

INCIDENT PREPAREDNESS PLAN



MISSISSIPPI COMMUNITY COLLEGE BOARD

PAUL B. JOHNSON BUILDING
3825 RIDGEWOOD ROAD
JACKSON, MISSISSIPPI

UPDATED 2018

EMERGENCY RESPONSES FOR THE MISSISSIPPI COMMUNITY COLLEGE BOARD

INTRODUCTION.....	4
NOTIFICATION OF A THREAT OR INCIDENT	5
EVACUATION PLAN	7
PROCEDURES BASED ON THE TYPE OF THREAT.....	10
Tornado or Severe Thunderstorm	10
Inclement Weather Involving Threat of Hail	10
Medical Emergencies.....	11
Non-Emergency Medical (First Aid).....	12
Fire or Smoke.....	12
Gas Leak, or Hazardous Spills or Releases.....	13
Power Outage.....	13
Flooding Due to Pipes or Sprinklers	14
Suspicious Person or Activity, Civil Disturbance, or Demonstration.....	14
Suspicious Package Delivered	14
Hostage / Active Shooter	15
Bomb Threats and Weapons of Mass Destruction (WMD)	16
MISSING PERSONS.....	16

MCCB INCIDENT RESPONSE TEAM ROLES AND RESPONSIBILITIES	18
MCCB TEXT ALERT NOTIFICATION.....	20
CLOSED POINT OF DISPENSING.....	21
FLOOR CAPTAINS.....	22
RESPONSE PLAN CONTACT INFORMATION	24

INTRODUCTION

In the event of a disaster (either natural or man-made) or any other kind of emergency situation, MCCB is dedicated to protecting the health and welfare of staff. We are committed to minimize the loss of life and property. MCCB strives to be prepared to accomplish this task and handle each emergency that presents itself. This emergency plan has been developed from the shell of the IHL Incident Plan for this building to help avoid or minimize loss and maintain agency operations. Approved by the Executive Director, this plan lists procedures to address different emergencies, assigns authority and responsibilities for the staff during emergency situations and will be used as a guide for such in the event of an emergency.

This Emergency Action Plan will be reviewed and updated on a consistent basis. All staff of the MCCB are encouraged to acquaint themselves with the emergency disaster procedures and protocols in an effort to prepare themselves in the event they are needed to react to an emergency situation. Any suggestions in reference to this material; such as revisions and additions of any policy or procedure is encouraged.

NOTIFICATION OF A THREAT OR INCIDENT

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

Incident Phone Numbers:

Fire, Police, Medical:	911
IHL Security Officers:	(601) 432-6598 / (601) 432-6456
IHL Security Cell Phone:	(601) 540-8579
MCCB Executive Director:	(601) 432-6684
MCCB Executive Assistant:	(601) 432-6644
Director of Communications	(601) 432-6734
Human Resources:	(601) 432-6524
Physical Plant:	(601) 432-6597 / (601) 432-6218
Physical Plant Cell Phone:	(601) 941-3086

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

Significant incidents or threats **shall be reported to the Executive Director** or, in absence, designee. The Executive Director or designee will determine the need to evacuate or go to the basement.

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

Incident Alerting System

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

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

EVACUATION PLAN

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

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

The last person to leave an area should see that all doors to their area are closed.

A closed door will signal that an office or other room is unoccupied.

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

If evacuation is NOT Weather-Related:

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

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

If evacuation IS Weather-Related:

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

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

Please see the Evacuation and Safe Assembly illustration which is on page 10.

Training and Preparation Related to the Evacuation Plan

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

Individuals with Physical Impairments or Disabilities

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

Floor Rosters

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

Evacuation and Safe Assembly Points:

Ridgewood Road

Maroon

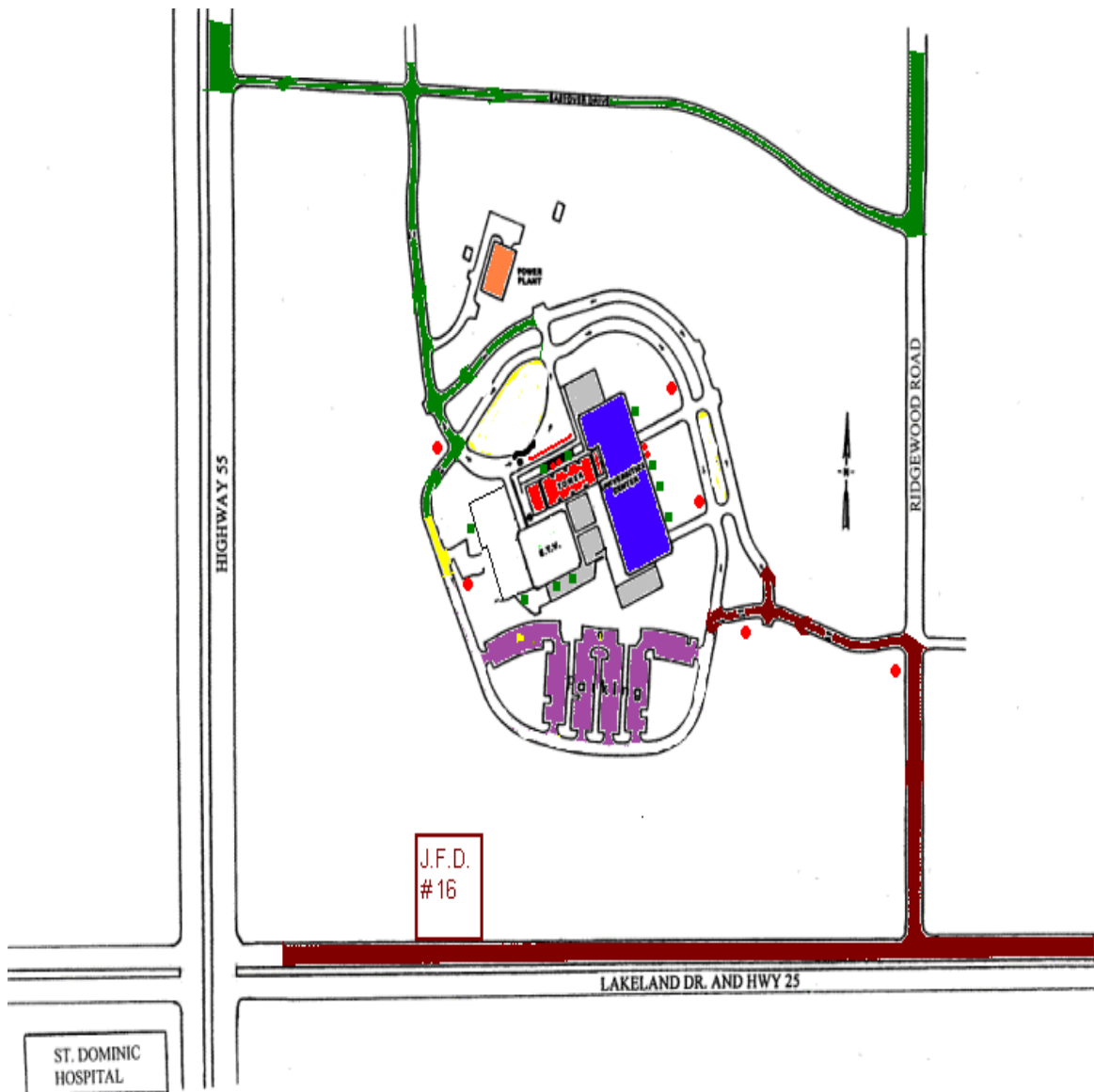
Eastover Drive

Green

South Parking Lot Assembly Areas

Purple

PROCEDURES BASED ON THE TYPE OF THREAT



TORNADO OR SEVERE THUNDERSTORM

If the tornado sirens sound, Security will implement a mass notification PA, and TEXT alert advising occupants to proceed to the basement.

After you hear this sound - **DO NOT WAIT FOR VERBAL DIRECTION**

The Floor Captains will assist occupants on their floor, ensuring that all office doors are closed after rooms are vacated. If a door is closed and locked, Floor Captains may verify that the room is unoccupied by knocking on the door before proceeding to the next room. All floors shall then proceed to the basement using the stairwell. Shelter and stay away from glass windows and doors. Roll will be taken by each Floor Captain upon arrival in the basement to determine if people are missing. Stay in your group near your Floor Captain. Stay sheltered until advised by Safety and Security personnel.

Floor Captains should report any injuries and/or damage to Safety Officers and Human Resources.

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

INCLEMENT WEATHER INVOLVING THREAT OF HAIL

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

EARTHQUAKE

The ground moving during an earthquake is rarely the first cause of injury or death. Most casualties are a direct result of falling debris. Earthquakes also have the ability to interrupt utility lines, creating more hazards.

In the event of an earthquake:

In a building:

Duck – down to the floor

Cover – yourself under something sturdy – such as a desk

Hold – onto the furniture (sturdy piece) until the shaking has stopped

After the movement has stopped

- Evacuate the building
- If the building has been damaged a command post should be made outside away from the building in an effort to prioritize the following:
 - Emergency medical care for the injured
- Cut off utilities (gas and water)
- Evacuation of collapsed areas that many contain trapped victims
- Safety inspection of the building by an approved person
- Restoration of utilities if building deemed safe

If outside:

Stay in the OPEN away from buildings and utility wires

MEDICAL EMERGENCIES

Call 911 immediately if the injury may be life threatening

Notify Security Office (601) 432-6598 or (601) 432-6456

Do not move the victim unless absolutely necessary

Contact the Safety Officers or Human Resources if first aid or CPR is needed prior to the arrival of professional medical help. Safety Officers and Human Resources will maintain a list of employees with First Aid or CPR certification who are willing to assist.

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

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

NON-EMERGENCY MEDICAL (FIRST AID)

In the event of a **non-life-threatening injury**, notify your supervisor, Safety Officers, and Human Resources (601) 432-6524.

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

FIRE OR SMOKE

Call 911 and then Call IHL Security. Engage the manual fire alarm as you exit down the stairs. A manual alarm or pull station is next to each stairwell exit.

Security will activate the alarm system and then call 911 (as a redundancy to ensure the fire department is notified).

If the fire is minor and you are capable, attempt to extinguish the fire using the fire extinguisher located on that floor. Each floor has a fire extinguisher which is located in a labeled compartment off one of the two the main hallways.

Evacuate the floor according to the evacuation plan detailed in this document. **EVERYONE MUST EVAUCATE.** There may be no additional warning. Do not assume the alarm is false.

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

Security will activate the Evacuation Plan and instruct occupants to evacuate to the assembly area (Go to visitor parking on the south side of building – **Purple**). Smoke is the greatest danger in a fire. It is imperative to stay near the floor where the air will be more breathable. If you are trapped in the building during a fire, open or break a window and place an article of clothing outside the window as a marker for Fire Service personnel. If possible, place an article of clothing or cloth over your face to filter the air and help with breathing.

GAS LEAK, OR HAZARDOUS SPILLS OR RELEASES

Notify Security.

Security will notify the IHL Commissioner and Risk Management.

Evacuate the Building in accordance with the evacuation plan in this document (Use the stairs and go to visitor parking on the south side of building – **Purple**). .

Call the Physical Plant (once away from harm) at (601) 432-6597, (601) 432-6218, or cell (601) 540-2816

The Physical Plant will contact the gas company and coordinate with any necessary outside agency to address any hazardous materials.

The Commissioner or designee/ MCCB Executive Director will determine whether employees are to go home and/or when the situation is “all clear” to return to work.

POWER OUTAGE

Notify Security. Security will notify the IHL Commissioner, Risk Management, and the Physical Plant.

The Physical Plant will coordinate with the power provider and obtain information regarding the outage. This information will be reported to the Commissioner or designee.

The Commissioner or designee will determine whether to cease operations.

The Commissioner, the Commissioner’s designee, MCCB Executive Director, or the Director of Communications will inform the employees when to return to work.

FLOODING DUE TO PIPES OR SPRINKLERS

Notify Security.

Security will notify the IHL Commissioner, Risk Management, and the Physical Plant.

Security will use the PA system to notify employees to evacuate the building to one of two places depending upon the following:

If there is no threatening weather, employees should evacuate to the visitor parking area on the south side of the building.

If weather is an issue, employees will be directed to evacuate to the parking garage.

If the PA system and alarm fails for any reason, IHL Risk Management will coordinate with Floor Captains to notify employees of the need to evacuate the building. Upon notice, a TEXT ALERT with directions will be sent to employees.

Once outside the building, the Commissioner, MCCB Executive Director or designee will determine whether non-essential employees should be asked to return to their homes until further information is provided.

SUSPICIOUS PERSON OR ACTIVITY, CIVIL DISTURBANCE, OR DEMONSTRATION

Notify Security at (601) 432-6598, (601) 432-6456 or cell (601) 540-8579

Security will be responsible for contacting and informing the Executive Director as may be appropriate

SUSPICIOUS PACKAGE DELIVERED

Do not touch the package

Call Security at (601) 432-6598, (601) 432-6456 or cell (601) 540-8579

Security will notify the Commissioner

Security will call 911 to request assistance

Based upon information available, the IHL Commissioner, MCCB Executive Director or designee will determine whether to evacuate the building or a specific area

HOSTAGE / ACTIVE SHOOTER

If you see someone with a weapon and/or you are taken hostage, ensure your safety first

Call 911

Notify Security at (601) 432-6598 / (601) 432-6456 (cell: (601) 540-8579)

Security will notify the Executive Director as well as state and federal law enforcement

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

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

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

In the event of a Building Lockdown:

- Listen carefully to information over the PA system
- React immediately and shelter yourself in a lockable area
- Lock doors, close blinds, cover windows, turn off lights and stay down on the floor
- **DO NOT UNLOCK THE DOOR FOR ANYONE!** Opening doors endangers everyone in the room
- Stay away from windows and doors. Silence cell phones
- Use room furnishings as barricades to get behind if possible
- If you are in a Hallway or a Lobby go to the nearest office
- If outside get to the nearest solid cover and stay down flat
- **RUN AWAY from the sounds of gunfire not towards it! DO NOT TRY TO HELP!**
- Keep hands visible to responding officers. Do Not Put Hands In Pockets!
- Your area will be cleared by the Police – then you will be escorted to safety or given the all clear by Security Personnel

BOMB THREATS AND WEAPONS OF MASS DESTRUCTION (WMD)

Remain calm

Do not touch or move a suspicious package

Threats by Phone

If you receive the threatening call, you should:

Obtain as much information as possible. Seek information as to where, why, when, what type of bomb, and how the caller knows about it. Write down what he or she tells you. See if your telephone identifies the caller's telephone number, and write it down.

Note the age, gender, speech, attitude, background noises, accent, or any other identifiers.

Call 911 and then Security

Security and Risk Management will notify state and federal law enforcement as appropriate.

Threats by Mail, Email, or Package

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

Immediately contact Security at (601) 432-6598, (601) 432-6456 or cell (601) 540-8579

MISSING PERSONS

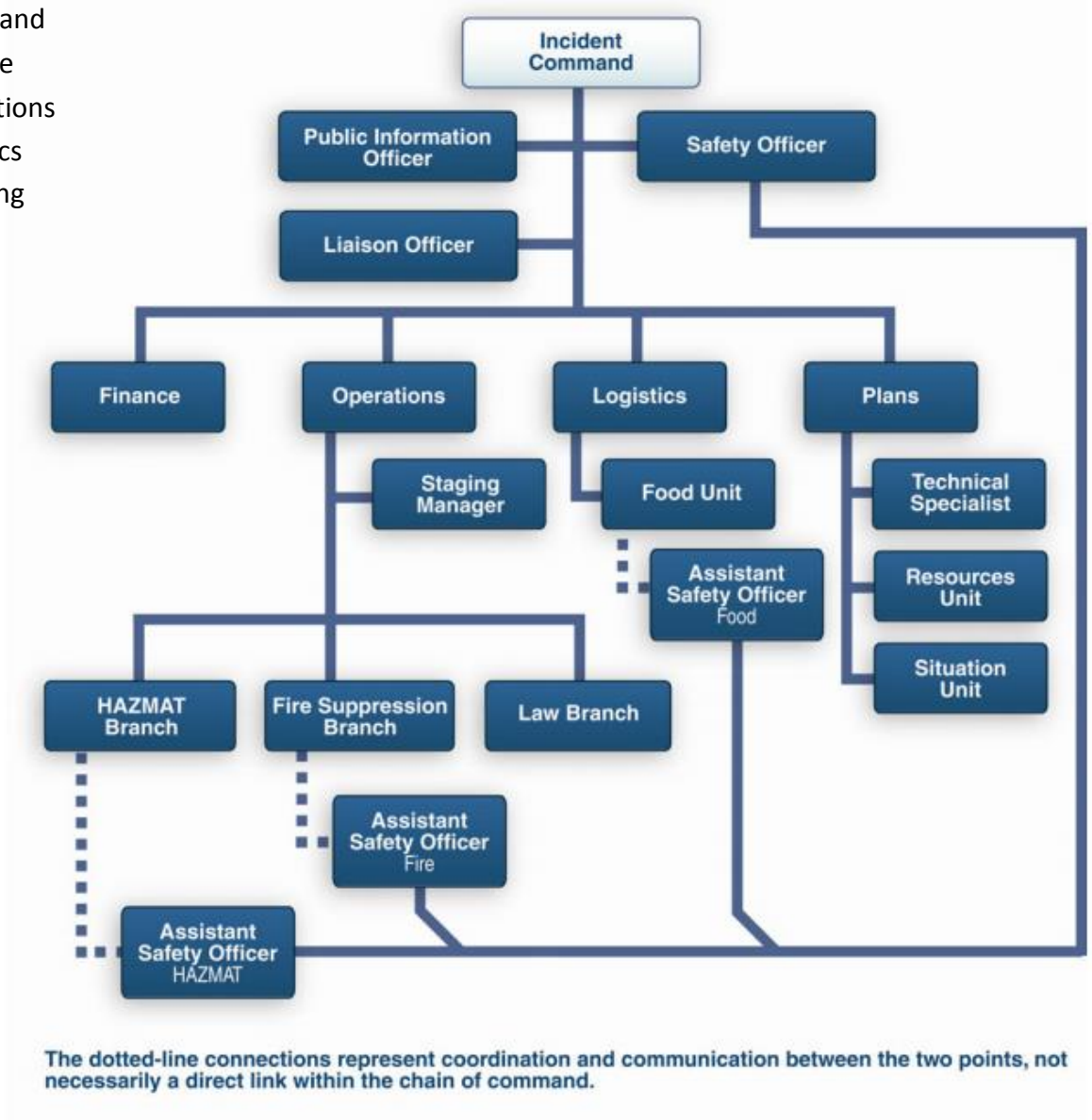
ANY AND ALL CONCERNS REGARDING POSSIBLE MISSING STAFF SHOULD BE IMMEDIATELY DIRECTOR TO FLOOR CAPTAINS AND THE SECURITY OFFICERS. AN INVESTIGATING OFFICER WILL MEET WITH THE INDIVIDUAL FILING THE REPORT AND ATTEMPT TO OBTAIN THE FOLLOWING INFORMATION:

Crucial information – a physical description of clothes last seen in, possible location or possible location where the person was last seen, any persons that might be with the missing person.

NATIONAL INCIDENT COMMAND SYSTEM ORGANIZATION

The National Incident Command System (ICS) organization is comprised by the following:

- Command
- Finance
- Operations
- Logistics
- Planning



MCCB_IHL INCIDENT RESPONSE TEAM ROLES AND RESPONSIBILITIES

Executive Director/Designee

Room 630, (601) 432-6684

Alternate: Room 626 - Designee

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

IHL Security

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

- Activates the proper alert
- Establishes contact with incoming incident response personnel
- Ensures that emergency vehicles have access to areas critical for incident response operations
- Coordinates orderly evacuation of vehicles as needed
- Provides law enforcement / employee security as needed
- Notifies and coordinates with MCCB Safety Officers

Public Affairs Officer (Director of Communications)

Room 624, (601) 432-6734

Alternate: Room 614, (601) 432-6345

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

MCCB Safety Officers

Room 617, (601) 432-6524; Cell (601) 473-6288

Alternate: Room 626, (601) 432-6684; Cell (601) 942-5978

IHL Risk Management

Room 421, (601) 432-6624; Cell (601) 941-8602

Alternate: Room 431, (601) 432-6688; Cell (601) 624-5306

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

Signage

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

MCCB TEXT ALERT NOTIFICATION

MCCB's text alert system is used to communicate vital information to staff when there is an emergency on or around campus and what they need to do to be safe.

MCCB will use the text alert to notify subscribed parties of those emergencies. In the event an alert must be sent, the Executive Director/designee or MCCB Safety Officers will issue an alert.

SIGNING UP FOR TEXT ALERTS:

Follow the steps below to subscribe to this group:

Text the keyword "MCCB" to 95577

You will then receive two text messages:

A welcome text and a text asking you to reply with your full name

Reply back with your full name

You will then be subscribed!

CLOSED POD – POINT OF DISPENSING FOR MCCB AND IHL

In the event of a disaster (either natural or man-made) or any other type of catastrophic emergency situation (by the Governor of Mississippi decree), MCCB and IHL will activate closed POD operations. This will enable employees of MCCB and IHL to receive medicines or vaccines for themselves and immediate family members from this location: 3825 Ridgewood Road, Jackson, MS 39211.

This service is established in partnership with the Mississippi Department of Health.

This service is not open to the general public.

Appendix A

Floor Captains

BASEMENT Edwin Hill (601) 432-6396		
1ST FLOOR Shawanda Taylor (601) 432-6456 ~ Cliff Hamilton (601) 432-6598	2ND FLOOR Renotta Jones (601) 432-6664 ~ Beverly Jackson (601) 432-6437	3RD FLOOR Ronjanett Taylor (601) 432-6380 ~ Brad Rowland (601) 432-6233
4TH FLOOR Sherry Smith (601) 432-6646 ~ Christina Rushing (601) 432-6147	5TH FLOOR Tonia Lonie (601) 432-6205 ~ Dexter Holloway (601) 432-6351	6TH FLOOR Kenneth Wheatley (601) 432-6171 ~ Kell Smith (601) 432-6734
7TH FLOOR Jason Knight (601) 432-6504 ~ Neal Smith (601) 432-6324	8TH FLOOR Corey Miller (601) 432-6353 ~ Bob Neal (601) 432-6143	9TH FLOOR (601) 432-6810 ~ Hannah Griffin (601) 432-6326

Floor Captain Responsibilities:

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

Appendix B

Response Plan Contact Information

TELEPHONE DIRECTORY

NAME	EMERGENCY POSITION	TELEPHONE NUMBER(S)
Shawanda Taylor Cliff Hamilton	Security Office	(601) 432-6456 (601) 432-6598 (601) 540-8579 cell
Dr. Andrea Mayfield	Executive Director	(601) 432-6684
Missy Saxton	Alternate	(601) 432- 6684
Ronnie Woods	Director of Physical Plant	(601) 432-6218 (601) 622-7055 cell
Jim Barnett	Alternate	(601) 432-6597 (601) 573-3928 cell
Cynthia Jiles	Emergency Coordinator/Safety Officer	(601) 432-6524 (601) 473-6288 cell
Missy Saxton	Alternate Emergency Coordinator/Safety Officer	(601) 432-6684 (601) 942-5978 cell
Kell Smith	Public Affairs Officer	(601) 432-6739 (769) 257-4585 cell
Jason Carter	Alternate	(601) 432-6647
Floor Captains		
	9 th Floor Captain	(601) 432-6810
Hannah Griffin	9 th Floor Captain	(601) 432-6326
Corey Miller	8 th Floor Captain	(601) 432-6353

Bob Neal	8 th Floor Captain	(601) 432-6143
Jason Knight	7 th Floor Captain	(601) 432-6504
Neal Smith	7 th Floor Captain	(601) 432-6324

TELEPHONE DIRECTORY (continued)

NAME	EMERGENCY POSITION	TELEPHONE NUMBER(S)
Floor Captains (continued)		
Kenneth Wheatley	6 th Floor Captain	(601) 432 6171
Kell Smith	6 th Floor Captain	(601) 432-6734
Tonia Lonie	5 th Floor Captain	(601) 432-6205
Dexter Holloway	5 th Floor Captain	(601) 432-6351
Sherry Smith	4 th Floor Captain	(601) 432-6646
Christina Rushing	4 th Floor Captain	(601) 432-6147
Ronjanett Taylor	3 rd Floor Captain	(601) 432-6380
Brad Rowland	3 rd Floor Captain	(601) 432-6233
Renotta Jones	2 nd Floor Captain	(601) 432-6664
Beverly Jackson	2 nd Floor Captain	(601) 432-6437
Edwin Hill	Basement Floor Captain	(601) 432-6396
Building Liaisons		
Marquita Davis	E.E. Thrash Universities Center (Jackson State University)	(601) 432-6234 (601) 432-6107
Updating Info Soon	MS Information Technology Services	Updating Info
Stanley Perry	Mississippi Library Commission	(601) 432-4043
Matthew Henley	Mississippi Library Commission	(601) 432-4051

Front Desk	Mississippi Public Broadcasting	(601) 432-6565
Saralyn Quinn	Phi Theta Kappa	(601) 984-3514
Debra Stamps		(601) 955-0149 (Cell) (601) 984-3574

To advise of needed changes or other input, contact Glynn Babb, IHL Emergency Coordinator and Safety Officer, at (601) 432-6624 or Cynthia Jiles, MCCB Safety Officer, at (601) 432-6524.