

Pearl River Community College

Security & Fire Safety Report

This report is compiled and provided in accordance with HEA Institutional Disclosure Requirements.

Reporting Crimes or Incidents (<http://www.prcc.edu/ccg.pdf> pages 20 – 22)

THE PEARL RIVER COMMUNITY COLLEGE

campus is patrolled by certified police officers who have complete police powers to handle all incidents that occur on college property. All federal and state laws, as well as school violations will be handled by campus police.

Mutual aid agreements are signed by surrounding law enforcement agencies every year providing the legal support and cooperative actions of all law enforcement departments.

CAMPUS POLICE

IMPORTANT TELEPHONE NUMBERS IN CASE OF AN EMERGENCY

13 FULL TIME OFFICERS

8 PART TIME OFFICERS

DOUG ROWELL

Director of Public Safety
Chief of Police — Poplarville Campus

DAWN BROUSSARD

Chief of Police
Forrest County Campus

POPLARVILLE CAMPUS

- Campus Police 601-403-1300
- Police Dept. Desk Sergeant 601-403-1383
- Poplarville Police Dept. 601-795-2241
- Poplarville Fire Dept. 601-795-2241
- Ambulance 601-264-5211
- Center for Disease Control 404-639-3311
- College Nurse 601-403-1303

HATTIESBURG CAMPUS

- Campus Police 601-554-5513
- Forrest County Sheriff's Dept.,
Fire Dept. 601-544-7800
- Hattiesburg Police Dept. 601-544-7900
- Mississippi Power Co. 800-487-3275
- Ambulance 601-264-5211
- Mississippi Highway Patrol 601-582-3529
- Poison Control Center 601-288-2199

Anonymous Tips (<http://www.prcc.edu/police/tips.php>)

Any person can report a crime or information of concern anonymously
Through the PRCC Anonymous Tip link.

EMERGENCY PLANS

- THE FOLLOWING EMERGENCY PLANS ARE IN PLACE FOR your safety. Please read and follow the instructions in the event of an emergency.

POLICY:

- Pearl River Community College is concerned about the safety of all students, faculty, and staff. In order to enhance this concern, an emergency plan has been developed.

All emergencies will be responded to and handled immediately by campus police along with any other required or needed agencies.

The PRCC mass notification system will be used to inform students, faculty and staff of any emergency situation and instructions. The PRCC mass notification system sends out notifications via email, phone, and text. This is an opt-in system and each person should follow the link provided in welcome email from PRCC administration to register. At any time a student or faculty member may contact the IT department for information on how and where to opt-in for the system.

The PRCC alert siren may be used for mass notification purposes in the event of an emergency. The alert siren is tested on first Monday of every month at 2:00 PM.

CAMPUS LOCK DOWN PROCEDURES

What to do in the event of a Campus Lock Down

NOTIFYING CAMPUS POLICE

- The individual making the discovery shall immediately contact Campus Police and provide as much information as possible.
Do not approach the intruder or intervene in a dangerous situation. Contact Campus Police.

WHAT TO REPORT:

- Your specific location-building name and office/room number
- Number of people at your location
- Number injured and types of injuries
- Assailant(s)-location, number of suspects, race/gender, clothing, physical features, type of weapon(s), identity if known

ACTION STEPS

If the intruder is outside your building

- Proceed to a room that can be locked or barricaded.
- Lock all doors and windows, turn out lights and stay away from windows.
- Dial Campus Police or 911 and advise of what is taking place

and your location.

- Remain on line to give any other needed information.
- Remain in the room until the police or administrator give the “ALL CLEAR” code. Be sure that the “ALL CLEAR” code is given.

If the intruder is inside the building with you

- If the door can be locked, lock it and stay away from the door.
- If the door cannot be locked consider barricading the door or determine if you can safely get to a room that can be locked.
- Dial Campus Police or 911 and advise of what is taking place and your location. Remain on the line to give any other needed information.
- Remain in the room until the police or administrator give the “ALL CLEAR” code. Be sure that the “ALL CLEAR” code is given.

If the intruder enters your office or classroom

- Dial Campus Police or 911 on your office phone or cell phone.
- If possible to talk, give intruder’s location and description.
- If it is not safe to speak, just leave the line open.
- If possible, attempt to negotiate with the intruder.
- Attempting to overpower the intruder should be the last resort after all options have been exhausted.
- If the intruder leaves the area, lock and barricade the door.

What you should expect from the responding law enforcement to a hostile intruder

- Police are trained to proceed as quickly as possible to the sound of gunfire.
- The purpose is to stop the intruder.
- Officers may be in a variety of uniforms from plain clothes to SWAT uniforms and may be in possession of a variety of weapons.
- Do as officers direct and keep your hands visible at all times.
- If possible, tell the officers where the intruder was last seen and a description. Be aware that the first responding officers will not stop to assist the injured. Others will follow to treat the injured. First responders are trained to proceed as quickly as possible to the location of the intruder and stop them.

DISTURBANCE, DEMONSTRATION, CRIMINAL BEHAVIOR

DEMONSTRATION

- Do not overreact. Most will be peaceful.
- Notify Campus Police 403-1300
- Carry on normal activities if possible.
- Evacuate if necessary.

GUNFIRE

- Take cover or evacuate.

- Stay calm and make the right decision.
- Notify Campus Police if possible.
- Campus Police – 403-1300 or 911

HOSTAGE

- Do not attempt to fight back.
- Make mental notes of captor's characteristics and sights and sounds if you are taken from campus.
- Campus Police will involve other law enforcement agencies as necessary.

EXPLOSION, CHEMICAL LEAK, EVACUATION EXPLOSION OR CHEMICAL LEAK

- Evacuate building – sound fire alarm
- Notify Campus Police – 403-1300
- Assist the physically challenged to evacuate.
- Notify department faculty for assistance with chemical leaks.
- Do not re-enter building until “All Clear” is given.

CAMPUS-WIDE EVACUATION

- May be ordered by off-campus authority or Campus Police.
- Commuters and non-emergency staff shall use personal vehicles to leave campus.
- Resident students should get directions to evacuation site before leaving campus.
- No Vehicle? Hitch a ride.
- No Ride? Begin walking off campus by the most direct route.
- Campus Police will dispatch personnel to selected evacuation site for control and communication.
- Administrative Personnel will arrange feeding and housing or further evacuation based on the situation if long-term.
- Campus Police will maintain on-campus security as long as personal safety allows.
- “All Clear” will be announced by Campus Police.

MEDICAL EMERGENCY / MEDICAL EMERGENCY HELP

- CAMPUS POLICE 403-1300
- DIAL 911.
- Do not overreact.
- Most situations can be handled by PRCC's staff, but do not hesitate to call an ambulance if the condition merits.
- Laboratory and Shop Emergencies — Utilize procedures established by the responsible department.

TORNADO WARNING

- PRCC HAS A SEVERE WEATHER WARNING SYSTEM WHICH will be activated in the event of a tornado. The PRCC weather alert system will be activated by Pearl River County Dispatch or EOC. When a tornado is confirmed, the alarm system (sirens) will be activated for approximately 3 minutes only. It does not continue

through the entire tornado warning. Faculty and staff will be notified when a severe thunderstorm warning exists by means of mass notification system from Campus Police.

IF A TORNADO IS SIGHTED

- Move to a designated place of safety.
- DO NOT leave this area until the “all clear” is given by campus police. This information will be relayed through the mass notification system or campus police.
- Listed below are steps to be taken in the event of a tornado.
(1) **DO NOT PANIC:** Move quickly to a place of safety. Notify others along the way.
(2) **FACULTY:** Do not dismiss class. Lead your students to the designated safe area in the building.

RESIDENCE HALLS SAFE AREAS

- **MARION HALL** — First floor vending and laundry area.
- **MEN’S SUITES** — First floor hallway away from windows.
- **NEW MEN’S HONOR SUITES** — First floor hallway away from windows.
- **HUFF HALL** — First floor hallway away from windows. First floor vending and laundry areas.
- **PEARL RIVER HALL** — First floor hallway away from windows.
- **RIVER VILLAGE** — Hallways on bottom floor, both front and back buildings.

EARTHQUAKE

INDOORS DURING A EARTHQUAKE.

- Seek refuge in a doorway or under a desk or table.

OUTDOORS DURING A EARTHQUAKE

- Move away from buildings and utility poles.
- Avoid downed utility lines.

WHEN SHAKING STOPS

- Evacuate buildings and do not re-enter due to danger of aftershock.
- Assist physically challenged and injured.
- Stay away from buildings.
- Do not block streets as a pedestrian or with your car.
- Streets must remain open for emergency vehicles.

FIRE

- Activate Fire Alarm. (Alarm sounds only in each building.)
- Fire Department, and Campus Police must be called.
- Campus Police 403-1300
- Dial 911
- Major Fire that does not appear controllable – Evacuate.
- Do Not Use Elevators.
- Assist with the physically challenged.

- Close but DO NOT LOCK doors.
- Do not return to building until cleared by Campus Police or Fire Department.

BOMB THREAT

What to do in the event of a Bomb Threat/Suspicious Object

SUSPICIOUS OBJECT

- Do not touch
- Clear immediate area
- Call Campus Police 403-1300
- Dial 911

BOMB THREAT

- Remain Calm
- Keep Caller on Phone
- Ask the caller:
 - When is the bomb to explode?
 - Where is the bomb located?
 - What kind of a bomb?
 - What does it look like?
- **OBSERVE:** Age and sex of caller; speech pattern, accent, background noise.
- Campus Police may order evacuation. Evacuation alarm is by use of fire alarm or P.A. system. **ASSIST THE PHYSICALLY CHALLENGED. ELEVATORS MAY BE USED.**
- Campus Police will conduct search and will announce “All Clear”. Do not return to building until “All Clear” is given.

The PRCC police department responds to all calls for service with public safety as first priority. All incident response will be handled by on duty officers with ability to call for back-up units from surrounding agencies if needed. Upon arrival on any scene the officers secure the safety of the individuals present and the scene. Investigation is performed and all necessary actions are taken then documented using the PRCC police department report system.

STUDENT CONDUCT (<http://www.prcc.edu/ccg.pdf> page 23)

- **INSTEAD OF DETAILED REGULATIONS DESIGNED TO COVER** matters of student conduct, all students enrolled at PRCC will be expected to conform to ordinary rules of polite society; to be truthful; to respect the rights of others; to have regard for the preservation of state and college property, as well as the property of others; and to conform to all other stated rules and regulations of this institution. Some acts or misconduct which are unacceptable and subject the student to disciplinary action include:
 - (1) The possession, sale, consumption, manufacture, distribution, or creation of a controlled substance (illegal drugs)

as stated in Section 41-29-139 of the Mississippi Statute is unlawful on campus or at any activity or social event sponsored by an organization of the college. A controlled substance was defined in Schedules I and II of Section 41-29-113 and 41-29-115 and in Schedules III and IV of Section 41-29-117 and 41-29-117 and 41-29-119 of the Mississippi Statute includes, but is not limited to narcotics, LSD, marijuana, cocaine, barbituates, or pep pills.

(2) Possession of paraphernalia as defined in Section 41-29-105(v) and 41-29-139(d) on campus or at any activity or social event sponsored by an organization of the college.

(3) Under the influence: Possession, consumption, or indication by and of the senses or otherwise evidence of being under the influence of any intoxicating beverage on campus or at any activity or social event sponsored by an organization of the college.

SUBSTANCE ABUSE POLICY (<http://www.prcc.edu/ccg.pdf> pages 26 - 27)
POLICY:

- PEARL RIVER COMMUNITY COLLEGE PROHIBITS the unlawful possession, use, or distribution of illicit drugs and alcohol on college property or as any part of its activities.

PROCEDURE:

- The college will inform all students and employees regarding illicit drug and alcohol abuse and use including:
 - (1) The policies of Pearl River CC related to the unlawful possession, use or distribution of illicit drugs and alcohol.
 - (2) The penalties that may be imposed upon students or employees for drug and alcohol violations.
 - (3) The health dangers related to drug and alcohol use.
 - (4) The availability of drug and alcohol counseling and referral programs. PRCC will provide updated drug and alcohol information to all students and employees by published brochures and appropriate college publications.

**SUBSTANCE TESTING FOR STUDENTS
IN SELECTED PROGRAMS**

POLICY:

- PEARL RIVER COMMUNITY COLLEGE HAS A DRUG-TESTING program for all students in Barbering, Early Childhood Education Technology, Cosmetology, and Health Related Programs. The College will adhere to the Drug-Free Workplace Act of 1988, as revised by the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). The College will support the laws of the State of Mississippi as set forth in Sections 41-29-101 to 41-29-185, 61-1-37 to 61-1-81, 71-7-1 to 71-7-33, 81, 97-29-7 to 87-29-47, 142 of the Mississippi Code and

abide by the Uniform Controlled Substances Law of the State of Mississippi. Under provisions of the Mississippi Code Nurse Practice Act, Chapter 15, Section 73-15-17, the state of Mississippi has the power to deny, revoke or suspend licensure to any person having been convicted of a drug related felony or misdemeanor.

PROCEDURE:

- All students enrolled in Barbering, Early Childhood Education, Cosmetology, and Health Related programs must sign the "Drug Screen Consent" form agreeing to be randomly tested for controlled substances. At some time during the school semester, a percentage of all students enrolled in these programs will be chosen at random to undergo substance testing. This will be determined by the Office of Student Services. Pearl River Community College will bear the expense of random testing. All students in the Associate Degree Nursing Program are required to submit to substance testing each semester. The student is responsible for the cost of this testing, and the cost will be assessed by the college. Any follow up testing requested by the student is at the student's expense under the supervision of the program director. Required substance testing of students in other programs is at the discretion of the program's director. In addition, any student enrolled in Barbering, Early Childhood Technology, Cosmetology, and Health related programs at Pearl River Community College will be required to have a substance test performed immediately if at any time sensory or behavioral symptoms suggest the use of a substance. Confirmation of sensory or behavioral symptoms is determined by the student's instructor or other supervising professional and by the opinion of another professional. In those clinical facilities where substance testing is not available, the student will obtain a designated driver, leave the facility, and report to the Office of Student Services immediately. The student is responsible for all expenses associated with this testing and/or treatment. If the substance screen is positive or if a student refuses to be tested for any reason, the student will obtain a designated driver and leave the facility. The student will be dismissed from the program and advised to seek rehabilitation. The student will be considered for readmission following documented counseling and appropriate treatment by an accredited agency and the student must sign and be in compliance with the Pearl River Community College "Probation Agreement" form. Refer to individual program's policies for specifications. Pearl River Community College affords due process to all students in accordance

with the law.

**ATHLETIC DRUG TESTING
POLICY:**

- PEARL RIVER COMMUNITY COLLEGE WILL HAVE A Mandatory drug testing program for all student athletes. For purposes of this policy, a student athlete is any student involved in athletic competition, including cheerleaders, athletic trainers, managers, and other support personnel.

OBJECTIVES:

- (1) To educate the student athlete in the dangers of drug and alcohol use and abuse.
- (2) To identify through periodic random testing those athletes who may be involved in drug and alcohol usage and the substances being used.
- (3) To recommend and provide permissible confidential treatment for those individuals with drug and drug related problems, including alcohol.
- (4) To remove any athletes from the college athletic programs who are unable or unwilling to become and remain drug and alcohol free.

PROCEDURES:

- The procedures and guidelines under which the program is operated are:
 - (1) All athletes' parents or guardians will be requested to sign a consent form giving the Pearl River Community College Athletic Department permission to test the athlete.
 - (2) The Pearl River Community College Athletic Department will conduct a mandatory drug test paid for by the College prior to the first scheduled athletic event. Testing will be repeated throughout the year on an unannounced random basis. A positive result will require follow-up testing at a medical clinic. The athlete must pay for this test.
 - (3) The test may monitor for evidence of the following controlled substances and their derivatives: amphetamines, anabolic steroids, barbiturates, cocaine (as benzoyl-ecgonine), opiates, phencyclidine, and THC metabolite (marijuana).
 - (4) A drug education presentation will be made to educate all student athletes to the danger of drug and alcohol abuse.
 - (5) The results of the test will be made known to the athletic director and head coach.
 - (6) The head coach will have a confidential meeting with any athlete testing positive. PLEASE NOTE the following steps will be taken at this time.

- Is there foul play, kidnapping or parental abduction suspected
If the missing is a child, is the agency aware of any sexual predators within 1 mile of the last seen address

D. Investigating Information Received from A Child Is Missing

1. Information received from citizens concerning the missing person or possible sighting will be relayed to the investigating officer and after evaluation the officer will take the appropriate action.
2. If sighting is confirmed, the supervisor may wish to notify "A Child is Missing" again using the most recent information to notify residents. This is particularly important if the sighting location is in a different Zip Code than the original report.
3. Each time A Child Is Missing is used in the same case number it will be noted in the existing police report or on subsequent follow up reports. Each report will detail the date, time and location the missing person was last seen.

E. Follow-Up Investigation

1. If the missing person is found the officer on scene will call A Child Is Missing. A follow up report will be faxed to A Child Is Missing at fax, 1-954-763-4569.
2. If the missing person is not located with-in the investigating officers shift. The investigating officer will pass all information on to the next shift and make the shift supervisor aware that A Child is Missing is working with them on the case and, if additional calls are necessary, A Child Is Missing will know what areas have been called and can assist the officers in further searches.

F. How ACIM works

1. A person calls the police department to report a missing child, elderly or disabled person.
2. The police department then calls A Child Is Missing on a toll-free number.
ACIM takes all pertinent information.
3. A Child Is Missing also requests a cell or beeper number to reach the officer on the scene for additional information.

- (A) The parent of an athlete under the age of 21 will be notified in writing if the test is positive.
- (B) The athlete will be suspended from the team two weeks.
- (C) The athlete will be required to undergo follow-up testing and counseling on the dangers and side effects of drug use.
- (D) The follow-up testing will be borne by the athlete.
- (E) If there is evidence that the athlete continues to use drugs he/she will be dismissed from the team.
- (F) If said athlete plans to continue participation in athletics, he/she must agree to be tested for the duration of his/her enrollment at PRCC.

Violence Prevention (<http://www.prcc.edu/ccg.pdf> page 25)

VIOLENCE PREVENTION

POLICY:

- PEARL RIVER COMMUNITY COLLEGE IS COMMITTED to providing a learning and working environment that is free from violence or threat of violence. Any act of violence or threatening behavior, including verbal statements, is unacceptable and will not be tolerated. The College will promote working and learning conditions intended to eliminate the potential for incidents of violence to occur within its operation or facilities.

PROCEDURE:

- Pearl River Community College will treat all reports of threatening behavior or violence seriously and will fully investigate them. All students and or employees of Pearl River Community College should report incidents to the PRCC Police Department and/or Vice President. The Office of Student Services will investigate all reports and will initiate an appropriate response, which may include but is not limited to immediate removal from PRCC property, suspension, expulsion, and/or referral for criminal prosecution. All students are required to cooperate in any investigations the College conducts in response to reports of acts of violence or threatening behavior.

Periodic safety articles are published in the Dixie Drawl. Training in personal safety techniques are given on campus and in residence halls throughout each semester.

Watch information boards and website or ask administrators for more information.

Trainings topics provided:

- Personal Safety
- Dorm Safety

- Self Defense
- Suspicious Behavior Reporting
- Behavioral Response

CRISIS INTERVENTION

POLICY:

- PEARL RIVER COMMUNITY COLLEGE WILL PROVIDE A Crisis intervention program.

PROCEDURE:

- Professional Standard
 - (1) If, at any time, a person makes statements indicating to you his/her intention to harm himself/herself OR others, you are obligated under ethical standards to notify someone experienced in crisis intervention.
- Intervention
 - (2) In the event of a crisis, one or more of the following personnel on the Poplarville campus should be notified: Campus Police, the Director of Public Safety, the academic counselors, the career-technical counselors, the campus nurse, or the Dean of Student Affairs. Personnel to be notified at the Forrest County Center include the career-technical counselors or the Dean of the Center.
 - (3) DO NOT ALLOW THIS PERSON OR STUDENT TO LEAVE YOUR PRESENCE until a treatment source has been located for the student. If the student has inflicted harm to himself/herself, the campus nurse should also be notified. If you are unable to reach any of the personnel listed above or if the person refuses to stay with you, on the Poplarville campus contact the Campus Police immediately.
- Confidentiality
 - (4) Make every possible effort to preserve the person's confidentiality both during the episode and afterwards. For example, do not release information of any type to teachers or administrators not directly involved in the crisis situation (excluding the Dean of Student Services) without a signed release of information form from the person.
- Debriefing Session
 - (5) All personnel involved in the incident should meet to discuss the management of the student, how the process could be improved, and their own feelings and reactions.
- Re-Instatement Policy
 - (6) Prior to returning to school, a meeting should be held among school personnel, parent(s) (if applicable), and the student to discuss the transition back into school.

PROCEDURES FOR CRISIS INTERVENTION

- It is recommended that these steps be followed in crisis situations:
 - (1) If the student displays or states homicidal or suicidal behaviors, notify one or more of the following personnel on the Poplarville campus: Campus Police, the Director of Public Safety, the academic counselors, the career-technical counselors, the campus nurse, or the Dean of Student Services.
 - (2) Once assistance has arrived, remain on the scene to provide any additional information or support until it is deemed appropriate for you to leave.
- The appropriate personnel will begin to assess the situation and then do the following:
 - (1) Provide intervention and stress problem solving to try and de-escalate the student and situation.
 - (2) If person is a minor (under age 21), make an initial effort to notify parents or relatives and involve them in situation.
 - (3) Attempt to obtain a written release of information from the student to enable a counselor to release name and details to relevant people who are or need to be involved in this situation.
 - (4) If the situation is unmanageable, contact security and refer the student to an appropriate treatment facility. Attempt to contact parent(s) or relative(s).
 - (5) Complete the Critical Incident Report and return it to the Dean of Student Services, and when appropriate, the Campus nurse.
 - (6) Appropriate personnel should make a follow-up call regarding the student's condition.
 - (7) Inform the appropriate administrators of the situation and the steps taken to resolve the situation as soon after the incident as possible.

PERSONAL DISTRESS

POLICY:

- PEARL RIVER COMMUNITY COLLEGE RECOGNIZES THAT certain behaviors are signs of personal distress. These may include but are not limited to references or attempts to commit suicide, eating disorders, and substance abuse. The College is committed to helping students experiencing personal distress by providing support and/or referral through the use of appropriate resources.

PROCEDURE:

- Any student who demonstrates such behaviors while enrolled at Pearl River Community College will be required to meet with a member of the Student Services staff and may be required to immediately undergo a psychological or

medical assessment and evaluation by qualified personnel. The diagnosis and results of the evaluation(s) will be considered by the Dean of Student Services or his/her designee in determining if, or under what conditions, the student may continue at Pearl River Community College. If it is determined that the student poses a threat to him/herself, he/she may be suspended from the College. The basis for this decision will be out of concern for the safety and welfare of the individual student, as determined in the sole discretion of the Dean of Student Services or his/her designee. As a result, the College may require that the student actively engage in counseling and/or other treatment programs as a condition of enrollment. In such cases, College personnel would request to have access to the treatment providers to understand the student's condition and to determine if progress is being made.

SEXUAL HARASSMENT (<http://www.prc.edu/ccg.pdf> page 26)

POLICY:

- PEARL RIVER COMMUNITY COLLEGE IS COMMITTED TO maintaining a learning and work environment free from all forms of unlawful sexual harassment. The College will not ignore, tolerate, or condone sexual harassment of students or employees as defined by law.

PROCEDURE:

- Title VII of the Civil Rights Act of 1964 prohibits sex discrimination in the workplace. Subsequent court cases have ruled that sexual harassment constitutes discrimination. Title IX of the Education Amendments of 1972 prohibits sexual harassment of students. Sexual harassment of a student may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive so as to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.
- Sexual harassment of an employee may include:
 - (1) Unwelcome sexual advances
 - (2) Requests for sexual favors, and other verbal or physical conduct of a sexual nature such that:
 - (A) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 - (B) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

(C) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

- A student who feels that he or she has been or is being subjected to sexual harassment should inform the Campus Police. If the student is uncomfortable in informing the campus Police, another person in a position of administrative responsibility may be informed.
- An employee who feels that he or she has been or is being subjected to sexual harassment should inform his or her immediate supervisor. If the employee is uncomfortable in informing his or her immediate supervisor, another person in a position of administrative responsibility may be informed.
- Any student or employee who is determined to have engaged in sexual harassment in violation of this policy is subject to appropriate disciplinary action, which may include dismissal from the College, in the case of a student, or termination, in the case of an employee. Due process will be followed for any student or employee subjected to disciplinary action.
- For purposes of this Policy and Procedure, the following terms are defined:

(1) EMPLOYEE: Any person employed by PRCC as a faculty or staff member, whether full-time or part-time. Adjunct instructors are considered, for the purposes of this policy and procedure, to be employees of the College.

(2) STUDENT: Any person enrolled full-time or part-time in any instructional program offered by PRCC.

If any person is the victim of a sexual offense, it should be reported to campus police immediately at 601-403-1300 or 911.

Do not bath or clean

Keep all clothing that was present during the offense

Information pertaining to sex crimes is available at the campus police department.

Any victims of a crime will be provided the opportunity to speak with victims rights coordinator in the county of said crime.

Anyone found guilty of committing a sexual crime will face disciplinary actions and criminal charges.

If the suspect is a student, he/she will be dismissed from the institution.

Information for the Mississippi Sex Offender Registry:

<http://state.sor.dps.ms.gov>

STUDENTS' DUE PROCESS (<http://www.prcc.edu/ccg.pdf> page 28)

POLICY:

- Pearl River Community College affords due process to all students in accordance with the law.

PROCEDURE:

Due Process In Student Discipline

- All Pearl River Community College students are expected to conform to the ordinary rules of society, the laws of the State of Mississippi, and the Code of Student Conduct. The college reserves the right to apply appropriate sanctions to any and all violations of these standards as necessary. While being familiar with instructional regulations is the responsibility of the student, the college affords the following procedures in order to ensure that every students' rights are protected.

(1) When an infraction is committed that requires disciplinary action, the student involved will receive notice that specific action has been taken.

(2) Students have the right to appeal any disciplinary action taken against them within three college working days of the incident. Appeals may be submitted to the specific campus police department, the Vice President for Poplarville Campus and Hancock Center (Poplarville students), the Vice President for Forrest County Operations (FCC students), or the Director of Hancock Center (Waveland). Pearl River Community College online students who want to file an appeal should submit their appeal to the director of eLearning. Appeals of students in a general education class offered at a non-campus site should be submitted to the Vice President for General Education and Technology Services. Appeals of any career and technical students at a non-campus site should be submitted to the Vice President for Economic and Community Development.

(3) Depending on the infraction, the appeal will be assigned to the appropriate division of the PRCC Judicial System.

(4) The President of Pearl River Community College is charged with the responsibility of maintaining an environment that is conducive to learning. The President has delegated this responsibility of Students' Due Process to the Vice Presidents. The appropriate Vice President governs two levels of Students' Due Process hearing bodies.

These levels include:

A. PRCC Campus Court: This level of the PRCC Judicial System handles all traffic tickets and college fines that are not drug or violence related. The PRCC Campus Court is comprised of student members and

is presided over by the designated Chief of Campus Police or his or her designee. If the Chief of Campus Police is directly involved with the disciplinary sanction, this appeal will be heard by the PRCC Appeals Court.

B. PRCC Appeals Court: This level of the PRCC Judicial System handles all appeals that involve dismissal from school and/or campus housing or any case appealed from Campus Court. The PRCC Appeals Court is comprised of two members of the PRCC student body and two members of the PRCC faculty and staff and is presided over by the appropriate Campus Vice President or his or her designee. The decision of this court is final and will exhaust the Pearl River Community College Student Due Process Procedure.

(5) The chair of the appropriate court will receive an appeal and will determine if a hearing is necessary.

(6) If a hearing is deemed necessary, the student will receive a notice of a hearing date within five college working days of the appeal filing date.

(7) The student will receive notice of the hearing finding within five college working days of the hearing date.

- If a student has a documented disability on file, the designated ADA/Civil Rights Coordinator will support and assist you in the process with the above procedures when it is a reasonable request.

Missing Student Notification Procedure

If a student is believed to be missing, campus police should be notified immediately. The student's personal information such as name, description, last known clothing, last known location, and family/friends contact info should be provided. The police will begin an investigation upon notification of the incident. Standard law enforcement procedures will apply. Family and friends will be contacted, and vehicle description and missing person description will be given out to area law enforcement for search purposes.

If the missing person is a juvenile, elderly or disabled, the following procedure will also take effect.

**PRCC Police
Standard Operating Procedure
"A Child Is Missing" Program**

I. PURPOSE

The purpose of this procedure is to establish an orderly and uniform process for the use of A Child Is Missing Program (ACIM).

II. POLICY

- A. The first several hours after a child, elderly or disabled person is reported missing can be critical to the successful outcome of the case. A Child is Missing is a valuable tool for law enforcement if used properly. A Child is Missing will generate telephone calls to local residents within fifteen (15) minutes after initiation by law enforcement.
- B. It is the policy of the PRCC Police Department to utilize A Child Is Missing only for missing children, elderly and disabled persons whenever the criteria of the following procedures are met.
- C. A Child Is Missing is an additional tool for law enforcement. It does not replace or preclude a thorough investigation and/or search by law enforcement officers in the field.

III. PROCEDURE

- A. Missing Persons
 - 1. Whenever an officer receives a report of a missing person, the case will be investigated without delay.
 - 2. If the missing person is a child (0 thru 17), an elderly person (with Alzheimer's) or a disabled person (in danger) the investigating officer may immediately notify the A Child is Missing Program. The investigating officer will notify the Shift Supervisor of the contact.
 - 3. All other circumstances would need approval for the use of A Child is Missing Program.
- B. Factors for determining the use of A Child Is Missing Program:
 - 1. Juveniles

- a. The juvenile should be under eighteen (18) years old.
 - b. The reporting person must be an adult family member, teacher, or another adult responsible for the child.
 - c. If the juvenile is a habitual runaway, A Child Is Missing would be used only if foul play is suspected.
 - d. Any first time runaway.
 - e. Stranger abduction prior to calling the Amber Alert system.
 - f. College students (living on campus).
2. Senior Citizens
- a. The person must be sixty-five (65) years or older.
 - b. Being missing must be out of character for the elderly person.
 - c. A Child Is Missing will be used if the elderly person is a frequent walk away from a nursing facility.
3. Disabled Persons
- a. There is no age stipulation for a disabled person.
 - b. Caution must be used when determining whether a person is disabled because there are many definitions of a disabled person. For the purpose of this S.O.P. a disabled person will fall into one of the following categories:
 - (1) The person has physical or mental impairment that severely limits self-care.
 - (2) The person is disoriented or unable to respond to simple questions.
 - (3) The person is dependent upon life sustaining medications.
 - (4) The approving supervisor may take into account exigent circumstances that may influence using A Child Is Missing even if the person is a habitual

runaway. Examples of these circumstances are:
suspected foul play, imminent severe weather, etc.

C. Using A Child Is Missing

1. When the decision to use A Child Is Missing has been made, the investigating officer will immediately call A Child Is Missing, 24 hours a day, 7 days a week.
2. Suggested calling times are from 0600 hours to 2230 hours. Calls can be placed after 2230 hours only with supervisor approval.
3. While the officer is completing the search, the supervisor will determine what phone number will be supplied to A Child Is Missing for the public to contact the department with information about the missing person. The Communication Center (Dispatch) phone number is generally given out.
4. The investigating officer will call A Child Is missing at 1-888-875-2246 (toll free number) or page the on duty operator at 1-954-492-4778.
5. Information required by A Child Is Missing call center (if available).
 - Name of law enforcement agency
 - City, county and state of agency
 - Name of person missing
 - Date of Birth
 - Gender
 - Nationality
 - Height and Weight
 - Hair and Eye color
 - Clothing description
 - Any scars or other physical characteristics
 - Any medical/psychological conditions to be aware of
 - Home address including zip code
 - Location last seen with zip code if different than residence
 - Police department phone number for the public to call to report information
 - Case # or Reference # assigned to the case
 - If there is water or wooded areas in the vicinity
 - Have friends and family been contacted
 - Has the person gone missing before

On Campus Housing

Offense	08	09	10
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	8	6	4
Motor Vehicle Theft	0	0	0
Arson	1	0	0

Public Property/Non-Campus

Offense	08	09	10
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Fire Statistics

	08	09	10
Number of Fires	1	0	0
Number of Injuries	0	0	0
Number of Deaths	0	0	0
Value of Damage	\$8,000	0	0

Fire Safety (<http://www.prcc.edu/pdfs/09-10guidetoriverlivin.pdf> pages 14 - 15)

All housing facilities are equipped with a fire alarm system with battery back-up including smoke detectors and temperature change indicators. Each housing facility is also equipped with a sprinkler system, fire department connection valve, and fire exit procedures and signage.

Fire drills are scheduled at least once per semester for all housing facilities.

Drills	08	09	10
	2	2	2

Housing Fire Safety

HS.11. APPLIANCES AND ELECTRICAL EQUIPMENT/DEVICES

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- A. External antennas and satellite dishes of any type are prohibited.
- B. Care should be taken not to overload electrical circuits. Even approved appliances can be dangerous when not used properly. Students should unplug appliances after use and should not leave any approved appliances unattended.

HS.11.01. APPROVED APPLIANCES

- A. Refrigerators which do not exceed 4.5 cubic feet and microwaves that do not exceed 1500 watts are permitted. Rooms are permitted a maximum of two refrigerators and two microwaves.
- B. Small appliances without exposed heating elements, such as curling irons, blow dryers, sandwich/waffle makers, bread makers, rice cookers, coffee makers, hot pots, and Crock Pots are permitted in student rooms granted that they are used properly.
- C. Charcoal grills are allowed for outdoor use on campus granted that they are used at least 100 feet from any structure. Grilling is NOT permitted indoors under any circumstances. Lighter fluid and charcoal that contains an accelerant (i.e., Kingsford Matchlight Instant Light Charcoal) are strictly prohibited and may not be stored or used within the residence halls.

HS.11.02. PROHIBITED APPLIANCES

- A. George Foreman Grills and other similar items are strictly prohibited.
- B. Any appliance with an open flame, open heating coil, or open heating element (i.e., hot plates and coffee coils) is prohibited.
- C. Toasters, toaster ovens, hibachis with propane, hot plates, space heaters, electric skillet, soup warmers, s'more makers, electric grills, gas grills, smokers, and deep fat fryers are all strictly prohibited.
- D. Rewiring of student rooms by non-College employees is not permitted, nor is excessive or unsafe use of extension cords or plug adapters.
- E. Students must be present to supervise all his/her cooking. Students may not leaving any cooking food unattended in rooms, lounges, kitchens, and/or grilling areas.

HS.14. FIRE SAFETY

Based on the new code requirements, the 2003 International Fire Code (IFC) and the 2003 International Building Code (IBC), dormitories are classified as Group R2 Occupancies and are required to conduct fire drills when mandated by the fire code official.

Fire drills are to be conducted involving students/residents multiple times per year. Fire drills are to provide training in the following areas:

- A. Evacuations procedure and planning
- B. Location and use of portable fire extinguishers (when assigned)
- C. Alarm response duties
- D. Location of assembly point(s)
- E. Reentry control and procedure.

The drills are to be conducted at unexpected times and under varying conditions and are to be initiated by activating the fire alarm system.

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The following information contains specific instructions for fire drills and actual fire alarms.

1. When a fire alarm is sounded ALL students are to leave the building in a fast but orderly fashion by way of the nearest fire exit.
2. As the students pass any door on the way towards the exit, the student shall knock on the door announcing "Fire Alarm" while constantly moving.
3. Students shall move to the general assembly area that is pre-determined and look for their room mate and/or neighbor then check in with the RA or Residence Hall Supervisor.
4. Residence Hall Supervisors are to ensure students are evacuating the building and make every attempt to verify a head count and location of any missing students.
5. Residence Hall Supervisors will utilize their RA's for acquiring vital information and must be prepared to report to police and fire departments on the number of assigned students, current head count, and any vital structural information as it may pertain.
6. Residence Hall Supervisors will ensure that someone is assigned to assist any handicap students assigned to the dorm during evacuation.
7. It is a crime to activate any fire alarm or use any fire extinguisher when no emergency is present. This will be punishable by fine and/or criminal charges.
8. Re-entry into the dorms will ONLY take place by order of the Fire or Police Department.

DORM SPECIFIC General Assembly Areas

Huff Hall:

General Assembly Area – The large grassy area inside the horseshoe across from the band hall.

Pearl River Hall

General Assembly Area – The parking lot of Seal Hall

Marion Hall

General Assembly Area – The parking lot and grassy area in front of the Administration Building.

New Mens Honor Suites

General Assembly Area – The parking lot of Crosby Hall

New Men's Dorm

General Assembly Area – The parking lot of Crosby Hall

Women's Dorms 1 & 2

General Assembly Area – The center grassy area between the dorms and the grassy area along the back of the Library.

New Women's Suites

General Assembly Area – The large parking lot behind the dorm across from Technology Center.

Any student who activates a false alarm and/or tampers, damages, or removes any type of fire and/or safety equipment (such as fire extinguishers, smoke alarms, sprinklers, etc.) is placing the lives and safety of his/her fellow students in danger. This is one of the most severe violations of College policy and will result in immediate and permanent dismissal from College housing and possible expulsion from school. Such behavior is also a violation of State law and may result in arrest and prosecution under State law. Students are required to report any dysfunction of their smoke/fire alarms or other fire safety equipment in their room and/or hall immediately.

4. ACIM then makes a recorded message with the information that has been supplied.
5. The location last seen is entered into the computer and a database of phone numbers of the residents/businesses is gathered. The message is then sent out to the community.
6. When a child is reported missing near water, the immediate area is canvassed with the message, then the search area is expanded if the child has not been found.
7. ACIM continues to work with the officer on the scene and/or the communications department until the missing person has been found.
8. After recovery, the agency calls ACIM to stop the search. ACIM then faxes a case follow-up form to the officer/agency to be filled out, documenting the conclusion of the case. The agency then faxes the form back to ACIM. This documentation assists ACIM in obtaining funding to continue offering their services to law enforcement.
9. Please be sure to advise your Public Information Officer about ACIM involvement in searches. This makes for good public relations with the community as the public is made aware that your agency is utilizing all resources possible to ensure their safety.

Crime Statistics

Crime and fire statistics are accumulated and prepared throughout the year to organize a final report which is submitted electronically to the federal government every August. Statistics are compiled from on campus and surrounding law enforcement agencies.

On Campus

<u>Offense</u>	<u>08</u>	<u>09</u>	<u>10</u>
<u>Murder/Non-Negligent Manslaughter</u>	0	0	0
<u>Negligent Manslaughter</u>	0	0	0
<u>Sex Offenses – Forcible</u>	0	0	0
<u>Sex Offenses – Non-Forcible</u>	0	0	0
<u>Robbery</u>	0	0	0
<u>Aggravated Assault</u>	0	0	0
<u>Burglary</u>	10	9	5
<u>Motor Vehicle Theft</u>	0	1	2
<u>Arson</u>	1	0	0