

 Pearl River Community College  
*Public Safety Manual*

We would like to welcome you to Pearl River Community College. The upcoming academic year has many activities and educational goals set in place for you. We here at the Campus Police Department encourage you to be involved in the many opportunities that PRCC offers. During your educational and recreational time here at PRCC, we want to provide you with a safe and friendly environment. The Campus Police Department are state certified police officers who are vested with full law enforcement and arrest powers. This is in place to provide you with a safe environment which fosters education, protection and service. We are committed to the prevention of crime and the protection of life and property, which we hope will make for a better college experience for you.

**Director of Public Safety:**

Butch Raby- Poplarville Campus

Adam Parker- Forrest County Center

**Chief of Police:**

Gene Keith - Poplarville Campus

Dawn Broussard- Forrest County Center

## **Contact Numbers**

Title	Name	Number
Director of Public Safety-Poplarville	Butch Raby	601.403.1351
Chief of Police-Poplarville	Gene Keith	601.403.1373
Campus Police-Poplarville	Campus Police	601.403.1300
Director of Public Safety-Hattiesburg	Adam Parker	601.403.1812
Chief of Police-Hattiesburg	Dawn Broussard	601.554.5513
Campus Police-Hattiesburg	Campus Police	601.554.5513
Campus Security-Nights and Weekends-Hattiesburg	Campus Security	601.408.4811
Campus Police- Waveland	Campus Police	228.252.7001

\*Poplarville- Poplarville Campus

\*Hattiesburg- Forrest County Center

\*Waveland- Hancock Center

## **Non-Discrimination Statement**

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication please contact Tonia M. Seal, Director of Admissions and Records/ADA/Civil Rights Coordinator at P.O. Box 5559, Poplarville, MS 39470 or 601-403-1060 or Alex Kennedy Director of Resident and Student Life/Title IX Coordinator at P.O. Box 5805, Poplarville, MS 39470 or 601-403-1253.

## **Sanctions Related to Violations of Code of Student Conduct**

The enforcement of the code of student conduct, as stated in the student handbook, [\*Cat Country Guide\*](#) will adhere to due process at all times. However, listed are minimum disciplinary sanctions for the violation of certain code of student conduct rules and regulations as stated in the student handbook.

All rules related to student conduct will be strictly enforced by the College and sanctions may range from disciplinary probation to dismissal from the College (due process procedures will be adhered to at all times).

## **Campus Police Violations/Fines**

	<b>1<sup>st</sup> Offense</b>
Possession of Alcohol	\$150.00
Possession of Paraphernalia	\$100.00
Possession of Controlled Substance	\$250.00
Public Intoxication	\$100.00
Vandalism (+cost of damage)	\$100.00
Changing Dorm Rooms	\$100.00
Unauthorized Visitation	\$150.00
Failure to Present ID	\$50.00
Disruptive Behavior (Including Fighting)	\$150.00
Loud Music/Noise Violation	\$25.00
Littering	\$100.00
Profanity	\$50.00
Dress Code (Pants Below the Waist)	\$50.00
Dorm Room Violation	\$25.00
Tobacco Use	\$25.00
Curfew	\$50.00
Abuse of Fire Safety Standards	\$100.00
Possession of a weapon	\$100.00
Gambling	\$75.00

NOTE: EVERY 2<sup>ND</sup> OFFENSE IS A DOUBLE FINE. ALL FINES MUST BE PAID IN THE BUSINESS OFFICE OR CONTESTED WITHIN (7) DAYS OF RECEIPT OF TICKET WITH THE DIRECTOR OF PUBLIC SAFETY.

## **Parking Fines**

For information about parking fines, please visit <http://www.prc.edu/faculty/policy-procedure-manual/motor-vehicles-campus>. Fines are to be contested within seven (7) days of the date of the ticket online at <https://permitsales.net/prcc> and must be paid to the Business Office by the end of that given semester.

## **Emergency Plans**

### **Campus Lockdown Procedures**

- Notify Campus Police.
- Provide as much information as possible.
- Do not approach the intruder or intervene in a dangerous situation.

## **What to Report**

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

### **Action steps to follow if 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.
- Notify 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 an ALL CLEAR has been given by the Police.

### **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.
- Notify Campus Police or 911 and advise them what is taking place at your location. Remain on the line to give any other information.
- Remain in room until an ALL CLEAR has been given by the Police.

### **If the intruder enters your office or classroom**

- Notify Campus Police or 911 on your office or cell phone.
- If it's possible to talk, give intruders location and description.
- If it's not safe to speak, just leave an open line.
- If it's 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.

### **Law Enforcement Response**

- 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 responding officers will not stop to assist the injured. Others will follow to treat the injured. First responders are trained to proceed 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
- Carry on normal activity if possible.
- Evacuate if necessary.

### **Gunfire**

- Take cover or evacuate.
- Stay calm and make the right decision.
- Notify Campus Police if possible.

### **Hostage**

- Do not attempt to fight back.
- Make mental notes of captor's characteristics and sights and sounds if you are taken from campus.

## **Explosion, Chemical Leak, Evacuation**

### **Explosion or Chemical Leak**

- Evacuate the building-sound fire alarm.
- Notify Campus Police
- 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.
- Residence 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 select 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**

- Notify Campus Police
- 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**

Faculty, staff and students will be notified when a severe thunderstorm warning exists by means of mass notification system (LYNX) 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 (LYNX) 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 Hallways
- Hancock Hall- First Floor Hallways
- Huff Hall – First Floor Hallway away from windows
- Pearl River Hall – First Floor Hallway away from windows
- Lamar Hall – Rooms and bathrooms on first floor away from windows
- River Village (Forrest, Holden, and Moody) – Hallways on bottom floor
- Dorms A & B 1<sup>st</sup> floor away from glass doors

## **Earthquake**

### **Indoors during an Earthquake**

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

### **Outdoors during an Earthquake**

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

### **When the shaking stops**

- Evacuate buildings and do not re-enter due to danger of aftershock.
- Assist physically challenged and injured.
- 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, Campus Police must be called.
  - Campus Police
  - 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
- 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 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.

**Campus Crimes**

Campus crimes are listed in two categories: crimes against property and crimes against persons. You can help prevent such crimes by taking steps to prevent them before they occur. Here are a few tips to prevent these crimes from happening:

**Property Crimes- Your dorm room and personal property:**

- Lock your dorm room door (deadbolt if possible). Make sure your roommate understands this.
- Do not leave your personal identification on your key ring.
- If you lose your key/access card or it is stolen, report to the Head Resident immediately for a replacement.
- Do not leave your identification, purse, wallet, debit card, jewelry or any other valuables out in the open. Secure them.
- Do not leave your dorm room door propped open.
- Write down any serial numbers or engrave your name in any valuable items.
- If you have a laptop computer, keep it locked in a safe location in your room. Do not leave your cell phone laying around.

**Protect your vehicle**

Vehicles in parking lots are an easy target for criminals. Take the time to prevent this from happening.

- Do not leave expensive property such as laptops, money, wallets, purses, cell phones in plain view for a criminal to see. Take them with you or lock them in the trunk of your vehicle.



- If you have an expensive stereo system, engrave your name or some type of identification on it. Write down the serial number and keep it in another location.
- Always try to park your vehicle in a lit area at night.

### **Campus Crimes against Persons**

Property crimes are common on college campuses, some criminals target people as well.

### **Protecting Yourself on Campus**

- Study the campus as to which routes you are going to take from your dorm to class and activities schedule.
- Give your class schedule to your roommate and friends.
- Always travel in groups at night. Never walk alone at night or take short cuts through dark areas.
- Make sure you know where all the buildings are located on campus. Use your campus map. Know where parking lots are well lit.
- Know the emergency plans that are provided in this manual. If you have any questions or concerns, please call the Campus Police.

### **Protecting Yourself in your Vehicle**

- Park in well-lit areas. Avoid parking in dark secluded areas.
- Lock your vehicle at all times whether you are in or out of it.
- When walking to your vehicle, always be aware of your surroundings. If you see a person or people by your vehicle, walk to an area where there are people and call Campus Police.
- Have your car keys available.
- Keep a whistle on your key ring if possible. You can always hit the alarm button on your key fob if there is trouble.
- Before you get in your vehicle, always look inside to make sure there is no one in the vehicle.
- If you are stranded in your car and someone offers to help, stay in your car and ask them to call the police.
- Make sure the police are in a uniform or marked unit.
- If you are approached by a car jacker demanding your vehicle, give it to them. Your life is worth more than the vehicle.

### **Protecting Yourself at an ATM Machine**

Automated Teller Machines (ATMs) and the users have become targets for criminals. Here are some tips to help prevent you from becoming a victim at an ATM machine:

- The ATM machine is located inside Crosby Hall. If you use an outside machine, try to avoid using it at night. If you have to, make sure you are in a well-lit area with people around.
- Try to have a friend with you.
- Always be aware of your surroundings and people.
- Once you make your transaction, don't show your money and make transaction quickly.
- Always secure your cash and card in your wallet or purse before leaving the machine.

### **In All Instances**

- If you see a crime on campus, call Campus Police immediately. If off campus, call 911.
- Keep Campus Police on your speed dial in your phone.
- If you see a suspicious person in your dorm, classroom or anywhere else on campus notify Campus Police.
- Always give good information such as description of the person, clothing, etc. Give good direction of travel or where they were headed and vehicle description.
- If you are a victim of a crime, call Campus Police immediately.
- Learn and follow your campus safety plans and procedures.

### **Motor Vehicles on Campus**

Students and faculty/staff must register all vehicles used on campus with the Campus Police Department.

1. Any student or faculty/staff member who operates any type of motor vehicle on campus will register the vehicle.
2. A fee of twenty dollars (\$20) will be charged to students for a parking decal at registration.
3. The parking decal will:
  - A. Be placed permanently to the inside front window on the right side.
  - B. Permit parking of vehicles in the designated places on campus that are not reserved for faculty, visitors restricted (yellow curb), or handicapped.
  - C. Not be transferable
  - D. Be purchased at the Campus Police Department during the school year. The parking decal is valid from fall semester through summer semester of each school session.

- E. Students who do not obtain a parking decal during registration may do so later in the Campus Police Department. This must be done no later than five (5) days after a student registers for school.
4. Fines for illegal parking will be thirty dollars (\$30) per ticket. On the fourth ticket, vehicle will be suspended from campus.
  5. Fines for speeding, reckless driving and other traffic violations may range from twenty dollars (\$20) to two hundred dollars (\$200).
  6. Fines are to be contested within seven (7) days of the date of the ticket and must be paid to the Business Office by the end of that given semester.
  7. Transcripts will not be forwarded from the College until all indebtedness to the College is alleviated.
  8. Unauthorized vehicles, as well as vehicles that are not operable will be removed from campus at owner's expense.
  9. The operation of ATV's or golf carts by students or any unauthorized person will not be allowed at any time on the College campus.
  10. Loud music and/or excessive noise from any type of vehicle on any PRCC campus will result in a fine of thirty dollars plus (\$30+) and possible suspension of vehicle from campus.
  11. All local, state, and federal traffic laws are in effect and will be enforced on the campus at all times.
  12. Faculty/staff reserve parking spaces are reserved for personal parking by the faculty/staff members.
  13. Failure to register any vehicle will result in a fine of twenty-five dollars (\$25) and possible suspension from campus.

All problems related to the above should be referred to the Director of Public Safety/Chief of Campus Police.

### **Annual Security and Fire Safety Report**

The Pearl River Community College Annual Security and Fire Safety Report is posted each year by October 1st. These reports are required by federal law and contain policy statements and crime and fire statistics for the college.

#### Annual Security Report, including Clery Crime Statistics

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the safety-related requirements of the Higher Education Opportunity Act, the Office of Public Safety provides an annual security report which includes statements addressing the college's policies, procedures, and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off campus buildings or property owned or controlled by the college and on public property within or immediately adjacent

to the campus. This report is available online below. You may also request a paper copy from the Office of Public Safety.

## Annual Fire Safety Report

In compliance with the fire-related requirements of the Higher Education Opportunity Act, the PRCC Poplarville Campus provides an annual fire safety report that includes information on policies, procedures and programs concerning fire safety, for example, policies on portable electrical appliances, smoking, and open flames; procedures for evacuation; and fire safety training statistics are included for fires that were reported to have occurred in each on-campus housing facility.

## [Pearl River Community College Annual Security and Fire Safety Report](#)

### **Policies and Procedures for Reference:**

- Campus Curfew: <http://www.prcc.edu/faculty/policy-procedure-manual/campus-curfew>
- Crisis Intervention: <http://www.prcc.edu/faculty/policy-procedure-manual/crisis-intervention>
- Dress Code: <http://www.prcc.edu/faculty/policy-procedure-manual/dress-code>
- Firearms and Deadly Weapons: <http://www.prcc.edu/faculty/policy-procedure-manual/firearms-and-deadly-weapons>
- Guests on Campus: <http://www.prcc.edu/faculty/policy-procedure-manual/guests-students>
- Personal Distress: <http://www.prcc.edu/faculty/policy-procedure-manual/personal-distress>
- Search and Interrogation of Students: <http://www.prcc.edu/faculty/policy-procedure-manual/search-and-interrogation-students>
- Student Conduct: <http://www.prcc.edu/faculty/policy-procedure-manual/student-conduct>
- Student Housing Handbook: <http://www.prcc.edu/files/pdfs/guidetoriverlivin.pdf>

- Student Rights and Responsibilities: <http://www.prcc.edu/faculty/policy-procedure-manual/student-rights-and-responsibilities>
- Students' Due Process: <http://www.prcc.edu/faculty/policy-procedure-manual/students-due-process>
- FERPA: <http://www.prcc.edu/faculty/policy-procedure-manual/students-records-family-educational-rights-and-privacy-act-1974>
- Substance Abuse Policy: <http://www.prcc.edu/faculty/policy-procedure-manual/substance-abuse-policy>
- Tobacco-Free Policy: <http://www.prcc.edu/faculty/policy-procedure-manual/tobacco-free-policy>
- Title IX and Sexual Misconduct: <http://www.prcc.edu/faculty/policy-procedure-manual/tobacco-free-policy>
- Violence Prevention: <http://www.prcc.edu/faculty/policy-procedure-manual/violence-prevention>

For more information regarding PRCC safety and security, visit <http://www.prcc.edu/campus-police>.

