	9	1	0	0	N/A	0	0	N/A	0
Drug Violations (arrests)	41	16	0	1	N/A	1	0	N/A	0
Weapons Violations (arrests)	4	1	0	0	N/A	0	0	N/A	0
CRIME TOTALS									
ENROLLMENT *									
Campus Crimes/100 Students									

DISCIPLINE ACTIONS	On Campus	Res Halls	Public Property	On Campus	Res Halls	Public Property	On Campus	Res Halls	Public Property
Liquor Law Violation	11	3	0	0	N/A	0	0	N/A	0
Drug Violation	40	18	0	1	N/A	0	0	N/A	0
Weapons Violations	6	2	0	0	N/A	0	0	N/A	0

* Full Year single head count credit and non-credit

HINDS COMMUNITY COLLEGE 2012 CLERY ACT CRIME AND DISCIPLINE DATA BY CAMPUS

	CAMPUS 04: RANKIN			CAMPUS 05: UTICA			CAMPUS 06: JACKSON-ATC		
Clery Crime Data Categories CRIMINAL OFFENSES	On Campus	Res Halls	Public Property	On Campus	Res Halls	Public Property	On Campus	Res Halls	Public Property
Murder/non-negligent Manslaughter	0	N/A	0	0	0	0	0	N/A	0
Negligent Manslaughter	0	N/A	0	0	0	0	0	N/A	0
Sexual Offences, Forcible	0	N/A	0	0	0	0	0	N/A	0
Sexual Offences, Non-forcible	0	N/A	0	0	0	0	0	N/A	0
Robbery - Aggravated	0	N/A	0	0	0	0	0	N/A	0
Assault - Aggravated	0	N/A	0	3	3	0	0	N/A	0
Burglary	0	N/A	0	0	0	0	2	N/A	0
Motor Vehicle Theft	0	N/A	0	0	0	0	0	N/A	0
Arson	0	N/A	0	0	0	0	0	N/A	0
HATE CRIMES									
Murder/non-negligent Manslaughter	0	N/A	0	0	0	0	0	N/A	0
Negligent Manslaughter	0	N/A	0	0	0	0	0	N/A	0
Sexual Offences, Forcible	0	N/A	0	0	0	0	0	N/A	0
Sexual Offences, Non-forcible	0	N/A	0	0	0	0	0	N/A	0
Robbery - Aggravated	0	N/A	0	0	0	0	0	N/A	0
Assault - Aggravated	0	N/A	0	0	0	0	0	N/A	0
Burglary	0	N/A	0	0	0	0	0	N/A	0
Motor Vehicle Theft	0	N/A	0	0	0	0	0	N/A	0
Arson	0	N/A	0	0	0	0	0	N/A	0
ARRESTS									
Liquor Law Violation (arrests)	0	N/A	0	0	0	0	2	N/A	0
Drug Violations (arrests)	0	N/A	0	0	0	0	0	N/A	0
Weapons Violations (arrests)	0	N/A	0	0	2	0	0	N/A	0
CRIME TOTALS									
ENROLLMENT *									
Campus Crimes/100 Students									

DISCIPLINE ACTIONS	On Campus	Res Halls	Public Property	On Campus	Res Halls	Public Property	On Campus	Res Halls	Public Property
Liquor Law Violation	1	N/A	0	0	0	0	0	N/A	0
Drug Violation	0	N/A	0	2	0	0	1	N/A	0
Weapons Violations	0	N/A	0	0	0	0	0	N/A	0

* Full Year single head count credit and non-credit

www/ope.ed.gov/security/InstList.asp

★ Emergency Response Procedures ★

Any emergency should be promptly reported to public safety by dialing 9-911 from a campus phone, or by cell phone dialing 911. Alert public safety on the nature and location of the emergency and follow instructions provided.

Should a campus emergency exist, public safety will activate the Emergency Response Team. The college has a comprehensive emergency response plan that is activated any time an emergency occurs that will require emergency response team oversight to provide guidance for the College's response.

The College's Emergency Response Team assures appropriate response to any campus emergency. This team is made up of members of public safety, facilities management, student services and other vital staff and meets regularly to plan campus emergency response, to conduct table-top and live drills to prepare for a variety of campus emergencies, assess and evaluate emergency plans and capabilities, and to debrief after any campus emergency. The Emergency Response Team also works with town police, fire and ambulance personnel to coordinate response efforts and to conduct joint drills.

★ Class Closing Procedures

A particular campus, all campuses, or other locations where classes are taught in the Hinds Community College District will close when the safety and well-being of the student body is in jeopardy. There may be times when one campus is closed and others will be open. The following administrative procedure is set forth as a guide for all concerned when it becomes necessary to deviate from the calendar which has been set and approved by the Board of Trustees:

1. When College is in session, any change from the routine schedule will be announced by the President and by the Vice President/operating Dean after instructions have been received from the Office of the President.

In the event of a natural disaster where telephone communications are interrupted or it is impossible or inadvisable for the Vice President/operating Dean to consult with the President, the Vice President/operating Dean concerned will take action to provide for the safety and welfare of the students and faculty.

2. If weather or other situations necessitate a cancellation of classes when students are at home after a school day, during a weekend or during holidays, students and instructors are requested to give attention to the television and radio announcements in the early evening (between the hours of 7:00 p.m. and 9:00 p.m.) and in the early morning (between the hours of 6:00 a.m. and 7:00 a.m.) to get correct information. When the following conditions exist, students and faculty should listen for announcements concerning the operation of the various College locations:
 - (a) When streets, roads and highways are covered with ice and snow and are otherwise dangerous to travel.
 - (b) When rapidly changing temperatures produce sub-freezing weather that causes failure in water and heating systems.
 - (c) When there are natural disasters such as floods, tornadoes, and explosions.
3. Students should not call administrators or instructors. They should listen for announcements from television and radio. Students and employees can also check the EagleOne Alert web page www.eagleone.hindscc.edu or call 1.800.HINDSCC to see if there is an announcement. Instructors are at liberty to call the Vice President/operating Dean if there is any reason for concern or if there are any questions.

The President and/or his designee will coordinate with the proper city and county Emergency Operations Centers and other necessary agencies, and proper notices will be given to the television and radio stations for announcements between the hours of 7:00 p.m. and 9:00 p.m. if possible, or between the hours of 6:00 a.m. and 7:00 a.m.

4. While efforts will be made to provide either an open or closed announcement, if no announcements are forthcoming from the television or radio stations between the hours of 6:00 and 7:00 a.m., it will be assumed that all campuses will be open and in operation. All students, faculty and other employees would be expected to report to classes and work. Students not reporting to class will be counted absent and employees not reporting to work will have to take a personal day of leave.

★ Building Evacuation

Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding or when directed to do so by emergency officials, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. Exits are posted throughout each building.

Elevators: Elevators cannot be used by any person as a means of emergency evacuation. Elevators in most buildings are pre-set to return automatically to the bottom floor. Use of an elevator can result in opening on the fire floor, exposure to life-threatening levels of fire or gases, and being trapped in a malfunctioning elevator.

Evacuation for the Mobility and Visually Impaired: Persons with mobility impairment may be allowed to “defend in place” and not be required to evacuate if they are: (1) located above or below the level of building exit, and (2) physically cannot exit without assistance.

Definition of Mobility Impaired: Persons who use a wheelchair, crutches, canes, walkers, etc. Persons who are able to walk should exit if possible, but need to decide if they can safely descend the stairs. Those with emphysema, asthma, heart disease, and arthritis, depending on the situation, may also follow the guidelines for defending in place.

Visually Impaired: Persons who are visually impaired should, with the assistance of others, evacuate the building using the stairs, if they are familiar with their immediate surroundings and frequently traveled routes. If visually impaired persons are unfamiliar with the emergency evacuation route and assistance is not available, they should defend in place. To assist visually impaired persons:

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.

Hearing Impaired: To alert people with hearing limitations:

- Turn lights on/off to gain the person’s attention, or
- Indicate directions with gestures, or
- Write a note with evacuation directions.

★ Personal Emergency Plans (PEPs) for Persons with Disabilities

Although the process of developing a Personal Emergency Plan is optional for students and staff, the College encourages proactive planning on the part of the entire college community for emergency conditions. Individuals with disabilities may require additional assistance with alerting, evacuating, and sheltering in the event of an emergency.

The College offers the opportunity, through a confidential process, to develop a PEP that could include such strategies as storing extra equipment or medications, providing public safety with your class and personal schedule, specific evacuation procedures, sheltering procedures, volunteer rescue assistants, and designating means of communication in the event of an emergency.

Although not required, faculty, staff, and students are encouraged to identify their concerns about evacuation in case of an emergency, and to develop a PEP that is effective for them.

Even without a PEP in place, having a cell phone on you at all times and programming the public safety phone number into your phone can allow you to alert public safety if an emergency occurs and you have concerns about evacuating.

Students wishing to create a PEP for themselves, or those with questions about evacuations can contact public safety at Campus Police or Campus Administrative Office listed on page one.

Defend in Place: Unless the fire or other hazard is life threatening to a mobility-impaired person, or the person is on the ground floor (exit level of the building), then it may be advisable for that person to remain in her or his currently occupied room. If the individual decides to defend in place, he or she must immediately:

- Notify others evacuating that you are remaining in your room and ask them to contact public safety with that information immediately upon exiting the building.
- If a phone is available, call 911 to inform them that you are defending in place, and your exact location.
- Close the door to prevent smoke entry, and, if necessary, put towels or any other available fabric at the crack at bottom of the door.
- If possible, move to a window with a brightly colored cloth to wave to the fire department. Do not break the window unless absolutely necessary. (Breaking the window could allow smoke to enter the room from the floor below or injure a person below).

Assembly: Once outside the building, all occupants should proceed to the designated assembly areas for a roll call. Each organization is responsible for determining the assembly areas for all buildings that their participants and staff may be using, especially the housing areas. These areas should be at least 25 feet away from the building and should leave access for emergency personnel to enter the building. The building liaison and/or faculty/instructor will take the roll call and report back to the emergency coordinator. The roll call is an important function as town emergency personnel responding to the incident need to determine if anyone is missing and may be in the building. If employees are missing, do not re-enter the building! Notify emergency response personnel and/or the emergency coordinator and inform them of the missing employee's name and last known location. Re-entry into the area will be made only after clearance is given by the emergency coordinator or his or her designee.

Each building coordinator should keep a list of people who live or have offices in the building. Examples include class rolls, dorm lists, and staff rosters. Because the college is a public place, all people in the building may not be on a roster. The evacuated groups should be polled by the building liaison as to who may be left in the building.

★ Campus-Wide Evacuation

- Evacuation of all or part of the campus will be announced by the Department of public safety or appropriate agency.
- All persons (students and staff and their visitors) are to vacate immediately the area of campus in question and relocate to another part of the campus grounds or off campus as directed.

Emergency Information and Drills Emergency Procedures are posted in each building and provided to new employees at orientation. All Hinds Community College residential buildings have two evacuation drills each semester.

★ Campus Emergency Alert System – EagleOne ★

★ Safety Alerts and Campus Emergency Notification System

Hinds Community College's Emergency Alert System is called EagleOne Alerts. It is used to communicate vital information to let students, parents and staff know when there is an emergency on or around campus and what they need to do to be safe.

Hinds will use the EagleOne Alert system to notify subscribed parties of those emergencies. In the event an alert must be sent, each campus has trained personnel with the ability to set off his/her EagleOne receivers. District personnel will send out alerts through email, SMS/text, and/or voice message alerts. Emergency Management staff will conduct periodic checks of the system to ensure it is operating properly.

The EagleOne Alert includes the following notification components:

- **SMS/Mobile:** Text and/or voice messages sent to cell/home phones, PDAs, etc. Students/employees must subscribe through the EagleOne Alert system to receive messages.
- **E-mail:** E-mail alerts sent to campus e-mail accounts. Students/employees are automatically subscribed through the EagleOne Alert website with their HCC campus e-mail accounts. One must choose a personal/alternate account if he/she chooses.
- **Web:** Alerts posted on HCC's EagleOne Alert Web site (<http://eagleone.hindscc.edu/>) page.
- **Info Line:** A recorded message alert can be accessed by calling the HCC toll-free line, 800-446-3722. The emergency message is activated when conditions warrant.
- **Local Media:** Alerts sent to local media outlets (radio, television, newspaper).

EagleOne Alerts will be used to send text, voice and/or e-mail messages to subscribers in the event of a campus emergency. To subscribe to EagleOne Alerts, go to the EagleOne Alert Web site (<http://eagleone.hindscc.edu/>) page and follow the instructions. While there is no charge to subscribe to EagleOne Alerts, your cell phone provider may charge a fee for delivery of text messages based on your calling plan. This is an optional service that will only be used to advise you of potential, developing, or existing critical emergencies.

It is Hinds Community College's procedure to provide timely and accurate information to the community in the event of an incident that puts the community at risk. To accomplish this, the College has in place several methods to rapidly disseminate information. The use of these methods will be based on the severity of the emergency and determination of the continuing risk to the community.

PROCEDURE:

1. Public safety is alerted to any emergency on campus; officers then respond to assess, evaluate and contain the emergency. Officers then confirm nature and severity of the emergency.
2. On-duty officers notify command staff on duty or on call. The command staff on duty or on call determines if an alert needs to be sent out. Should the emergency pose a danger to the community, that command staff member will, without delay, initiate the college's emergency notification system.
3. This decision process also includes which level of alert is required, as well as which contingencies require the most urgent notification. For example, a fire in a single residence hall would cause alerts and communications most directly with the residents of that residence hall.

Emergency Information Line 601.857.3600

★ Campus Fire Safety Responsibilities ★

★ Items Restricted in ALL Community College Residence Halls

Extension cord	George Forman Grills	Firework of any kind
Candles and incense	Deep Fryers	Open coil appliances
Space Heaters	Electric skillets	Electric blankets

★ Requirements for All Members of the Campus Community:

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of public safety or fire officials during a drill or an actual alarm.
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to public safety.
- Report any active or past fires to public safety immediately.
- Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Emergency Management Office (601.857.3584).
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the fire stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 9-911 from a campus phone or 911 from a cell phone and alert the dispatcher to your location.

★ What should I do if I discover a fire?

Any person who discovers a fire, smoke, or an unusual amount of heat should do the following:

1. Pull the nearest fire alarm.
2. Exit the building immediately; notify those in the immediate area of the danger.
3. Assist in removing any person needing assistance from the immediate area and to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.
4. Assemble outside your building at the predetermined location.
5. Follow the instructions given by the public safety Officers and the Fire Department personnel.

★ Fire Safety and Education Program

Hinds Community College's fire safety education program is multi-faceted. Initial training on the college's fire safety program is provided at the first hall meeting each year. Additional information and reminders on fire safety zones and evacuation procedures is provided to all students prior to the start of fire drills for the year. Residence hall staff receives additional training prior to the start of each semester. The college provides additional fire safety education to students who violate campus fire safety policies and to those that request it.

★ Fire Data Reports ★

FIRE DRILLS	REQUIRED	Conducted per Semester		
		2010	2011	2012
Raymond Campus	2	4	4	4
Utica Campus	2	2	2	2
TOTAL	2	6	6	6

HINDS CC FIRE SAFETY REPORT FOR RESIDENCE HALLS – Fire Safety System					
RAYMOND CAMPUS	Smoke Alarms	Fire Extinguishers	Stand-Pipes	Sprinklers	Fire Alarms
Allen-Dukes-Whitaker Hall	YES	YES	YES	YES	YES
Davis Hall	YES	YES	YES	NO	YES
Greaves Hall	YES	YES	NO	NO	YES
Hardy-Puryear Hall	YES	YES	YES	NO	YES
Marshall Hall	YES	YES	NO	NO	YES
Pickett Hall	YES	YES	NO	NO	YES
Riggs-Virden Hall	YES	YES	YES	YES	YES
Sheffield-Woolley Hall	YES	YES	YES	NO	YES
Williams Hall	YES	YES	NO	NO	YES
UTICA CAMPUS	Smoke Alarms	Fire Extinguishers	Stand-Pipes	Sprinklers	Fire Alarms
B.E. Lewis Hall	YES	YES	NO	NO	YES
Maggie Dunson Hall	YES	YES	NO	NO	YES
Newton-Walker Hall	YES	YES	NO	NO	YES

Raymond Campus	RESIDENTIAL HOUSING FIRES			Physical Address
	2010	2011	2012	
Allen-Dukes-Whitaker Hall	n/a	n/a	0	401 E. Main St
Allen-Whitaker Hall	0	Demolished 5/11	n/a	
Davis Hall	0	0	0	313 E. Court
Greaves Hall	0	0	0	201 Greaves Dr
Hardy-Puryear Hall	1	0	0	122 Mimosa St
Marshall Hall	0	0	0	100 Westside Dr
Pickett Hall	0	0	0	106 Administration Dr
Riggs-Virden Hall	n/a	n/a	0	605 E. Main St
Sheffield-Woolley Hall	0	0	0	110 Bill Oaks Dr
Virden Hall	0	Demolished 5/11	n/a	
Williams Hall	0	1	0	110 Greaves Dr
Total	1	1	0	Raymond, MS 39154

Utica Campus	RESIDENTIAL HOUSING FIRES			Physical Address
	2010	2011	2012	
B.E. Lewis Hall	0	0	0	34175 Hwy 18
Maggie Dunson Hall	0	0	0	34175 Hwy 18
Newton-Walker Hall	0	0	0	34175 Hwy 18
Total	1	0	0	Utica, MS 39175

Raymond Campus	RESIDENTIAL HOUSING ALARMS			Physical Address
	2010	2011	2012	
Allen-Dukes-Whitaker Hall	n/a	n/a	2	401 E. Main St
Allen-Whitaker Hall	0	Demolished 5/11	n/a	
Davis Hall	1	1	3	313 E. Court
Greaves Hall	0	4	0	201 Greaves Dr
Hardy-Puryear Hall	0	0	0	122 Mimosa St
Marshall Hall	0	2	1	100 Westside Dr
Pickett Hall	0	0	0	106 Administration Dr
Riggs-Virden Hall	n/a	n/a	1	605 E. Main St
Sheffield-Woolley Hall	0	2	0	110 Bill Oaks Dr
Virden Hall	0	Demolished 5/11	n/a	
Williams Hall	0	1	1	110 Greaves Dr
Total	1	10	6	Raymond, MS 39154

Utica Campus	RESIDENTIAL HOUSING ALARMS			Physical Address
	2010	2011	2012	
B.E. Lewis Hall	0	0	0	34175 Hwy 18
Maggie Dunson Hall	0	0	3	34175 Hwy 18
Newton-Walker Hall	0	0	1	34175 Hwy 18
Total	0	0	4	Utica, MS 39175

Hinds Community College Residential Housing Fire Log:

Date	Time	Campus	Building	Location	Cause of Fire	Injuries	Death	Value of Property
12/9/12	9:09P	UT	Maggie Dunson Hall	Entire Hall	Fire Alarm Activation due to prank on 3rd Floor	0	0	\$0.00
12/7/12	2:05A	UT	Maggie Dunson Hall	Entire Hall	Fire Alarm Activation due to prank	0	0	\$0.00
12/5/12	4:00P	UT	Newton-Walker	Entire Hall	Fire Alarm Activation due	0	0	\$0.00
10/25/12	10:25P	UT	Maggie Dunson Hall	Entire Hall	Fire Alarm Activation due to prank	0	0	\$0.00
10/2/12	9:15A	RY	Williams Hall	Entire Hall	Fire Alarm Activation due to shower steam	0	0	\$0.00
9/29/12	n/a	RY	Allen-Dukes-Whitaker	Entire Hall	Fire Alarm Activation due to shower steam	0	0	\$0.00
9/23/12	n/a	RY	Davis Hall	Entire Hall	Fire Alarm Activation due to prank	0	0	\$0.00
8/22/12	n/a	RY	Allen-Dukes-Whitaker	Entire Hall	Fire Alarm Activation due to cleaning/dust	0	0	\$0.00
8/12/12	6:02A	RY	Riggs-Virden Hall	Entire Hall	Fire Alarm Activation	0	0	\$0.00
4/25/12	12:33P	RY	Davis Hall	Entire Hall	Fire Alarm Activation due to prank	0	0	\$0.00
2/2/12	7:37P	RY	Davis Hall	Entire Hall	Fire Alarm Activation due to prank	0	0	\$0.00
1/19/12	8:20A	RY	Marshall Hall	Entire Hall	Fire Alarm Activation - smell of smoke (burnt	0	0	\$0.00
12/10/11	n/a	RY	Marshall Hall	Entire Hall	Fire Alarm Activation due to shower steam	0	0	\$0.00
11/29/11	n/a	RY	Davis Hall	Entire Hall	Fire Alarm Activation due to prank	0	0	\$0.00
11/16/11	n/a	RY	Sheffield-Woolley Hall	Entire Hall	Fire Alarm Activation due to prank	0	0	\$0.00
11/13/11	n/a	RY	Greaves Hall	Entire Hall	Fire Alarm Activation due to evacuation for	0	0	\$0.00
11/13/11	n/a	RY	Sheffield-Woolley Hall	Entire Hall	Fire Alarm Activation due to evacuation for	0	0	\$0.00
11/8/11	n/a	RY	Greaves Hall	Entire Hall	Fire Alarm Activation due to prank	0	0	\$0.00
9/29/11	1:30a	RY	Greaves Hall	Entire Hall	Fire Alarm Activation due to system malfunction	0	0	\$0.00
5/28/11	10:30p	RY	Williams Hall	Entire Hall	Fire Alarm Activation due to prank	0	0	\$0.00
2/6/11	n/a	RY	Williams Hall	Suite 204	trash can set on fire	0	0	\$150.00
9/24/10	3:45p	RY	Davis Hall	Entire Hall	Fire Alarm Activation due to prank	0	0	\$0.00
6/29/10	1:30a	RY	Davis Hall	1st floor back hallway	Toilet paper roll lit on fire and rolled down hallway.	0	0	\$382.80
9/10/09	11:30a	UT	B.E. Lewis Hall	bathroom of suite 2260-2275	Toilet paper dispenser and toilet paper was set	0	0	\$500.00
5/10/09	8:53p	RY	Sheffield-Woolley Hall	bathroom of suite 2260-2275	3rd Floor Bathroom trash can set on fire inside	0	0	\$800.00

★ How to Deal with Sexual Assault ★

WHAT SHOULD TO DO IF I AM SEXUALLY ASSAULTED?

- 1. Find a safe environment.** Go anywhere away from the attacker. Ask a trusted friend to stay with you for moral support.
- 2. Call your Campus Police department or dial 911.** Report the rape to law enforcement authorities. A counselor can provide the information you'll need to understand the process.
- 3. Preserve evidence of the attack.** Don't bathe, change clothes, or brush your teeth. Write down all the details you can recall about the attack and the attacker.
- 4. Get medical attention.**
- 5. Know the possible risks.** Even with no physical injuries, it is important to determine the risks of STDs and pregnancy.
 - To preserve forensic evidence, ask the hospital to conduct a rape kit exam.
 - If you suspect you may have been drugged, a urine sample may be collected.
- 6. Remember it wasn't your fault.**
- 7. Recognize that healing from rape takes time.** Give yourself the time you need.
- 8. Seek outside professional help.** Catholic Charities Rape Crisis Services in Jackson offers free assistance. Contact their 24 hour crisis hotline at **601-982-RAPE** or call the National Sexual Assault Hotline, operated by RAINN, for free, for 24 hour confidential counseling. **1-800-656-HOPE**
- 9. Know that it's never too late to report an incident.** Even if the attack happened years ago, the National Sexual Assault Hotline can still help. Many victims do not realize they need help until months or years later.

HOW CAN I HELP A FRIEND?

- **Listen.** Be there. Don't be judgmental.
- **Encourage** your friend to seriously consider reporting the rape to law enforcement authorities. A counselor can provide the information your friend will need to make this decision.
- **Be patient.** Remember it will take your friend some time to deal with the crime.
- **Be informative.** Let your friend know that professional help is available through the National Sexual Assault Hotline. Encourage him or her to call the hotline, but realize that only your friend can make the decision to get help.

HOW CAN I REDUCE MY RISK OF SEXUAL ASSAULT?

- Don't leave your beverage unattended or accept a drink from an open container.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together.
- Be aware of your surroundings at all times.
- Don't allow yourself to be isolated with someone you don't know or trust.
- Think about the level of intimacy you want in a relationship, and clearly state your limits.

THINGS FOR YOU TO REMEMBER AND DO!

- **Remember that acquaintance rape is a crime.** It is never acceptable to use force in sexual situations, no matter what the circumstances are. It is also never acceptable to have sex with someone who is unable to resist or consent because of the effects of alcohol/ drugs, or because of any other physical/mental disability.

- **Listen carefully.** Take the time to hear what your partner is saying. If you feel that your partner is not being direct or is giving you a “mixed message,” ask for clarification.
- **“NO” means “NO.”** If your partner says “no” to sexual contact, believe him or her and stop.
- **Be especially careful in situations involving the use of alcohol or drugs.** Alcohol and drugs can interfere with your ability to assess your safety and to communicate effectively.
- **Don’t make assumptions about your partner’s behavior.** Don’t assume that just because your partner has had sex with you previously, he or she is willing to have sex with you again. Also, don’t assume that a partner who consents to kissing or other sexual intimacies is therefore willing to have sexual intercourse.
- **Be especially careful in group situations.** Be prepared to resist pressure from friends to participate in violent or criminal acts or to get involved in situations in which you do not feel comfortable or safe.
- **Know your sexual intentions and limits.** You have the right to say “no” to any unwanted sexual contact.
- **If you are uncertain about what you want, ask your partner to respect your feelings.**
- **Communicate your limits firmly and directly.** If you say “no,” say it like you mean it. Back up your words with a firm tone of voice and clear body language.
- **Don’t assume that your partner will automatically know how you feel** or will eventually “get the message” without your having to say it.
- **Remember that some people think that drinking heavily, dressing provocatively, or agreeing to be alone with them indicates a willingness to have sex.** Be especially careful to communicate your limits and intentions clearly in such situations.
- **Attend large parties with friends you can trust.** Agree to “look out” for one another. Try to leave with a group, rather than alone or with someone you don’t know very well.
- **Don’t be afraid to “make waves” if you feel threatened.** If you feel you are being pressured or coerced into sexual activity against your will, don’t hesitate to state your feelings and get out of the situation. A few minutes of social awkwardness or embarrassment is better than the trauma of a sexual assault.

STUDENTS - **BE SMART -** DO YOUR PART !!!

★ **Safety is a shared responsibility.** ★

STUDENTS ARE EXPECTED TO :

- ★ Lock the doors to their rooms at all times.
- ★ Not to prop open doors or entrances.
- ★ Not to allow strangers to enter a residence hall building, room or floor.
- ★ Not to allow anyone to enter a residence hall building, room or floor after curfew.
- ★ Not to allow visitors to enter a residence hall building, room or floor when the building lobby is not open for visitors.
- ★ Call Campus Police or residence hall staff for assistance when needed.
- ★ Walk with others at night on Campus.
- ★ Immediately report suspicious persons/activities to residence hall staff or Campus Police.
- ★ Take appropriate steps to secure personal property like computer, car, jewelry, etc.
- ★ Participate in security-related programming such as engraving personal property.
- ★ Read, understand, and abide by the College and Residence Hall Rules and Regulations. See current HCC Student Handbook on the Hinds Web www.hindscc.edu and click on Student Life then choose Forms and Publications.
- ★ Provide input to Student Government, Hall Councils, Hall RA's and College officials about how the Campuses can be made safer.
- ★ Report, in writing, occurrences of obscene or harassing phone calls or conversations.
- ★ Purchase home owners or renters insurance coverage for personal belongings.

REMEMBER - BE SMART - THINK SAFETY - ACT SMART !!!

Disability Support Services Statement:

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

* Raymond Campus — Mark Palmer 601.857.3646

* Rankin Campus — Carol McLaurin 601.936.5544

* Jackson Campus/ATC — Sherman Green 601.987.8148

* Utica Campus — Sylvia Walker 601.885.7045

* Jackson Campus/NAHC — Student Services 601.376.4803

* Vicksburg-Warren Campus — Cooper McCachren 601.629.6807

Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Debra Mays-Jackson, Vice President for the Utica and Vicksburg-Warren Campuses and Administrative Services, 34175 Hwy. 18, Utica, MS 39175; 601.885.7002.

