

PAINE COLLEGE EMERGENCY ACTION PLAN



CHIEF LEROY MORGAN, JR.
PAINE COLLEGE POLICE DEPARTMENT

1235 15TH STREET
AUGUSTA, GEORGIA 30901
WWW.PAINE.EDU

JULY 2020

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INTRODUCTION

The Paine College Emergency Action Plan (the Plan) was developed to outline policies and procedures for managing major emergencies that may threaten the health and safety of the College community or disrupt programs and activities. Our main goal is to protect and safeguard the lives of our students, faculty, staff, administration, and visitors. The Plan considers the following assumptions:

An emergency may occur at any time with little or no warning.

Emergencies occurring at Paine College, in many cases, will be initially responded to by Campus Police/Safety. Campus Police/Safety Officers will assess the situation and begin the process of calling for needed responders. Responders may include area Police, Fire Department, EMS and may be called upon to assume responsibility and control of the emergency event. When outside emergency responders are called to Paine College, the Campus responders and services will take a supporting role.

If an emergency is a community wide event, there may be a delay in the off-site emergency response agencies coming to the aid of the Campus.

All Paine College community members have a personal responsibility to be familiar with the Emergency Action Plan. Knowing what to do in the event of emergency provides the best chances for personal safety.

This plan serves as a quick reference when responding to a critical incident that involves the evacuation of the Campus and any of its buildings. Every University or College is unique in location, structure and available resources, and there is not a single plan that is globally uniform for every situation. Each College or University must develop a response plan to meet its unique requirements.

The Paine College Police Department

Our mission is to enhance the living, learning, and working experience at Paine College by protecting life, maintaining order, and safeguarding property. We fulfill this purpose by providing our community with a full range of services that meet the highest professional standards of Campus Public Safety. We are committed to working with the Community to define our priorities and build lasting partnerships. Our core values guide us in this mission.

Integrity - We firmly adhere to the values outlined in this document and our professional ethics, as outlined in the Law Enforcement Code of Ethics. We always expect every member of our department to uphold the highest ethical standards.

Respect -We treat all members of the Community and each other with courtesy, fairness, and dignity.

Professionalism - We will continually develop our knowledge, skills, and abilities to the highest levels possible to enable us to provide the finest Public Safety services to the Paine College Community. Our approach is based on a commitment to excellence, innovation, and continuous improvement.

Accountability - We value the opportunity to serve the community and will ensure that our conduct always merits trust and support. We will accept full responsibility for our actions and will take appropriate actions to meet community and professional expectations.

EMERGENCY TELEPHONE NUMBERS PAINE COLLEGE ADMINISTRATION AND STAFF

NAME	CONTACT
Dr. Cheryl Evans Jones, President	(706) 231-7628 – Mobile (706) 821-8339-Office cevansjones@paine.edu
Mrs. Juanita Harps, Office Manager & Assistant to the President	(706) 821-8339-Office (706) 821-8324-Office Jharps@paine.edu
Dr. Curtis Martin, Provost & Vice President of Academic Affairs	(478) 952 -6509- Mobile (706) 396-8102-Office cmartin@paine.edu
Mr. Norman Jones, Vice President of Administrative & Fiscal Affairs	(601) 415-0664 - Mobile (706) 821-8232 – Office njones@paine.edu
Ms. Helene T. Carter, Vice President of Institutional Advancement, Communications & Marketing	(803) 664-0080 – Mobile (706) 821-8323- Office (706) 821-8233- Office hcarter@paine.edu
Mr. Chester Wheeler, Director of Sponsored Programs	(478) 731-9370- Mobile (706) 396-8118 - Office
Mrs. Selina B. Kohn, Athletics Director	(706) 836-7737 – Mobile (706) 821-8467 – Office (706) 821-8428 - Office
Rev. Luther B. Felder II, Campus Pastor	(615) 440-1858 – Mobile (706) 821-8298 - Office
Mr. Joseph Dingle, Assistant Dean of Student Affairs	(706) 513-9672- Mobile (706) 821-8282 - Office
Chief LeRoy Morgan Jr., Paine College Police Department	(478) 494-3259- Mobile (706) 821-8235-Office lmorgan@paine.edu
Major Carl Gibbons, Paine College Police Department	(706) 840-0119 - Mobile (706) 721-8235- Office
Mr. Gather Lewis, Director of Physical Plant Operations and Facilities	(864) 325-8909- Mobile (706) 821-8292 - Office
Mr. Yewston Curry, Plant Operations and Facilities	(706) 399-3606- Mobile (706) 821-8292- Office

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

The initial designated Emergency Coordinator is the highest-ranking law enforcement officer on-campus, the Chief of Police/Security, and in his/her absence, the Assistant Chief.

1st Emergency Coordinator: Chief LeRoy Morgan JR
2nd Emergency Coordinator: Major Carl Gibbons

Contact No: (706) 821-8235
Contact No: (706) 840-0119

All buildings on the College Campus will have designated individuals to contact for each building in case of an emergency. The individuals and their contact numbers are listed:

BUILDINGS	CONTACT PERSONS	CONTACT NO.
Haygood-Holsey- 1st Floor	Mr. Norman Jones	(706) 821-8232
2nd Floor	Dr. Cheryl Evans Jones/Mrs. Harps	(706) 821-8339
3rd Floor	Mr. Jeff Owens	(706) 396-7612
4th Floor	Mr. Chester Wheeler	(706) 821-8118
Walker Science Building	Mrs. Nancy English	(706) 821-8287
Collins-Callaway Library	Ms. Gilda Braithwaite	(706) 821-8308
Mary-Helm	Mrs. Charlita Carlyle	(706) 821-8279
Peters Campus Center – 1st Floor	Mrs. Uzetta Gresham	(706) 821-8286
2nd Floor	Mr. Joseph Dingle	(706) 821-8282
Music Building/Chapel	Mrs. Jacqueline Connie Rev. Luther B. Felder II	(706) 821-8295 (706) 821-8298
Tutorial Center	Dr. Celestial Davis/Mrs. Cynthia Edwards	(706) 821-8345
Business Administration Building	Dr. Okorafor Nzeh	(706) 821-8331
Candler Memorial Library Conference Center	Mrs. Felecia Fenner	(706) 821-8320
HEAL Complex (Gym)	Coach Selina Kohn	(706) 821-8428 (706) 821-8467
Alumni House	Ms. Helene Carter	(706) 821-8323 (706) 821-8233
McGinnis Building	As of 7/28/2018 - unoccupied	

EMERGENCY TELEPHONE NUMBERS CITY OF AUGUSTA PARTNERS

PARTNERSHIPS

Paine College understands that proper preparation, timely response, and having a method of recovery are cornerstones of emergency management plans. To enhance the operation of the College's emergency notification process, the Richmond County Emergency Management Agency has included Paine College Police Department on its emergency notification roster. Upon receiving notification of an area emergency, a member of the Paine College Police Department will brief the President of the College pending the level of the emergency.

NAME	CONTACT NO.
American Red Cross (City of Augusta)	(706) 724-8481
Animal Control	(706) 790-6836
Augusta Airport Marshal's Department	(706) 793-1137
Augusta Fire Department	911
Augusta Rescue Mission	(706) 722-2058
Augusta University Police	(706) 721-2914
Augusta Streets and Drains	(706) 790-7062
Augusta Telephone Service	(706) 868-5100
Augusta Water Works	(706) 842-1925
Board of Education Campus Police	(706) 826-1133
Columbia County Sheriff's Office	(706) 541-2800
Southern Company	(800) 493-3473
Georgia Power Company Gas	(888) 660-5890
Richmond County Roads and Bridges	(706) 790-7062
Richmond County Sheriff's Office	(706) 821-1080
City of Augusta Traffic Engineering- Office and Sign Shop	(706) 821-1841/1850 (706) 564-3959

NOTE: If the power goes out and the phone landlines are non-operating, dial (800) 936-3525 to contact the College's E-Notification service to distribute the emergency message to the Campus Community.

Campus Liaison

During times of a crisis incident, the College will provide tangible and intangible emotional support during this traumatic period of readjustment for all students, faculty and staff who were affected directly or indirectly by the incident. The President will assign the designated Crisis Management Team to provide a specific service for the incident. For example, the responsibility of identifying and treating Post-traumatic Stress Syndrome:

Vice President of Administrative and Fiscal Affairs Work ph: (706) 821-8232

Chief of Campus Safety Cell phone: (706) 799-4536 Work ph: (706) 821-8235

Assistant Dean of Student Affairs Work ph: (706) 821-8282

Family Liaison

To ensure that the family is informed in a timely and accurate manner the College has assigned those duties to the Family Liaison Team. Upon contacting the family, the team will be able to give an outline of the situation: what happened, when it occurred, who was involved and where it occurred. Team members will be able to inform the family of what happens next, the medical status of the victims and contact information of medical personnel and facilities. Travel arrangements should be discussed, if the situation is not local. The team leader(s) will maintain contact with the Office of the President of the College.

The Vice President of Administrative and Fiscal Affairs is the assigned team leader. Work Ph. (706) 821-8232. The Vice President of Administrative and Fiscal Affairs will work cohesively with the Assistant Dean of Student Affairs to ensure that accurate information and services are rendered on behalf of Students and their families.

The remaining members of this team consist of the Business Office Staff, given that all travel and financial transactions will be generated from this office. This team has the additional responsibility of Insurance Liaison. There will be a follow-up written notice.

Board Liaison

The sensitivity of the information pertaining to the incident is critical and should be closely monitored by the Board Liaison team. This information should be disseminated on a need to know basis. The controlling of this information in this manner will reduce the percentage of released information and the distortion of the factual elements of the incident. The leader of this team will be President of the College, who will be responsible for notifying the governing body.

Critical Incident Management

The policy of Paine College and the Department of Campus Police/Safety is to maintain plans and operational guidelines for critical incidents, which may occur on the campus or within the jurisdictional authority of the Department. The Department is responsible for maintenance of contingency plans for natural and man-made disaster, hostage situations involving barricaded suspects, VIP and Dignitary Security Details. The primary objective during any critical incident is the preservation of life and property through the deployment of personnel, including First Responders.

Responsibility and Planning

The Chief of Campus Safety or a designee, will plan the response to critical incidents and serve as liaison with outside agencies. The Chief of Campus Police/Safety will command all critical incident mobilizations. The Chief will continuously communicate with the President directly or via cellular-phone.

Emergency Mobilization Plan

Stage-One (Normal): Is a normal day-to-day operation there are no unusual life or threatening incidents.

Stage-Two (Advanced): Day-to-day operations are slightly adjusted, due to advanced notification. All Police/Safety officers are required to notify their shift supervisors of a telephone number, beeper, and email address where they can be reached if the Department needs their support. When notified of a Stage-Two Alert all Police/Safety Officers are expected to make the necessary adjustments to effectively respond to the Campus.

Stage-Three (Emergency): A critical incident is imminent. All personnel that are currently on duty will be required to remain on Campus. The oncoming shift will be contacted and informed of the incident and are required to report for duty immediately. The Midnight shift personnel will also be required to report for duty.

Media Relations

All personnel will adhere to the Campus Policy concerning the release of information to the media. If approached by members of the public or the media regarding matters of the college all personnel are advised to direct them to the Office of Communications and Marketing. Accurate information

regarding critical incidents is essential in preventing the spread of inaccurate information which would have an adverse response in the Campus Community. Under no circumstances should any personnel make comments to the media while in their official capacity as an employee of Paine College.

Traffic Control

Traffic Control is vital for maintaining an orderly flow of official vehicles to and from the incident area and to ensure that unauthorized personnel are denied access. Specific access control points will be identified by the Chief or designee, who will coordinate with all responding agencies that desire to assist in controlling, containing and resolving the incident. As soon as possible after conferring with the President of the college the Chief of campus safety will compile a Campus Access list which will be distributed to the Office Dispatcher, Shift Supervisors and personnel posted at each entry point.

Field Command Post

If a man-made or natural disaster occurs on Campus the Campus Police/Safety office will be the designated Incident Command Center, If the disaster requires evacuation from the interior of the campus, the Command Center will be established in a designated class room, The Field Command Center will be staffed with the Chief of Campus Police/Safety, the Department's Lieutenant, and Shift Supervisors. Responding agencies will also have access to the Command Center.

The Supervisor's Vehicle may be used as a Mobile Field Command Post. The vehicle will be equipped with the following items:

1. Barrier Tape and Signs
2. First Aid Kit
3. Campus Telephone Director CSRA Telephone Directory Campus Map
4. Traffic Cones
5. Fire Extinguisher
6. Binoculars
7. Camera.

Active Shooter Situation Response- Code Black

It is the Policy of the Paine College Office of Campus Police/Safety to provide an emergency response plan to alert all faculty and staff that an active shooter appears to be actively engaged in killing or attempting to kill people on the Campus.

The resolution of hostile situations can often be facilitated with negotiations. Flexibility is essential. Initial responding units must attempt to avoid confrontation and maintain containment on the incident area until a Hostage Negotiation Team arrives the primary focus is a peaceful resolution and the minimizing the loss of life.

Note: Deadly Force IS ALWAYS A LAST RESORT!

Arrival at the Scene: The first Officer arriving at the scene should contain the area by clearing the area of all bystanders. When it has been confirmed that hostages are being held, the Officer should inform dispatch of their assessment of the incident area. The following information should be given:

1. The exact location of the incident area and the name of the building where the hostage takers are barricaded
2. Type of weapons used by the hostage takers
3. Injuries of hostages and hostage takers
4. Type of clothing worn by the hostage takers

Once inner/outer containment has been established only Law-Enforcement, Medical, Fire Department, The President or Designee can enter the Field Command Center.

Evacuation: Every attempt shall be made to evacuate all students, faculty, staff and visitors from the incident area and in some instances the Campus when applicable. Evacuees of the incident area should be interviewed given that they could possibly have pertinent information concerning the incident. A roster containing names of all students, faculty and staff should be available. This will ensure accurate accountability of all personnel.

Dispatcher: Upon receiving notification of an Active Shooter or Hostage Taker on campus, the dispatcher will give the signal code of 10-3 (Cease all radio communication and wait for further information) and the signal code of 10-32 (subject with a firearm). The President's office will be

notified immediately. The Dispatcher will also notify the Campus Community through Bulk E-Mail notification and Departmental Telephone System.

The Dispatcher should gather the Five Components of Incident Intelligence:

1. Who - Identifies the subject's age, gender, ethnicity and name if possible.
2. What - Identifies the type of incident.
3. When- Identifies the approximate time the incident occurred.
4. Where- Identifies the location of the incident and subjects and victims.
5. How- Identifies the method by which the subjects gain access to the incident area.

Once the Dispatcher has gathered the Five Components of Incident Intelligence, the information will be provided to the Incident Commander.

Command Post: Only essential personnel will be granted access to the Command Post. Essential personnel are identified as, the President of the College and a designee, Chief of Campus Police/Safety and a designee, Assistant Dean of Student Affairs, Provost and Vice President of Academic Affairs and all emergency responding agencies.

Negotiation: The first responding unit may be required to serve as the initial negotiator until a trained negotiator arrives. The barricaded suspect (s) should not be allowed to leave the incident area. Upon the arrival of the negotiator, the Officer will brief the negotiator of the pending situation and maintain their position in the incident area until there is a resolution to the incident.

Note: A peaceful resolution is desired, however Deadly Force will be utilized to resolve the incident and restore order and safety to the campus.

Explosives/Bomb Threat Procedures

Interest in bomb detection capabilities is on the rise as a result of heightened fears of terrorism. The response should be handled in a manner that minimizes panic, loss of life, and damage to property.

Notification: Upon receiving a bomb threat or notification of a bomb threat on campus, the Officer receiving the call shall utilize the Bomb Threat Checklist to help determine the seriousness of any threat and to assist in identifying the caller. After gathering this information, the Officer shall immediately notify the shift supervisor of the pending threat. The shift supervisor will contact the

Chief of Campus Police/Safety and the Richmond County Sheriff's Office and notify all units of the incident response status (Stage One, Stage Two or Stage Three). The supervisor will contact the Richmond County Explosive Ordnance Unit at (706) 821- 1486 Corporal Williams.

Communication Precautions: Some explosive devices are radio activated. It is therefore imperative that all Radio or Cellular Phone transmissions of responding emergency response units cease within 100 yards or 300 feet of the incident area. All communication regarding bomb threats shall be communicated through telephone or an assigned rover.

Search Procedures: Upon notification of an explosive device on campus a search for the bomb shall begin immediately. The search shall start at the exterior of the building working towards the interior. Once inside the building, the Officers will start on the lower levels and work their way to the upper levels. Once a suspicious item is discovered, it should not be touched or moved. The area will be secured, and the Ordinance Team notified. The following is a listing of methods saboteurs, disgruntled employees, and terrorist will take to disguise or conceal an explosive device.

1. Boiler Rooms
2. Utility Closets
3. Under Stairwells
4. Trash Cans and Dumpsters
5. Mail Packages or Storages Containers
6. Ceiling with removal panels
7. Areas hidden by drapes or curtains
8. Facilities with removable floor panels
9. Bathrooms
10. Locker Rooms and Lockers

Vehicle Search for Explosive Device: Campus Police/Safety Officers will not attempt to search a vehicle that is suspected of containing a bomb or other explosive devices. This search should only be conducted by the Richmond County Ordinance Unit.

EVACUATIONS

In the event of an evacuation of all standing structures on Campus, the evacuees will be directed to the primary evacuation rally point (HEAL Complex). In the event of a catastrophic event, a complete evacuation of the campus grounds will be implemented. The evacuees will be directed to the secondary evacuation rally point located on the campus of Tubman Middle School Gymnasium. If the primary and secondary rally points are not available, all evacuees will be directed to the alternate rally point located on the Campus of Richmond Academy Practice Football Field.

Suspicious Device Found/Evacuation Required: Upon discovery of a suspicious object or explosive device, the area or building will be evacuated. The evacuees should proceed to a designated safe area. This area should be approximately 300 feet from the incident area - preferably one that is shielded by another building.

When an evacuation has occurred, only essential personnel and Explosive Ordinance Technicians will be granted access to the incident area. In instances where the location of the explosive device is unknown, all Campus personnel will be evacuated to the Campus of Richmond Academy High School. To mitigate traffic congestion and panic during the evacuation, Campus Police/Safety will control access to Beman Street and Mulherin Street. College vans and or cars will be utilized to transport evacuees to the evacuation area.

Extended Evacuation Procedures: In the event the evacuation requires extended periods of housing the following measures should be taken:

1. Campus Police/Safety will immediately dispatch transportation to the following areas:
 - a. The parking area of Epworth and Berry-Gomillion Resident Hall
 - b. The parking area of Graham Hall, Bell-Bennett and Hollis Hall
 - c. The parking area of Ervin Hall and Mary Helm Hall
2. The Dispatcher will contact the Resident Directors and inform them of the pending threat and advise them to ensure that all students should bring with them blankets, pillows, hygiene items and snack foods.
3. Upon boarding the vehicle, the driver will inform the passengers of their destination.

Structural Evacuation involving a Bomb: Many Colleges and Universities around the country have received a bomb threat. Most were prank calls, some were the actual thing. The purpose of these guidelines is to ensure an acceptable preservation of life and property. If a bomb is discovered or a bomb threat is made the College will contact Campus Safety.

In response Campus Safety will:

1. Dispatch will transmit in the following manner "Dispatch to all units 10-3 (clear the net). Be advised it has been reported that a 10-89 (Bomb) has been reported or discovered on campus." All units will discontinue transmissions and standby for further instructions.
2. Dispatch will contact all building Fire Marshals and brief them of the existing danger. To enhance the evacuation process a safety officer will be dispatched to each building.
3. Dispatch will notify the Richmond County Fire Department and the Richmond County Sheriff's Department.
4. Dispatch will notify the President of the college and key essential personnel.

Emergency Communication: If a bomb is discovered in Haygood-Halsey Hall, the Director of Computer Technology and the Director of Physical Plant Operations will ensure that all telephone services are transferred to campus safety dispatch. Once this is accomplished Campus Safety will provide the following:

1. Campus Safety will assign six additional officers (two per shift) to answer the huge amount of calls generated as a result of the incident.
2. Campus Safety will have an updated student roster. This information will be provided by the Dean of Students Affairs and Enrollment Management.
3. Campus Safety will have a list of all student, faculty, staff and visitors that were transported to medical facilities.
4. Campus Safety will have a list of the medical facilities telephone numbers and their address.

Building Fire Marshal's Duties: Fire Marshals are to ensure that all occupants safely exit the buildings. This will be accomplished in the following manner:

1. They will activate all fire sensors stations.
2. They will briskly walk to each room or office and inform all personnel of the immediate danger and instruct them to report to the designated rally point.

3. They will aggressively knock on all closed or locked doors to ensure that all occupants have exited the building.
4. They will check all restrooms and faculty lounges.
5. They will conduct a roll call.

Campus Safety's First Responders:

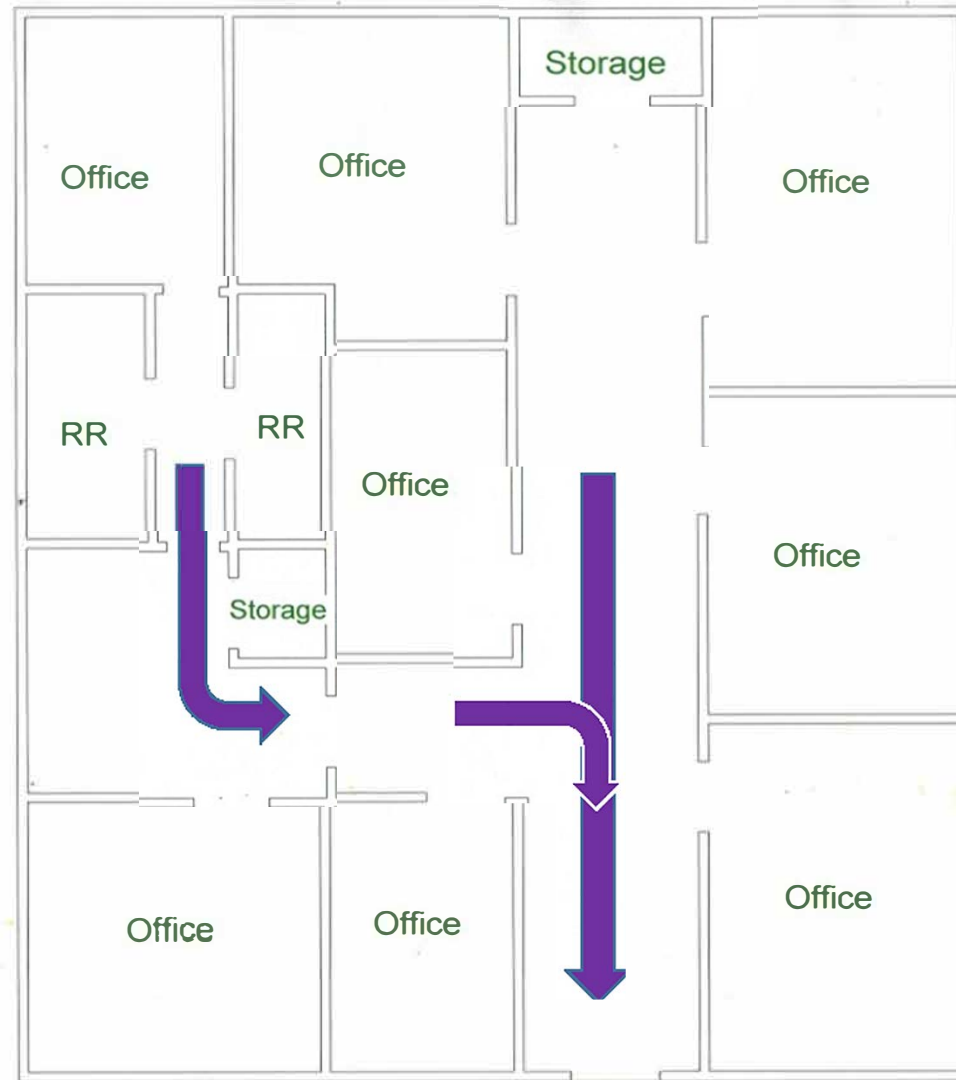
1. The Police/Safety Officers will secure the area.
2. The Police/Safety Officers will render first aid for minor injuries.
3. The Police/Safety Officers will verify that all occupants have exited the building. This will be accomplished by communicating with the Fire Marshal.
4. Campus Police/Safety will assign two C.P.R. certified Officers to the incident area.
5. The responding units will maintain communication with Dispatch.

Media Liaison: The Vice President of Institutional Advancement and the Public Relations Officer will issue a Press Release addressing the following:

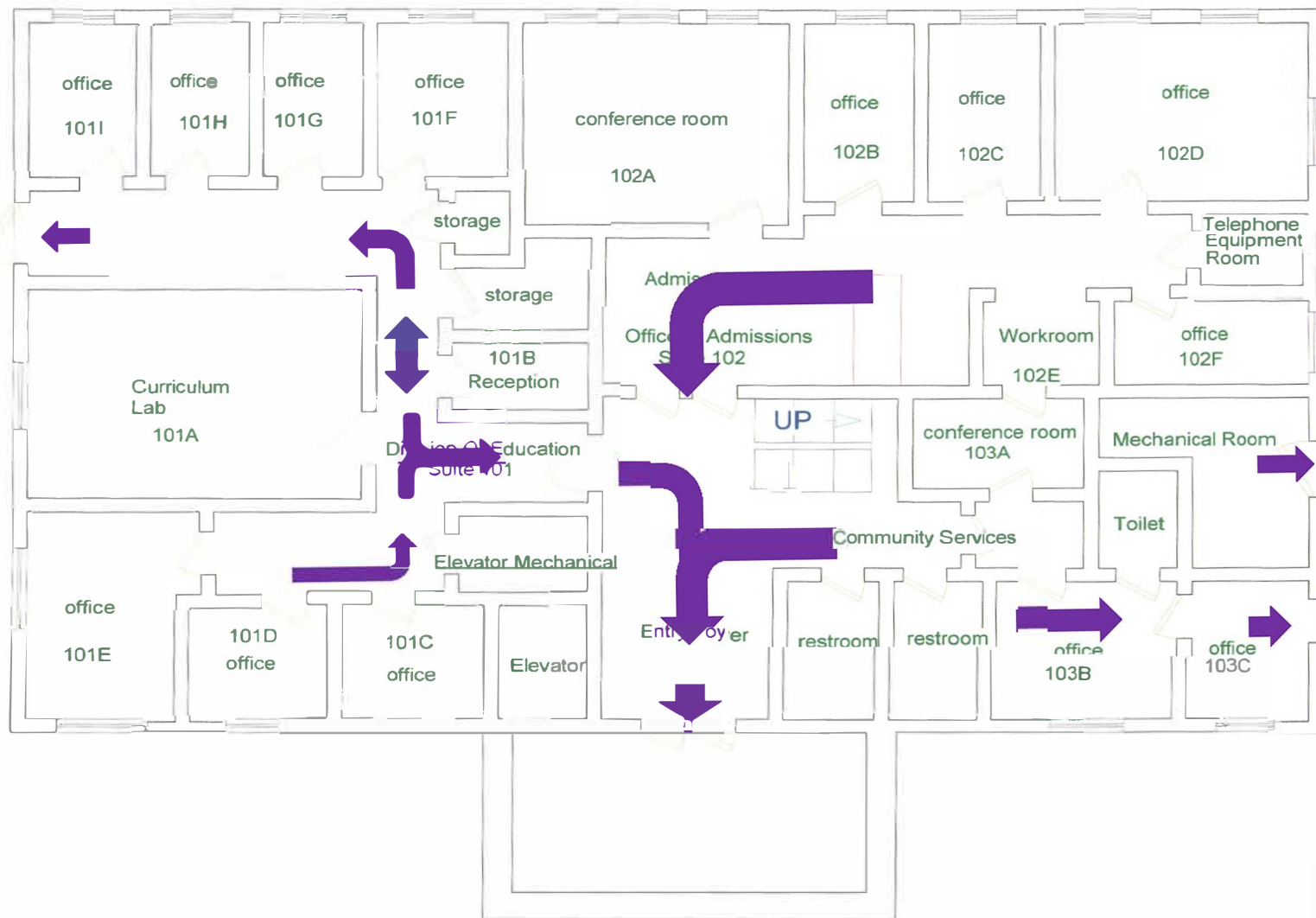
1. The status of the students, faculty and staff.
2. The purpose for the evacuation.
3. Contact telephone numbers for the communication center

EVACUATION ROUTES FOR BUILDINGS ON-CAMPUS (NON-RESIDENCE HALLS)

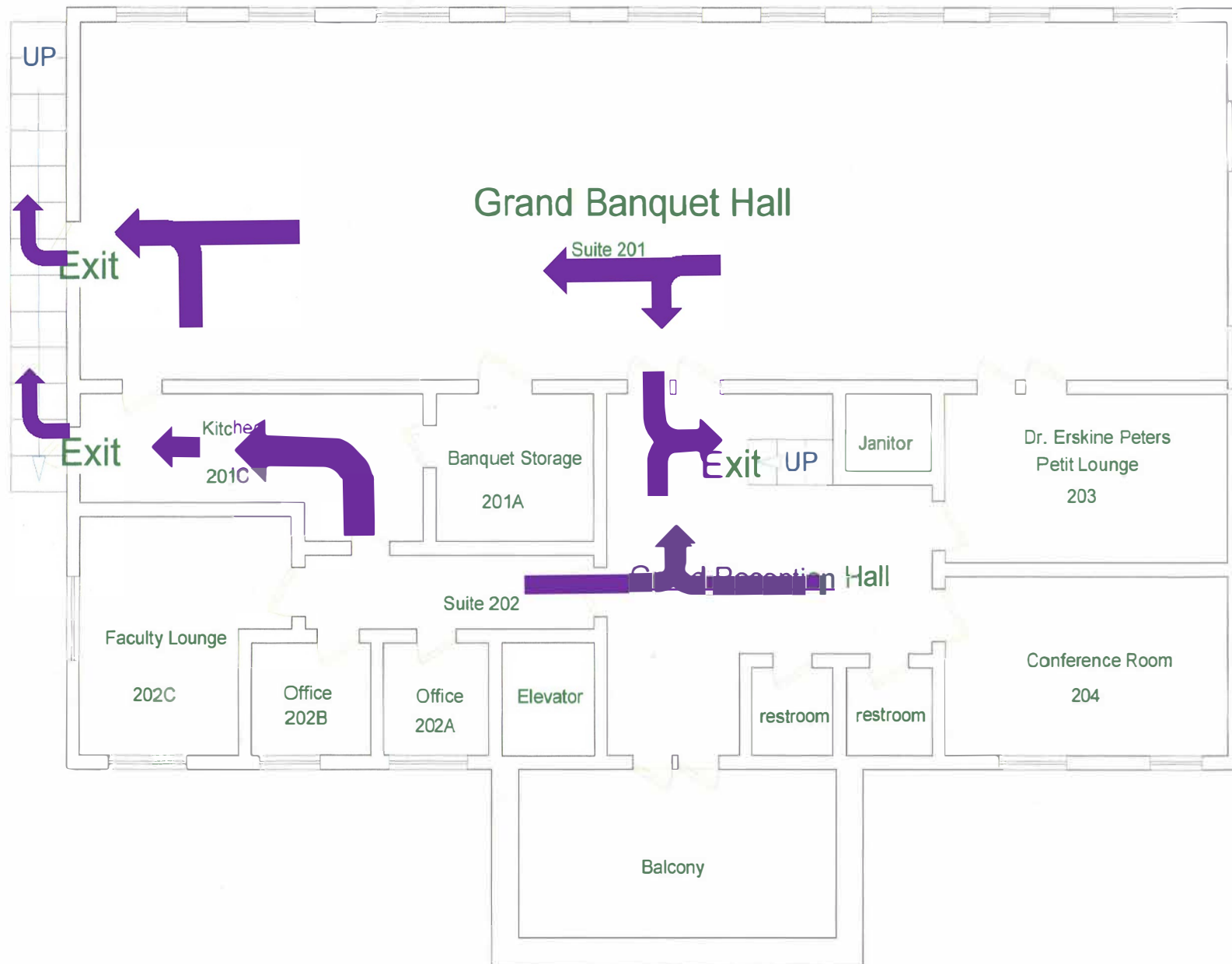
- Alumni House
- Candler Memorial Library (Conference Center- 2 Floors)
- Collins-Callaway Library (2 Floors)
- Division of Business Administration
- Gilbert-Lambuth Memorial Chapel/Music Building/Odeum
- Haygood-Holsey Hall (4 Floors)
- HEAL Complex Center (GYM)
- Mary Helm Hall
- Peters Campus Center
- Walker Science Building (2 Floors)
- Yerby House



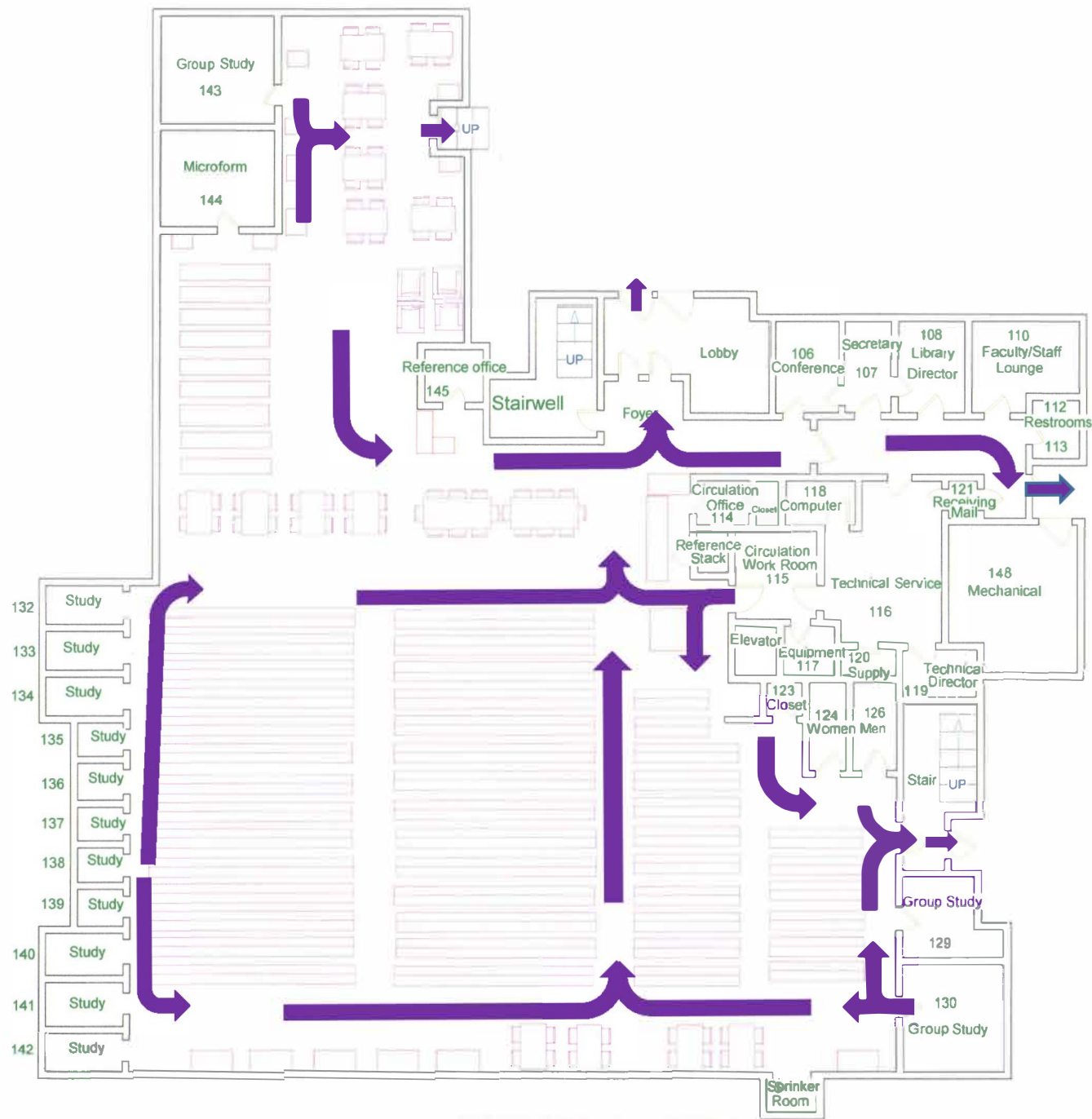
Business Administration Building



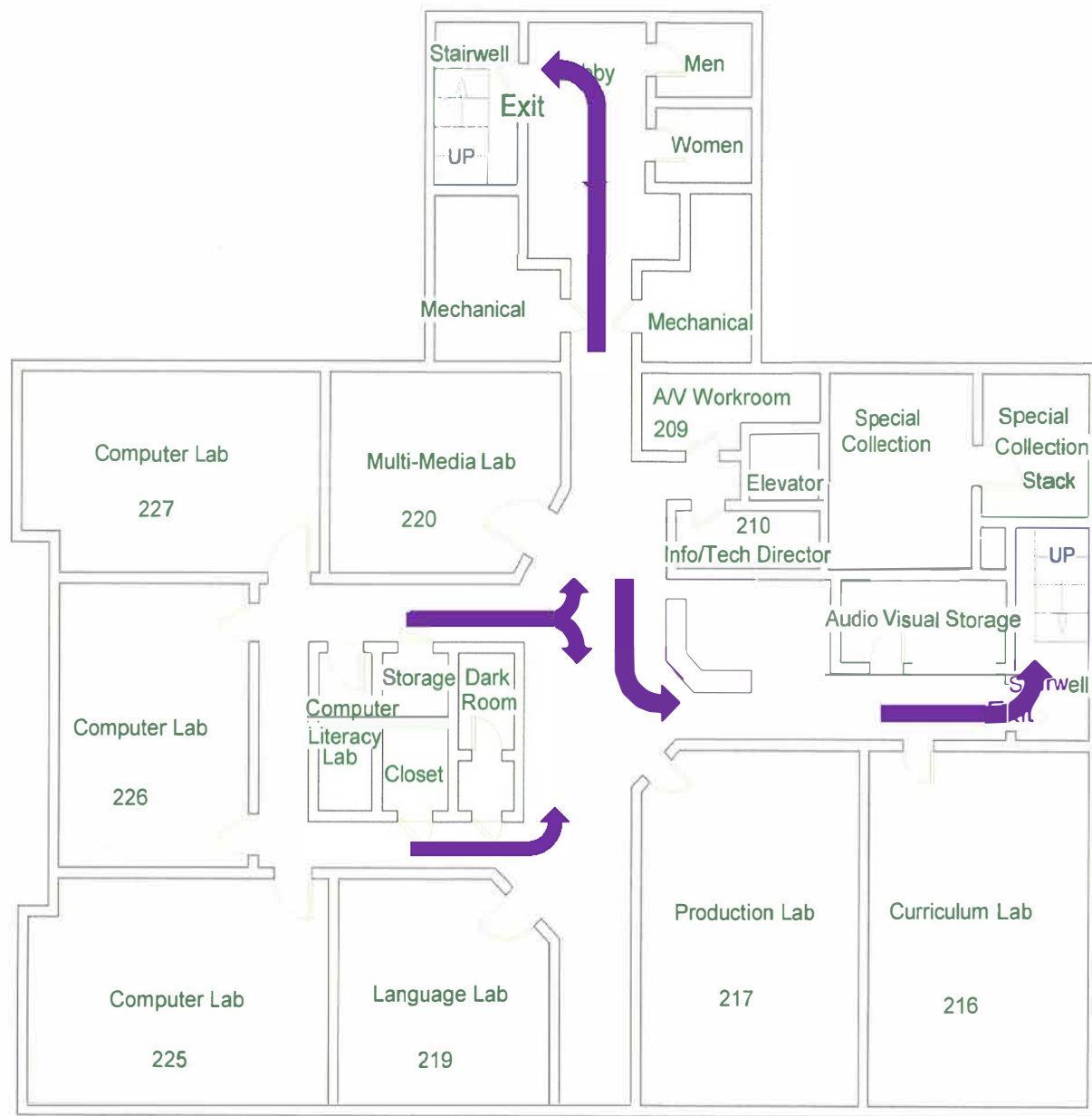
Candler Memorial Library Building 1st Floor



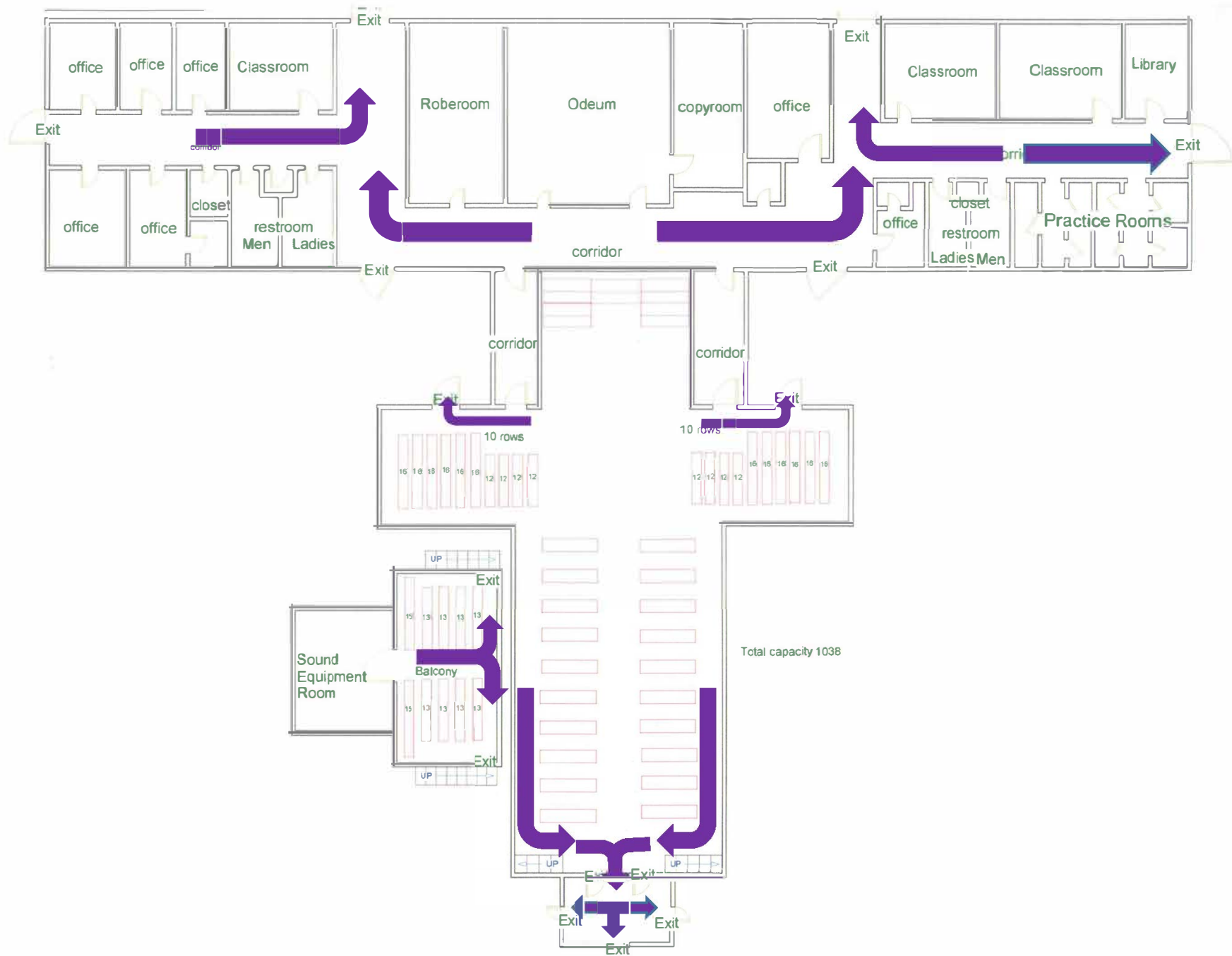
Candler Memorial Library Building 2nd Floor



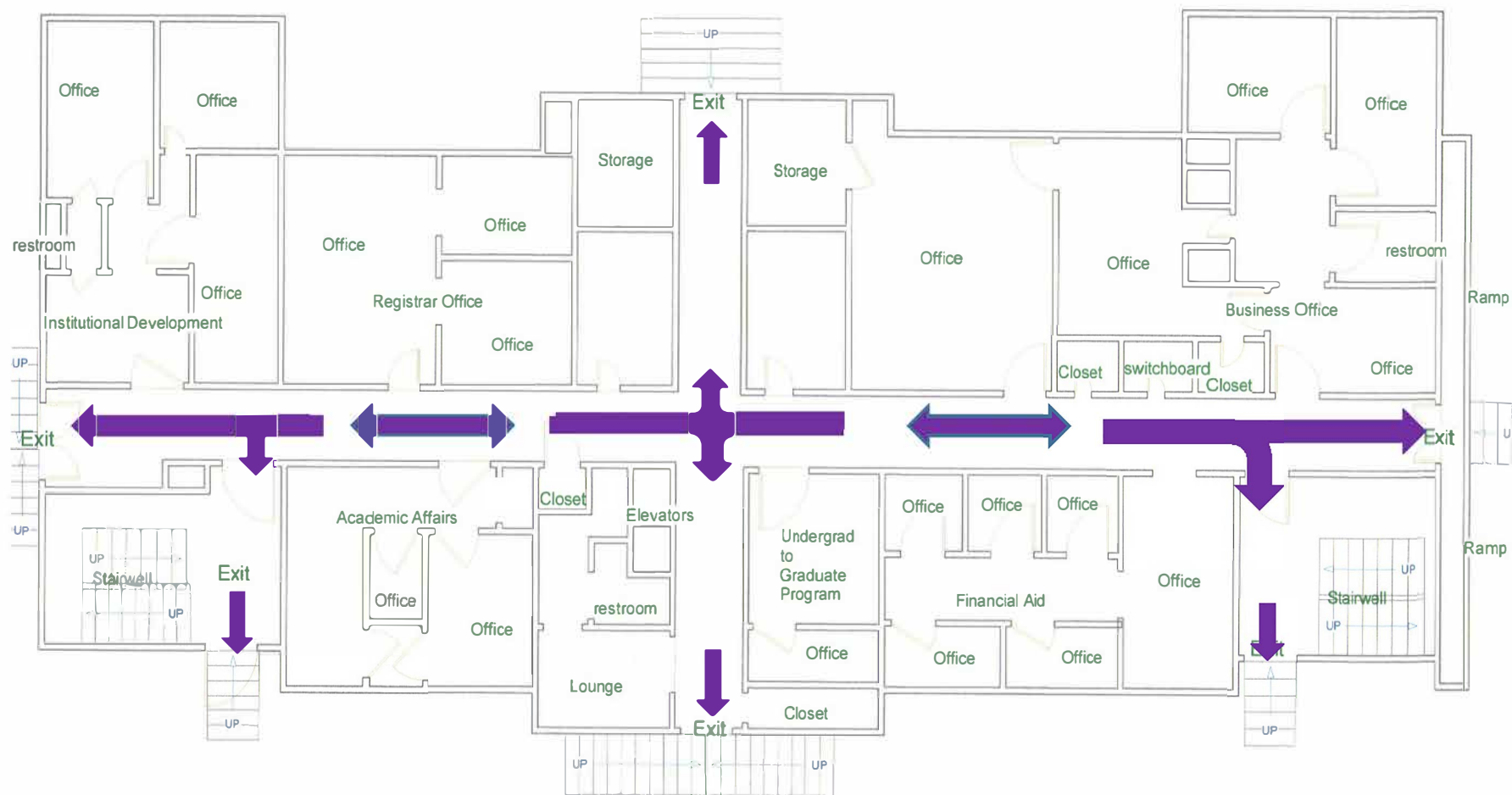
Collins-Callaway Library 1st Floor



Collins-Callaway Library 2nd Floor



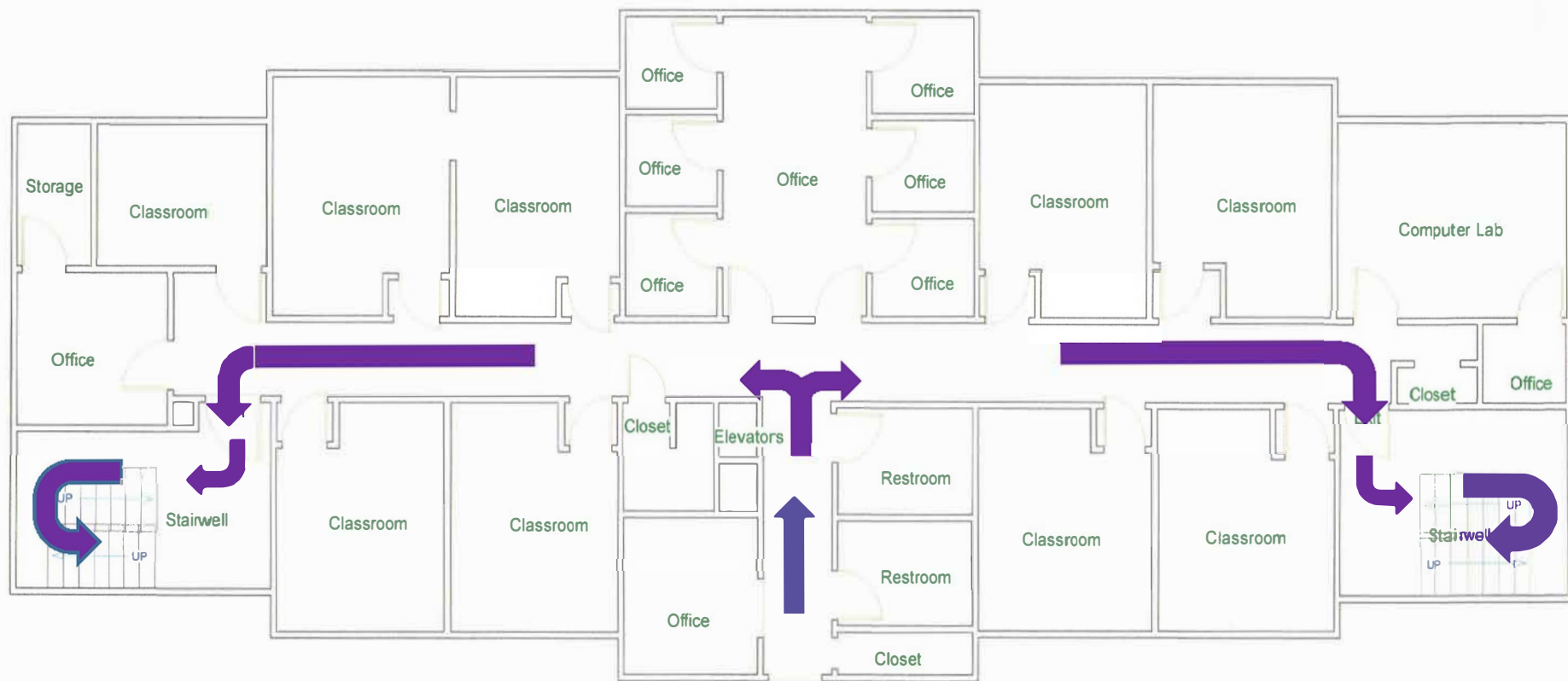
Gilbert-Lambuth Memorial Chapel



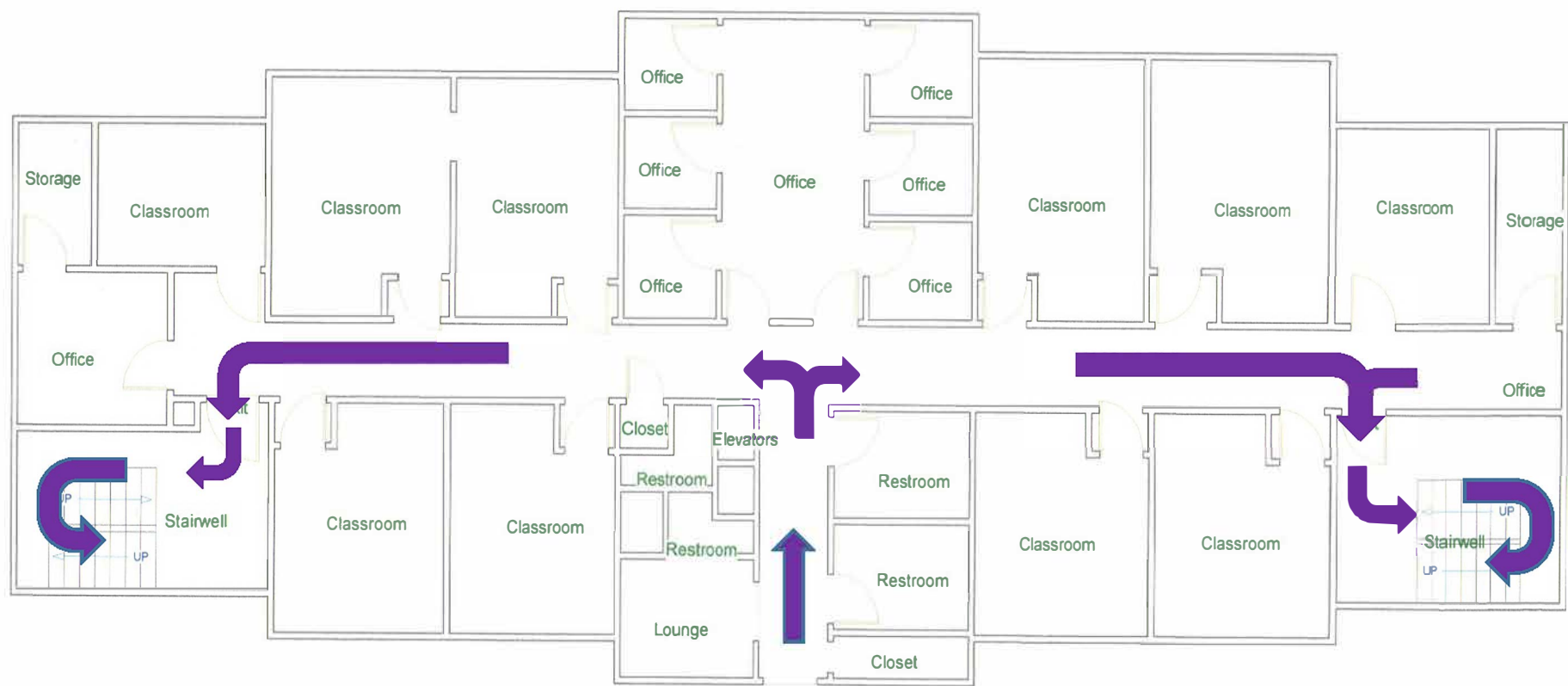
Haygood-Holsey 1st Floor



Haygood-Holsey Hall 2nd Floor



Haygood-Holsey Hall 3rd Floor



Haygood-Holsey Hall 4th Floor



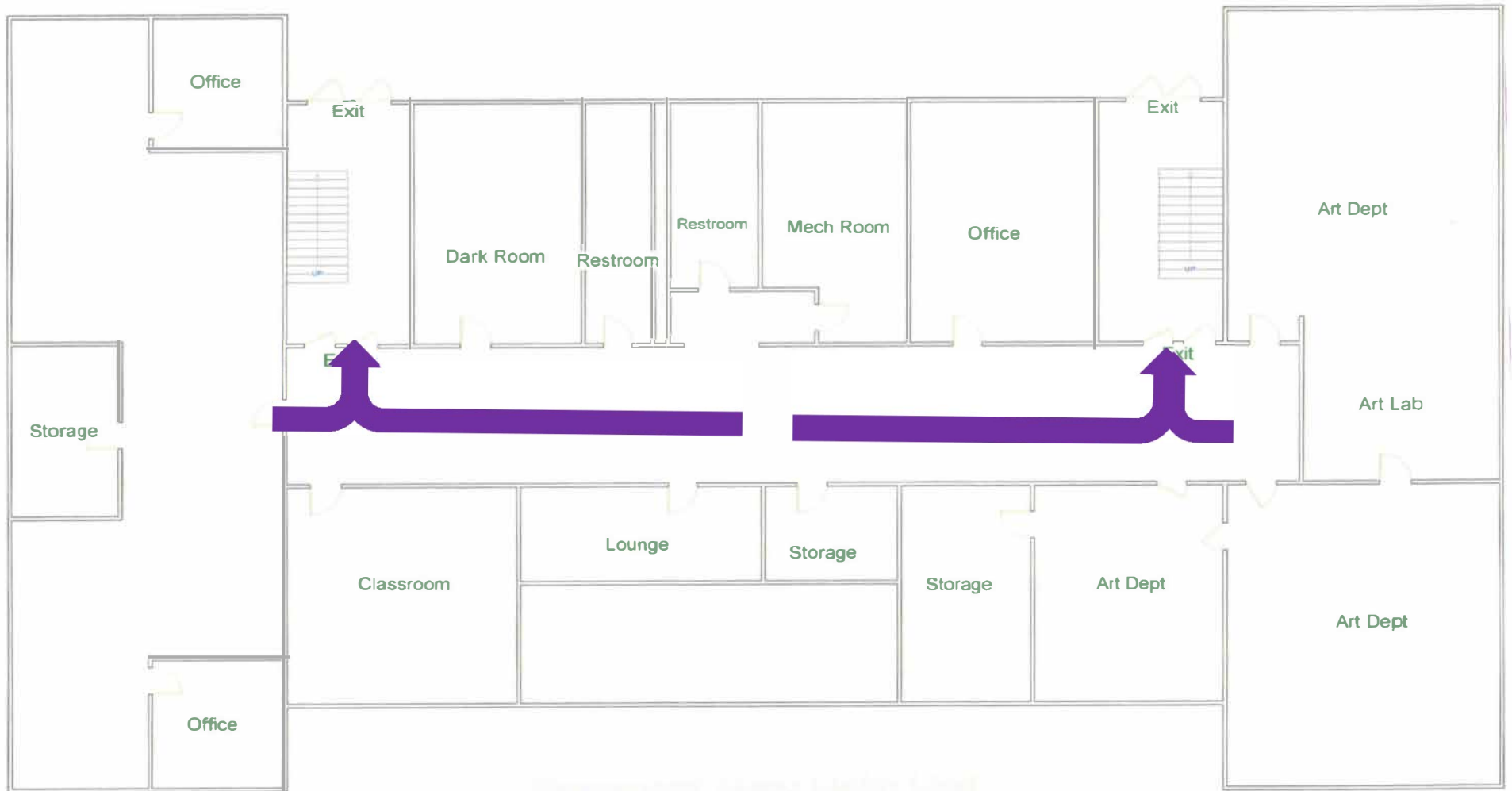
The HEAL Center



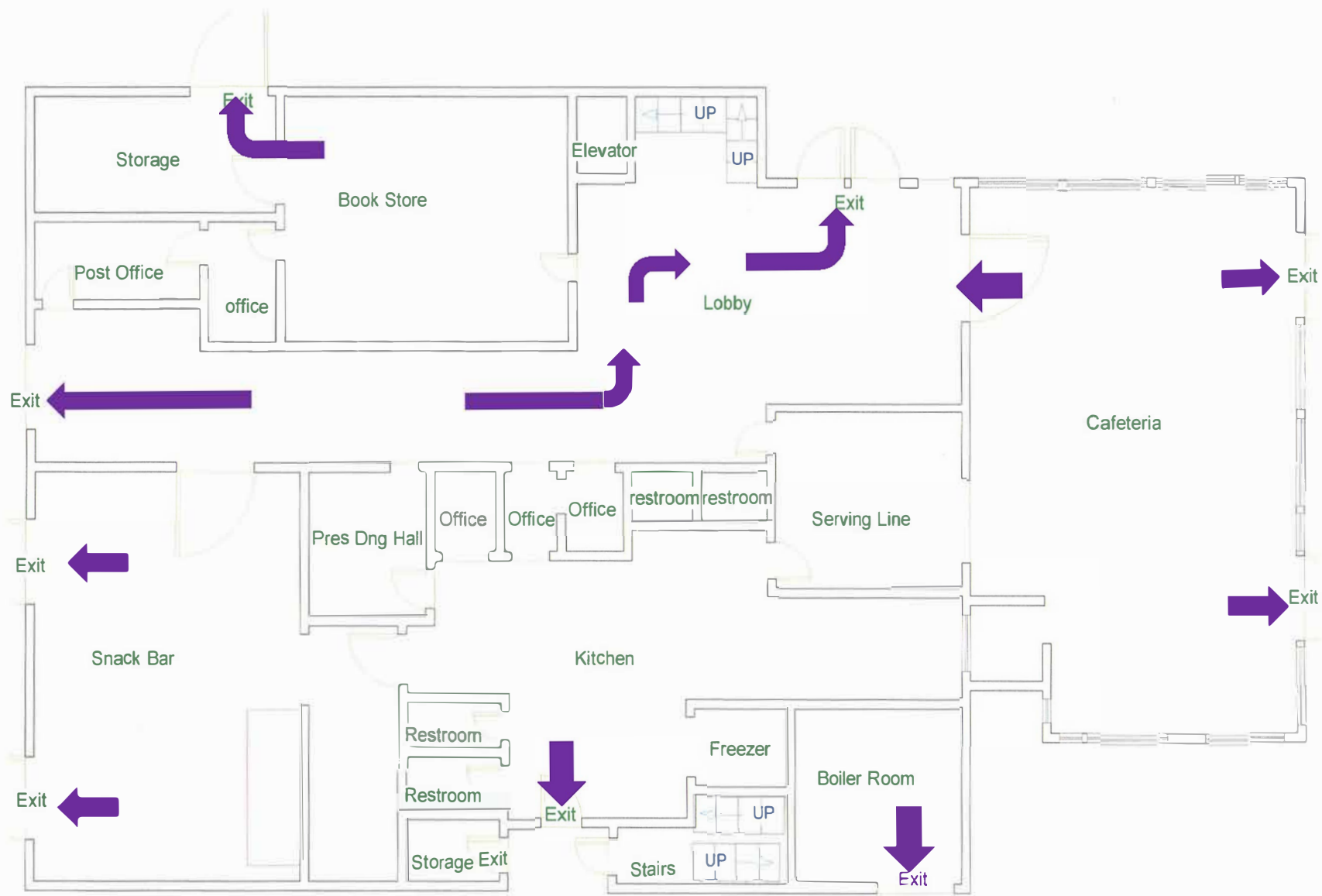
Mary Helm Hall 1st Floor



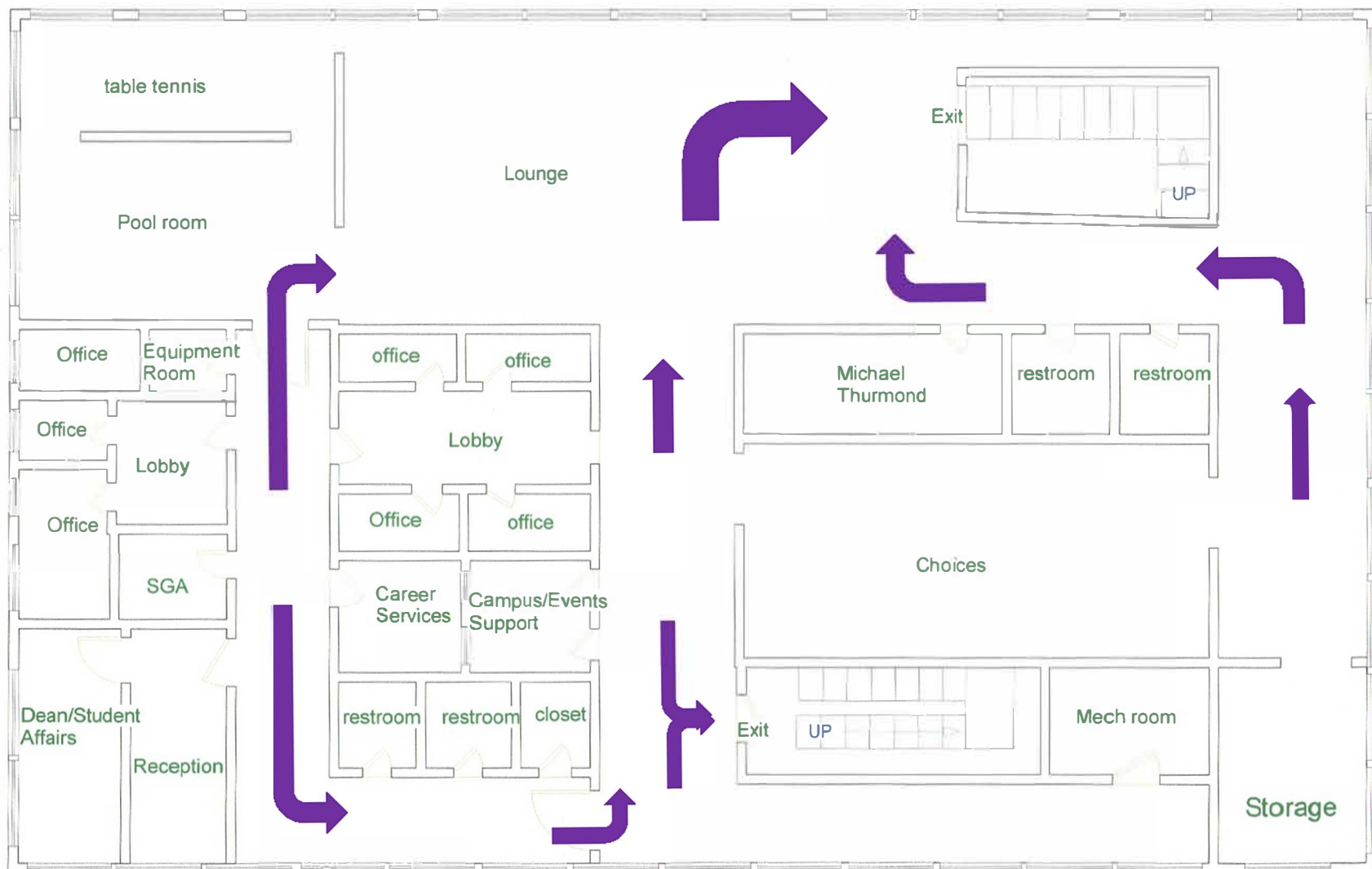
Mary Helm Hall 2nd Floor



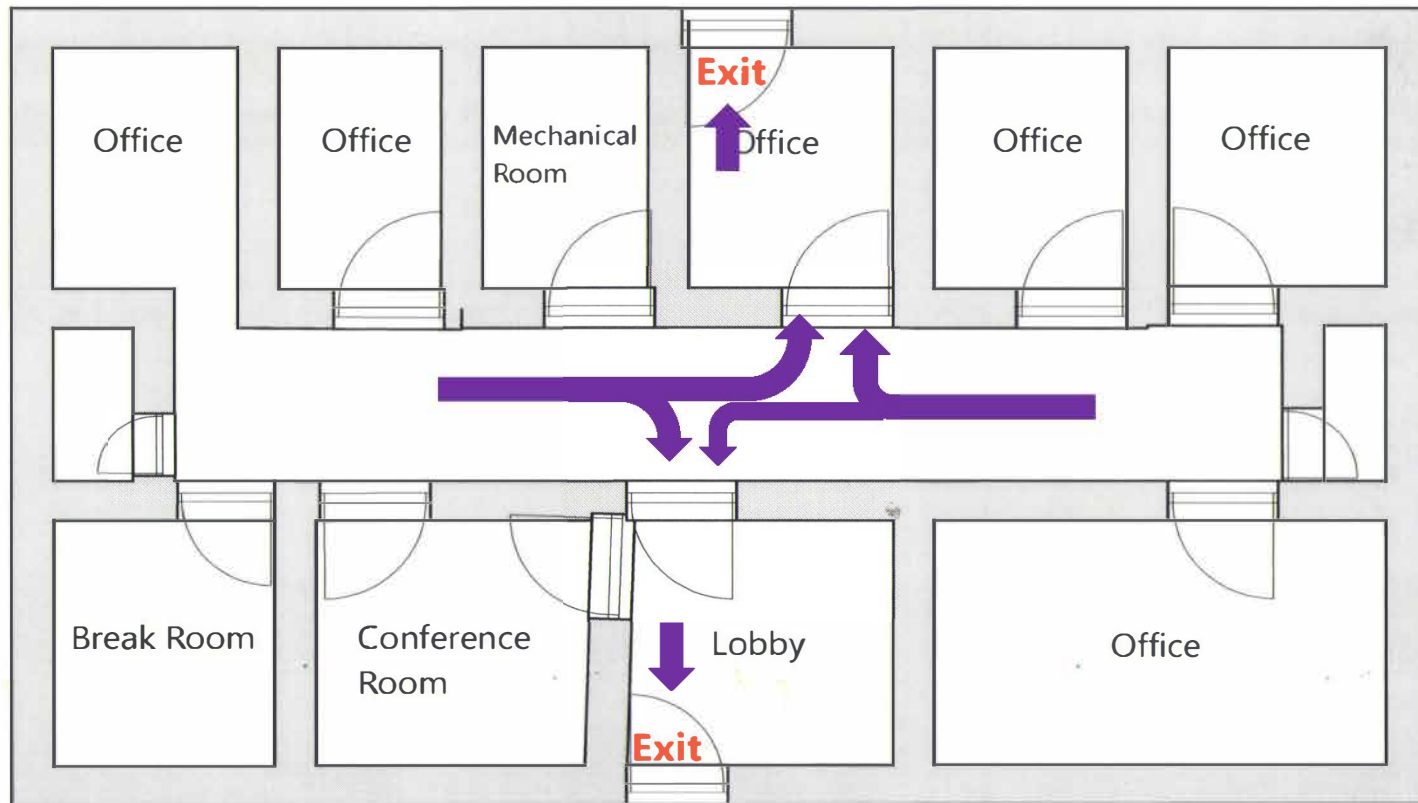
Mary Helm Hall Basement



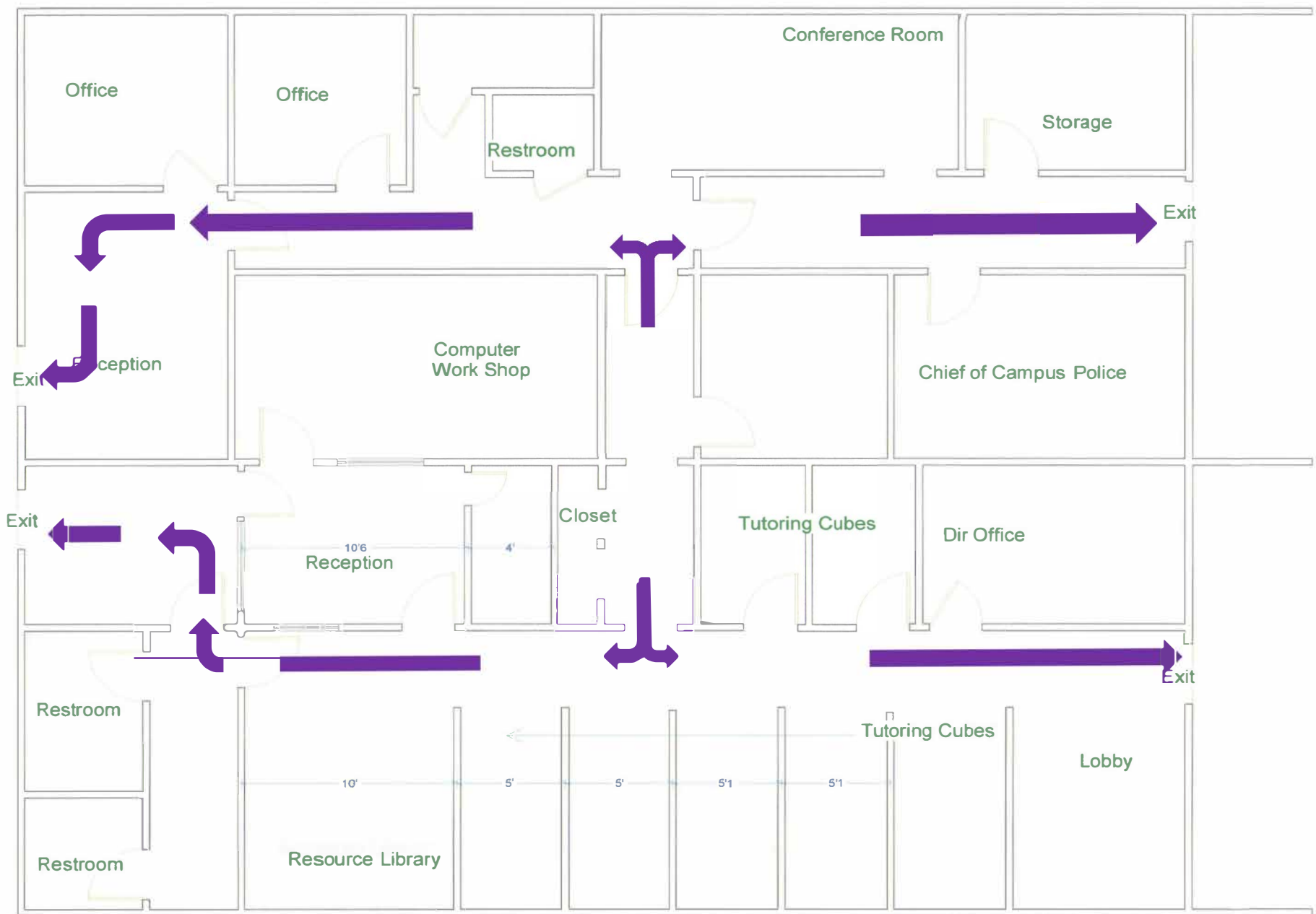
Peters Campus Center 1st Floor



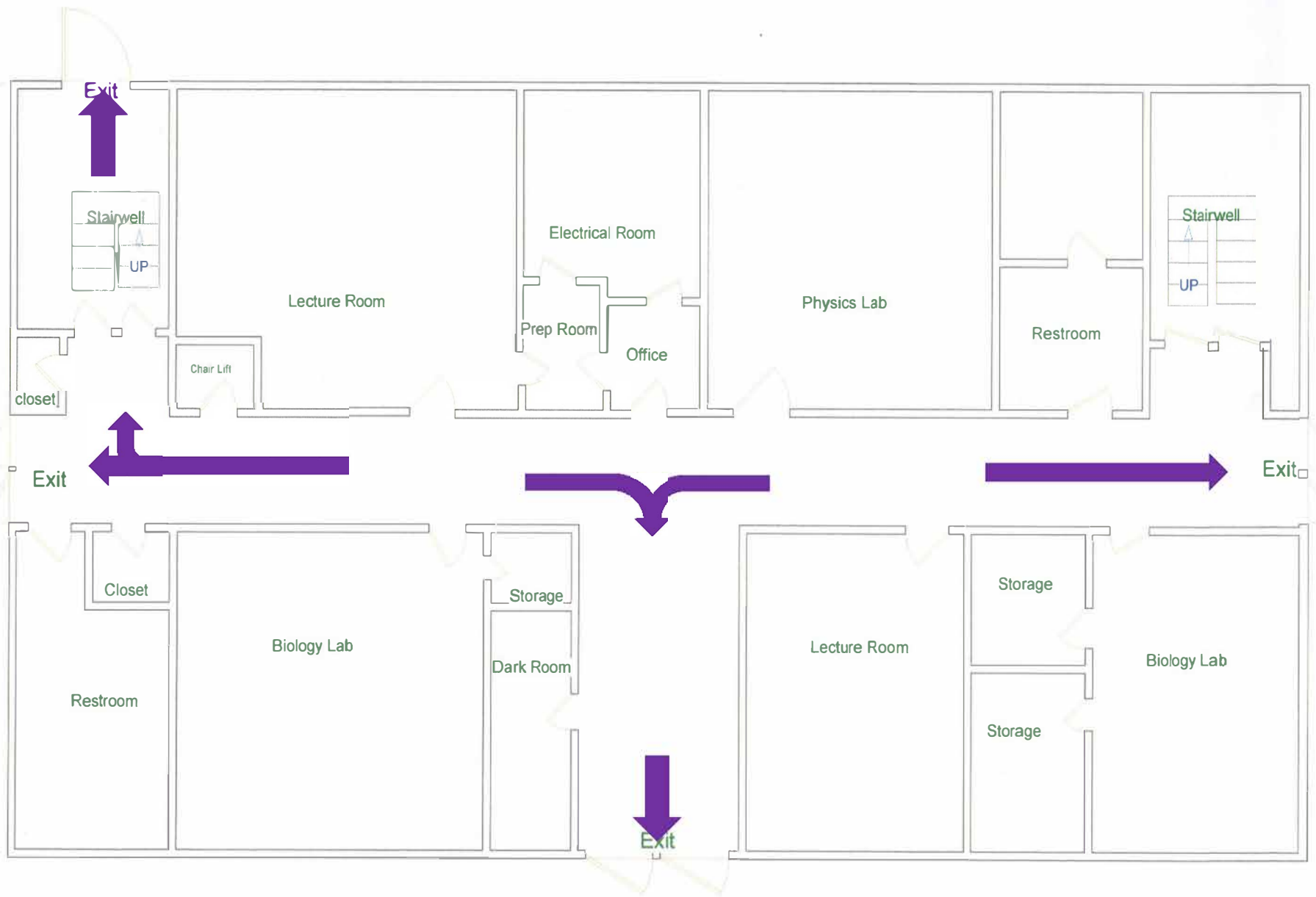
Peters Campus Center 2nd Floor



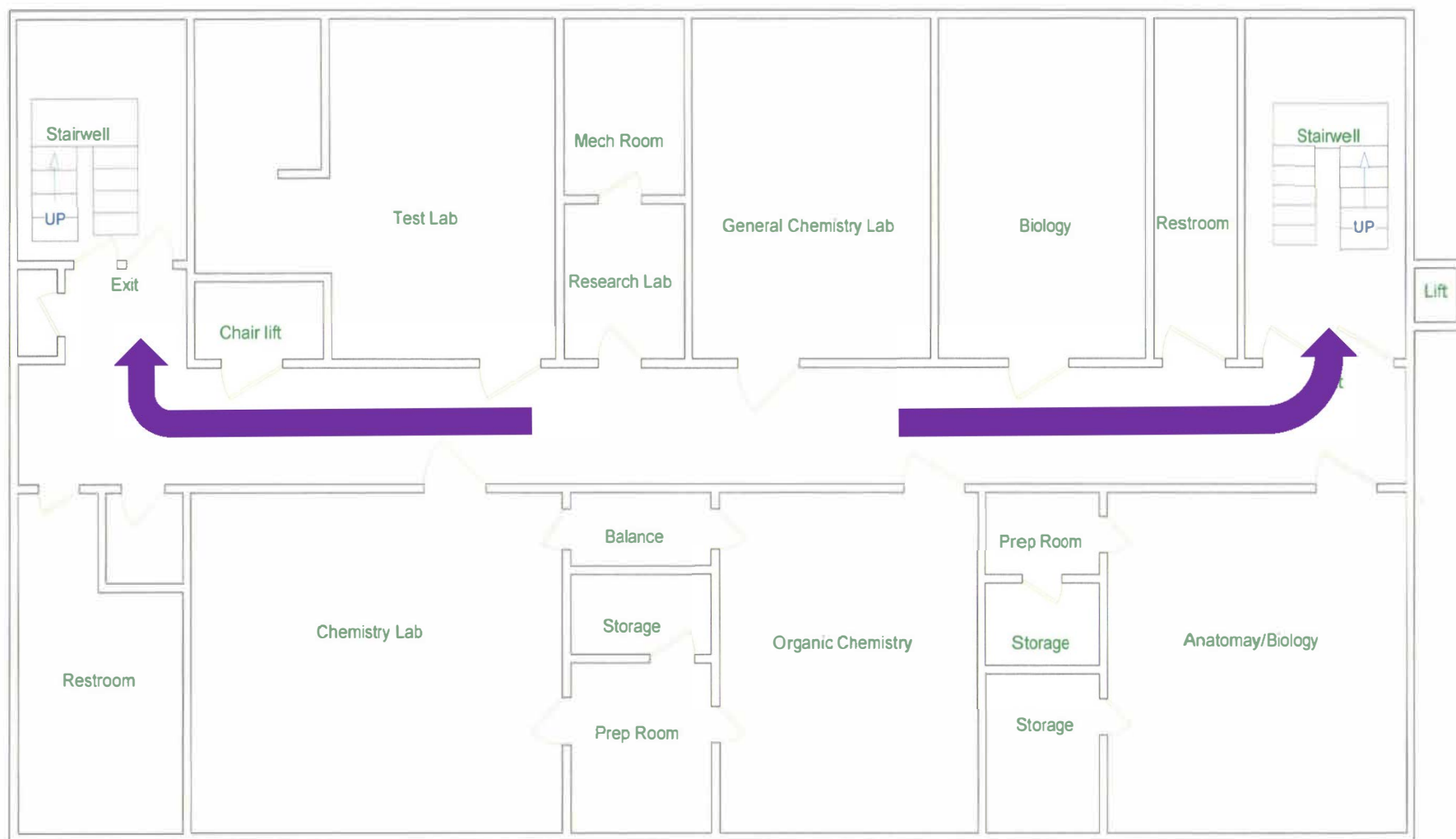
Paine College Police Building



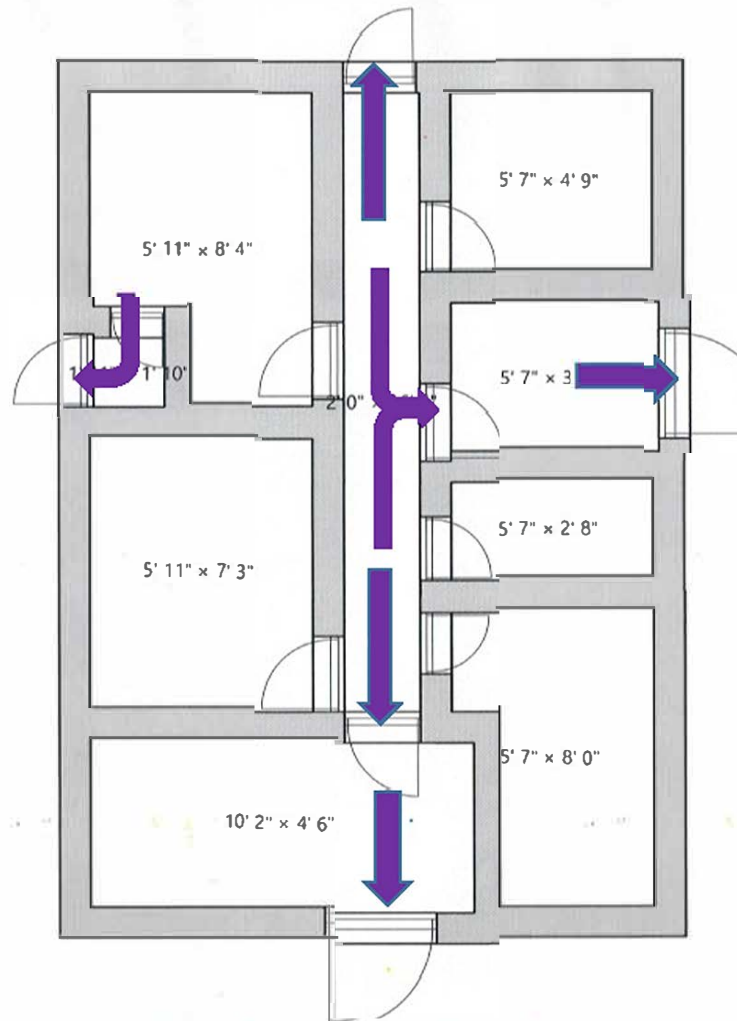
Tutorial Enrichment Center



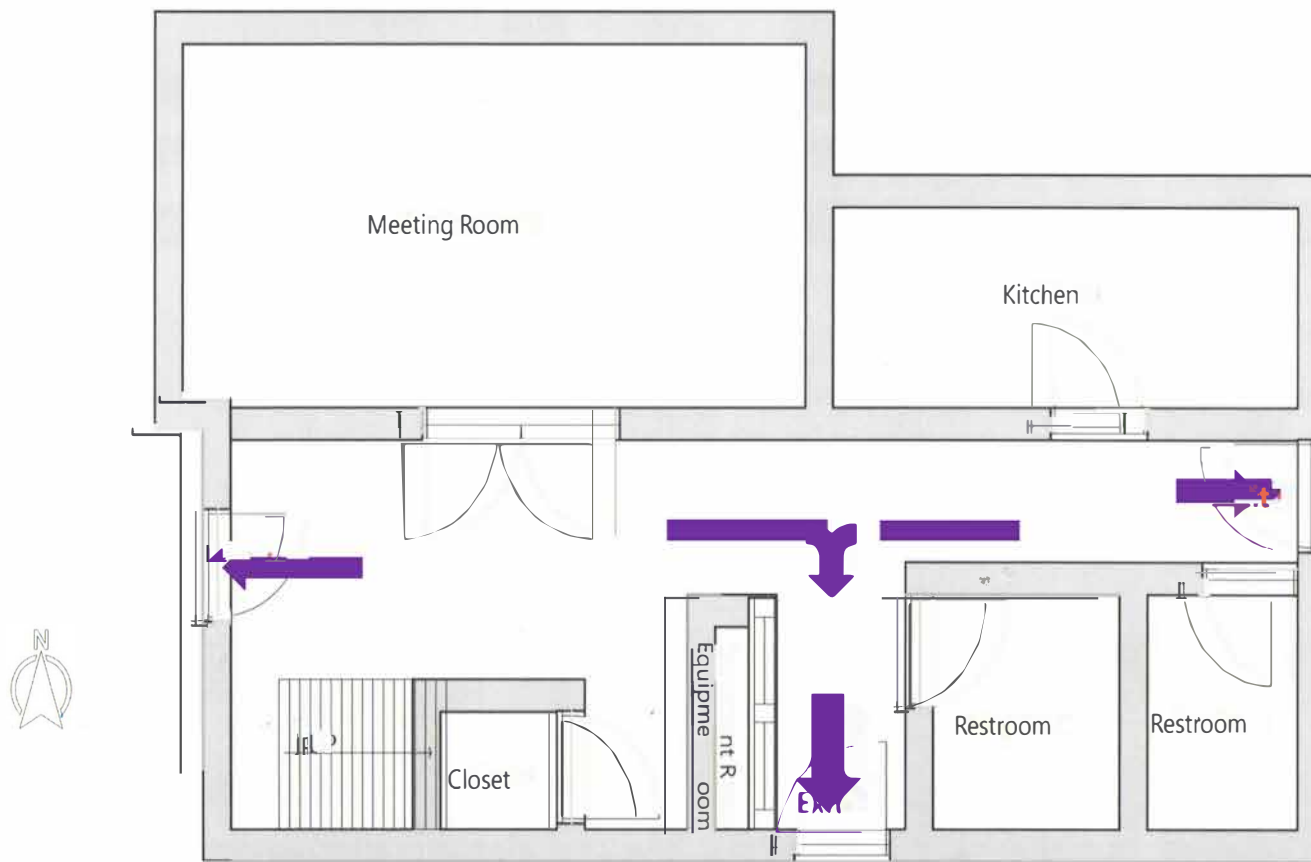
Walker Science Building 1st Floor



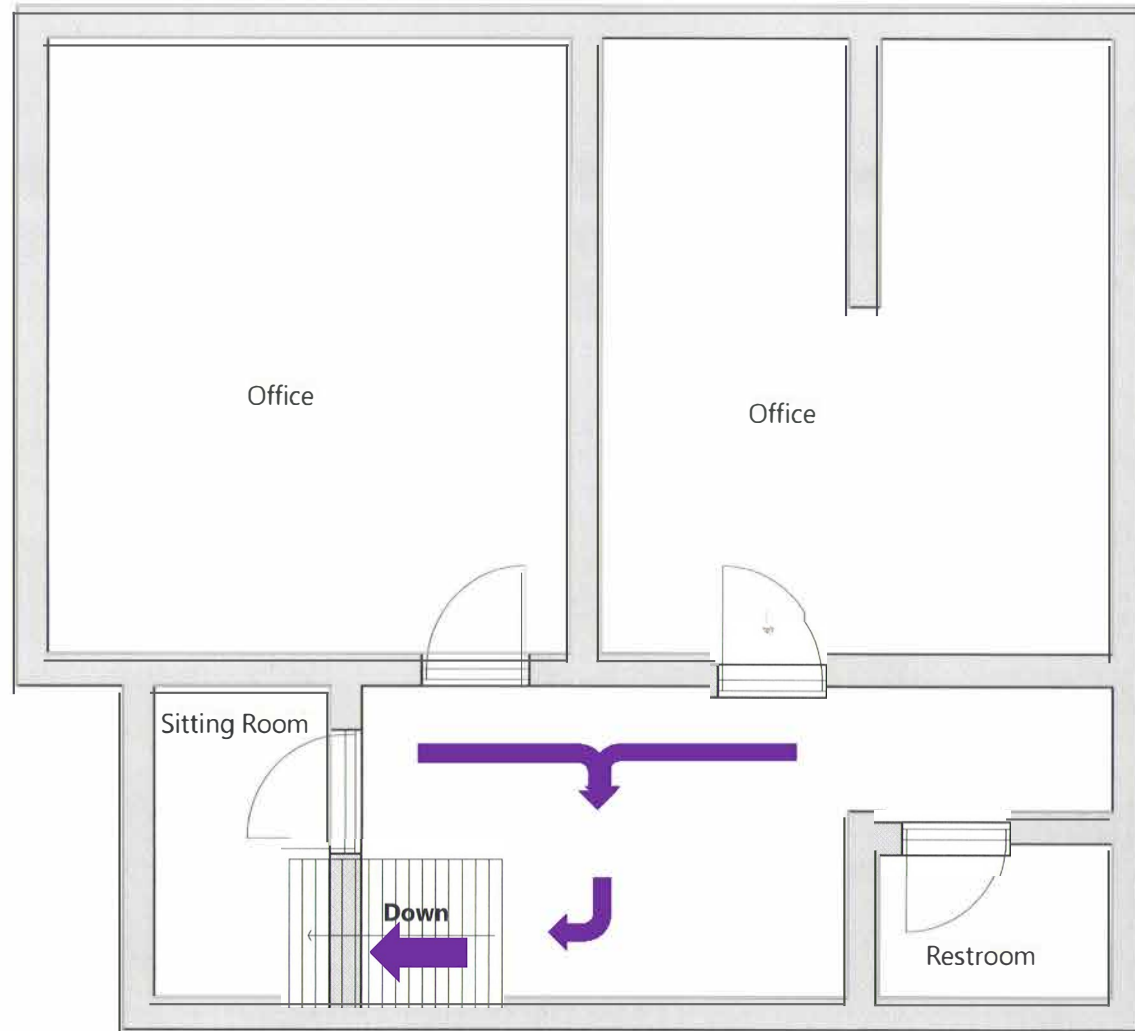
Walker Science Building 2nd Floor



Welcome Center



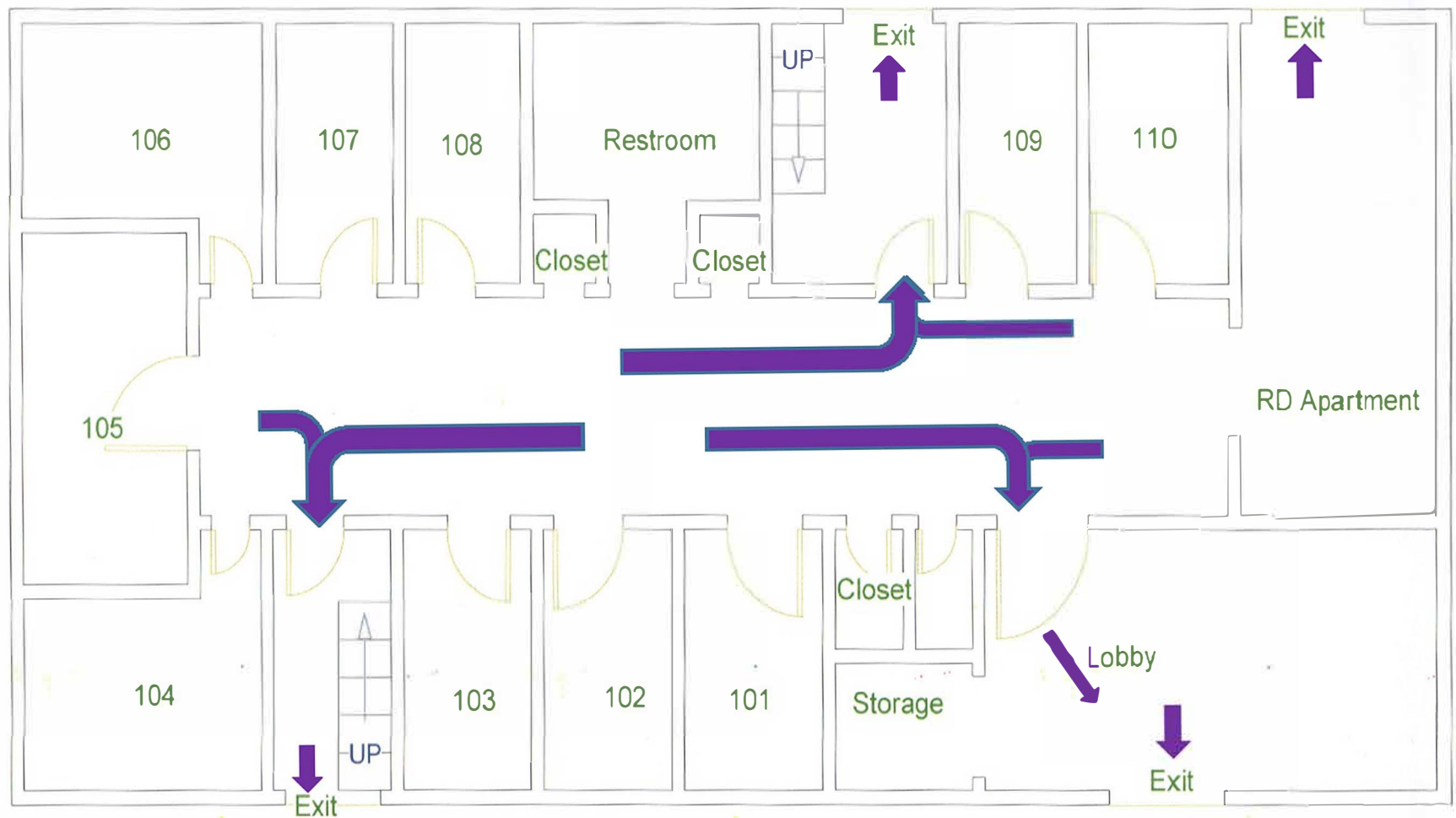
The Yerby House 1st Floor



The Yerby House 2nd Floor

EVACUATION ROUTES FOR BUILDINGS ON-CAMPUS (RESIDENCE HALLS)

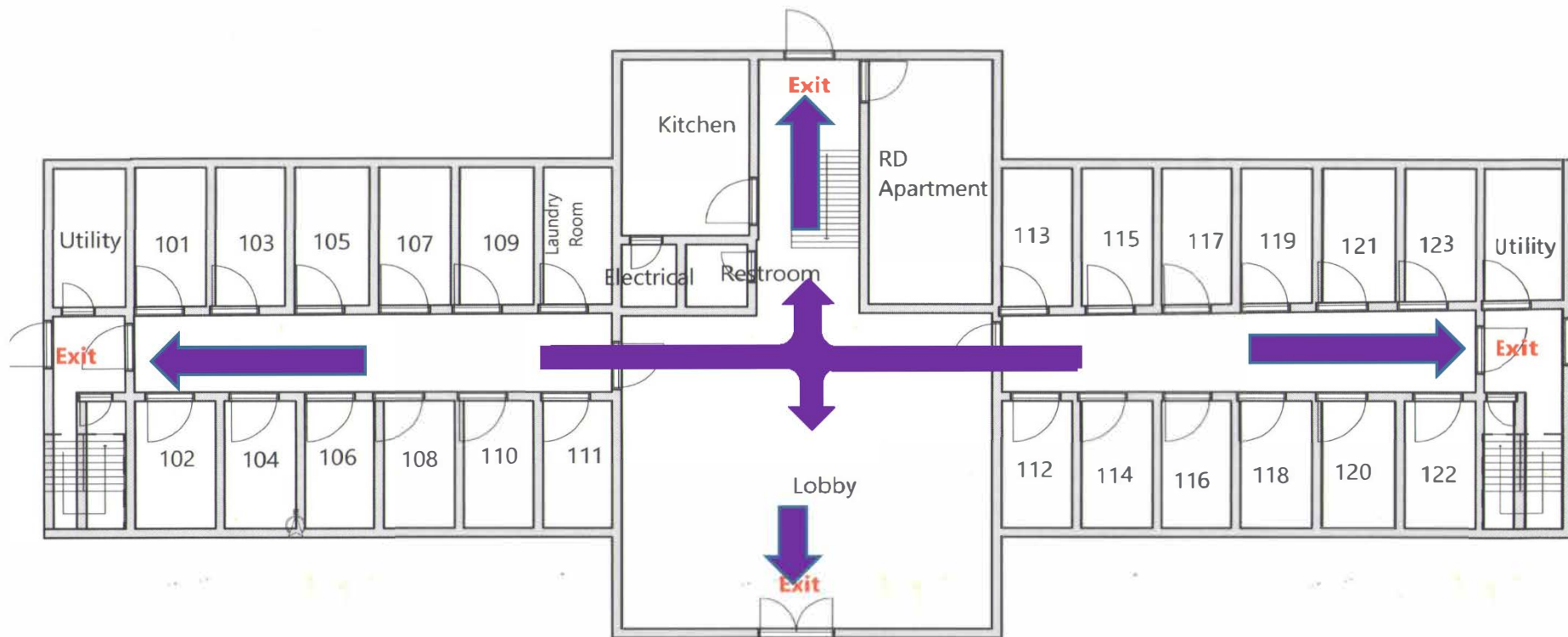
- Belle Bennett Hall (2 Floors)
- Berry Gomillion Hall (2 Floors)
- Graham Hall (2 Floors)
- Ervin Hall (2 Floors)
- Hollis Hall (2 Floors)
- Gray Hall (2 Floors)
- Jackson Hall (2 Floors) -- closed
- Epworth Hall (2 Floors) -- closed



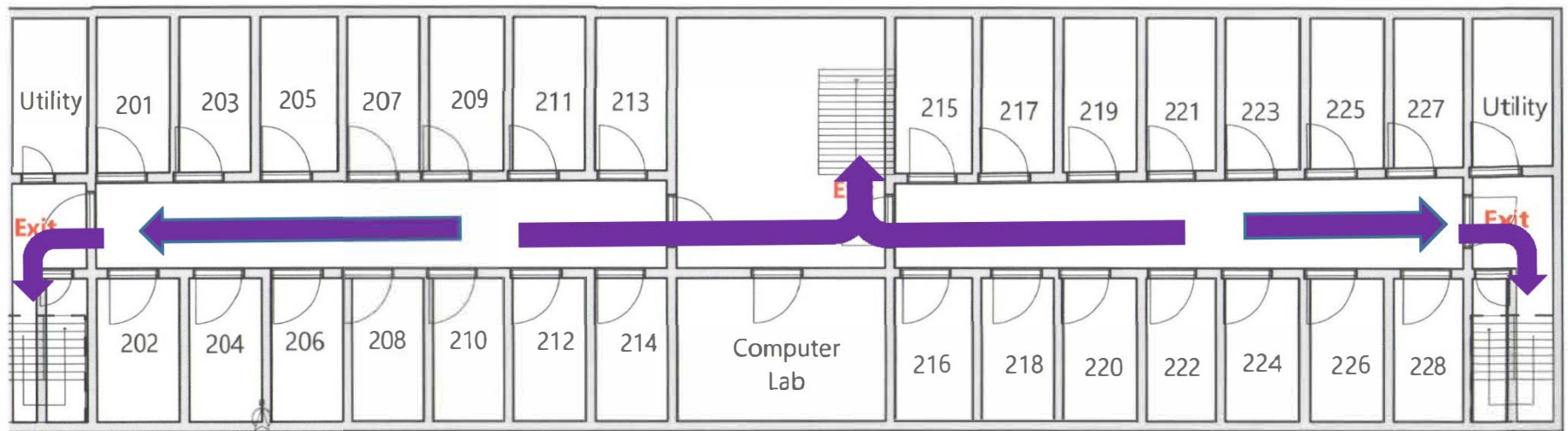
Belle-Bennett Hall 1st Floor



Belle-Bennett Hall 2nd Floor

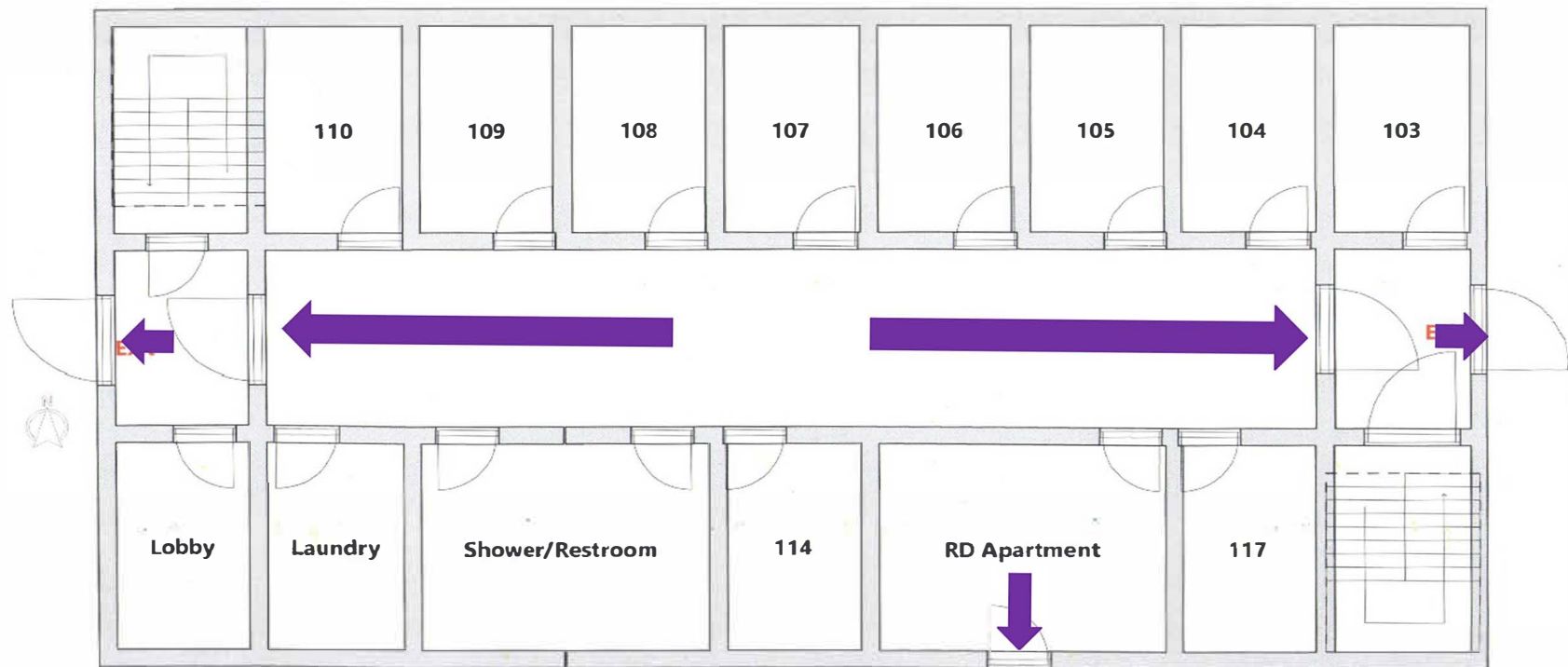


Berry-Gomillion Hall First Floor

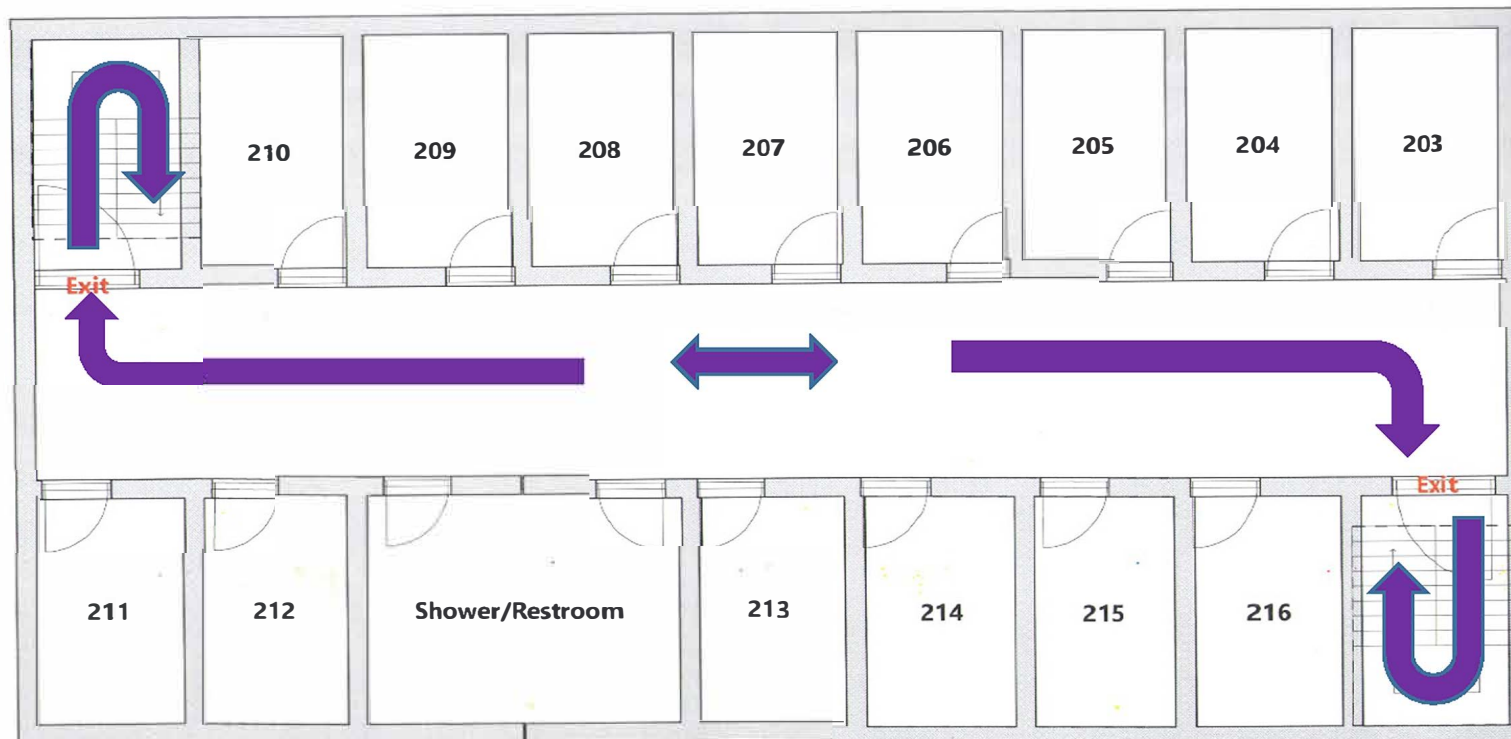


Berry-Gomillion Hall 2nd Floor





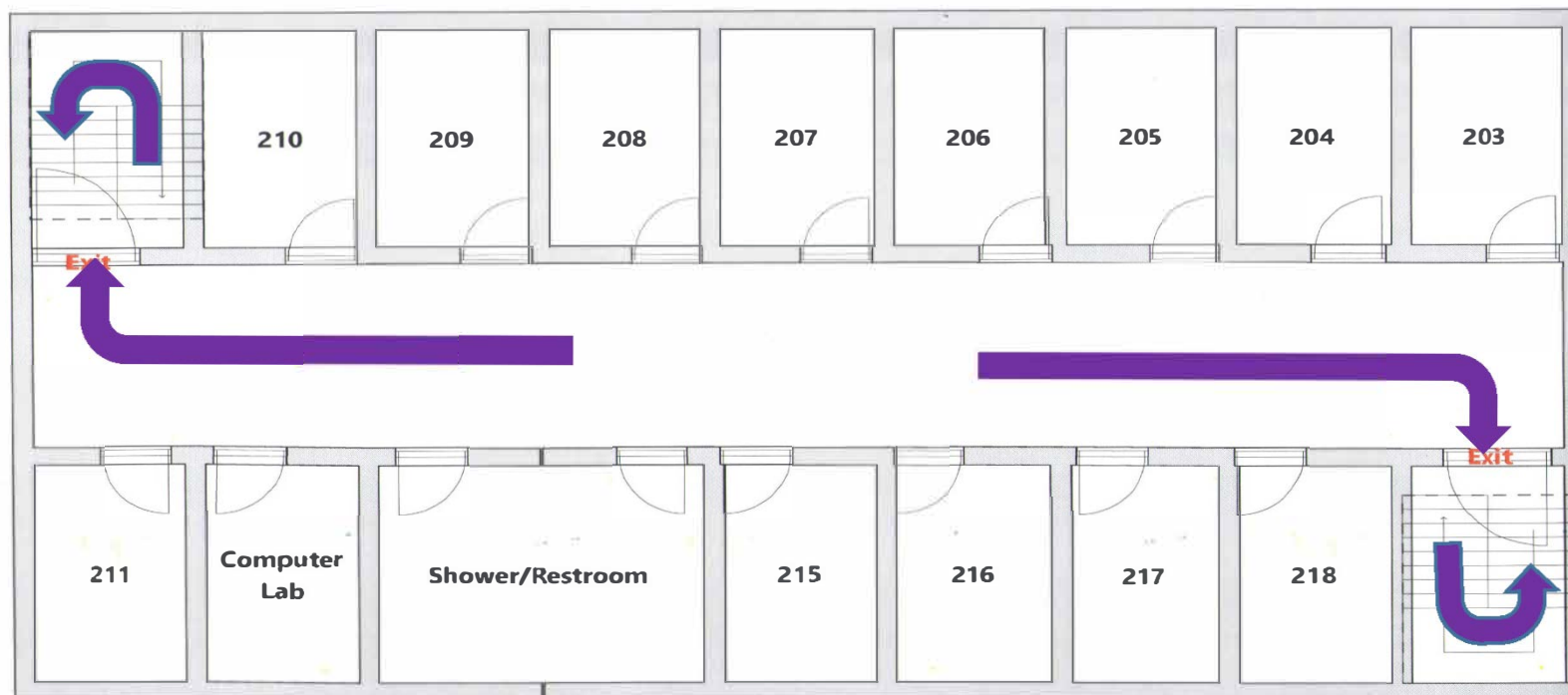
Ervin Hall 1st Floor



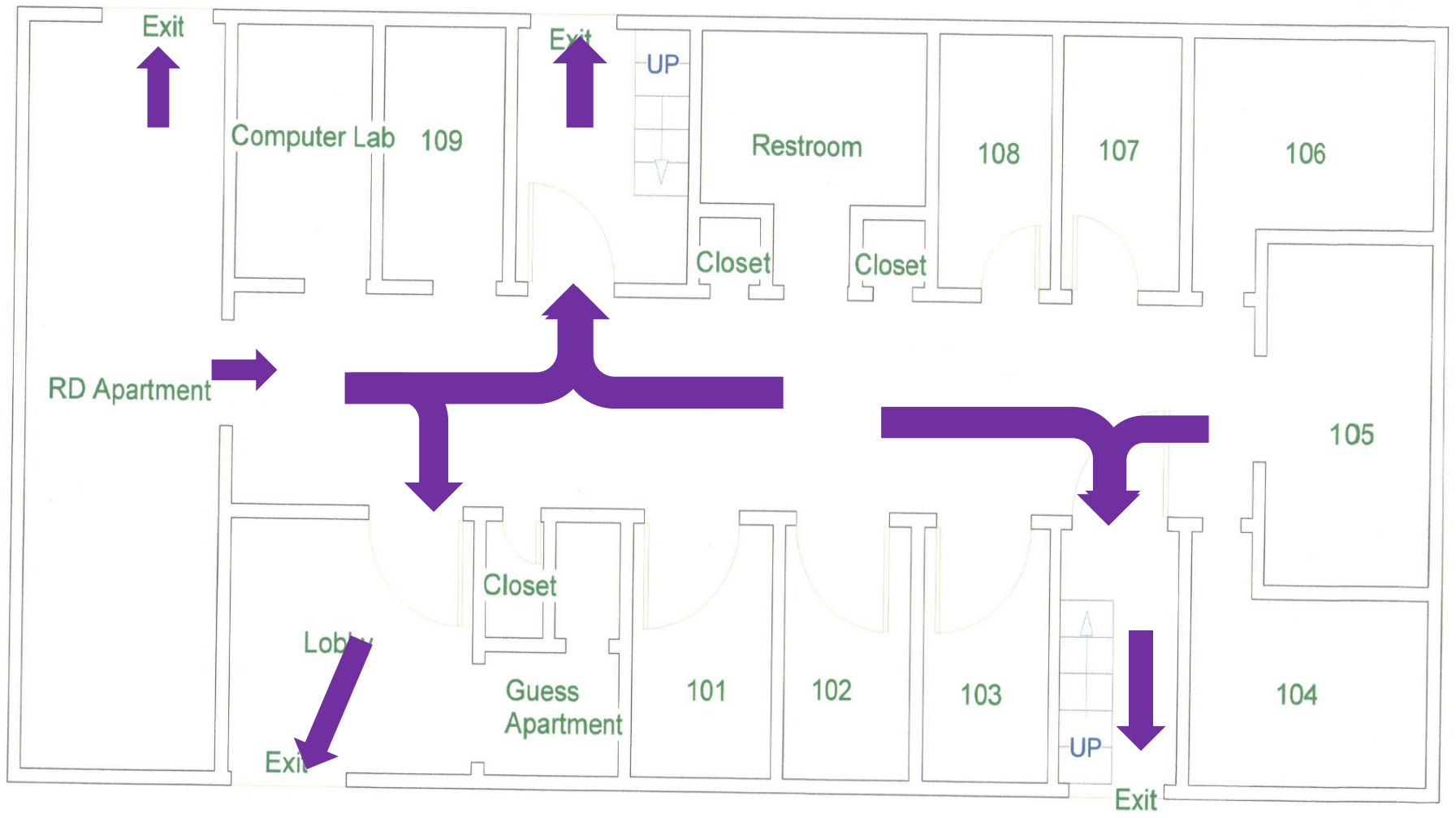
Ervin Hall Second Floor



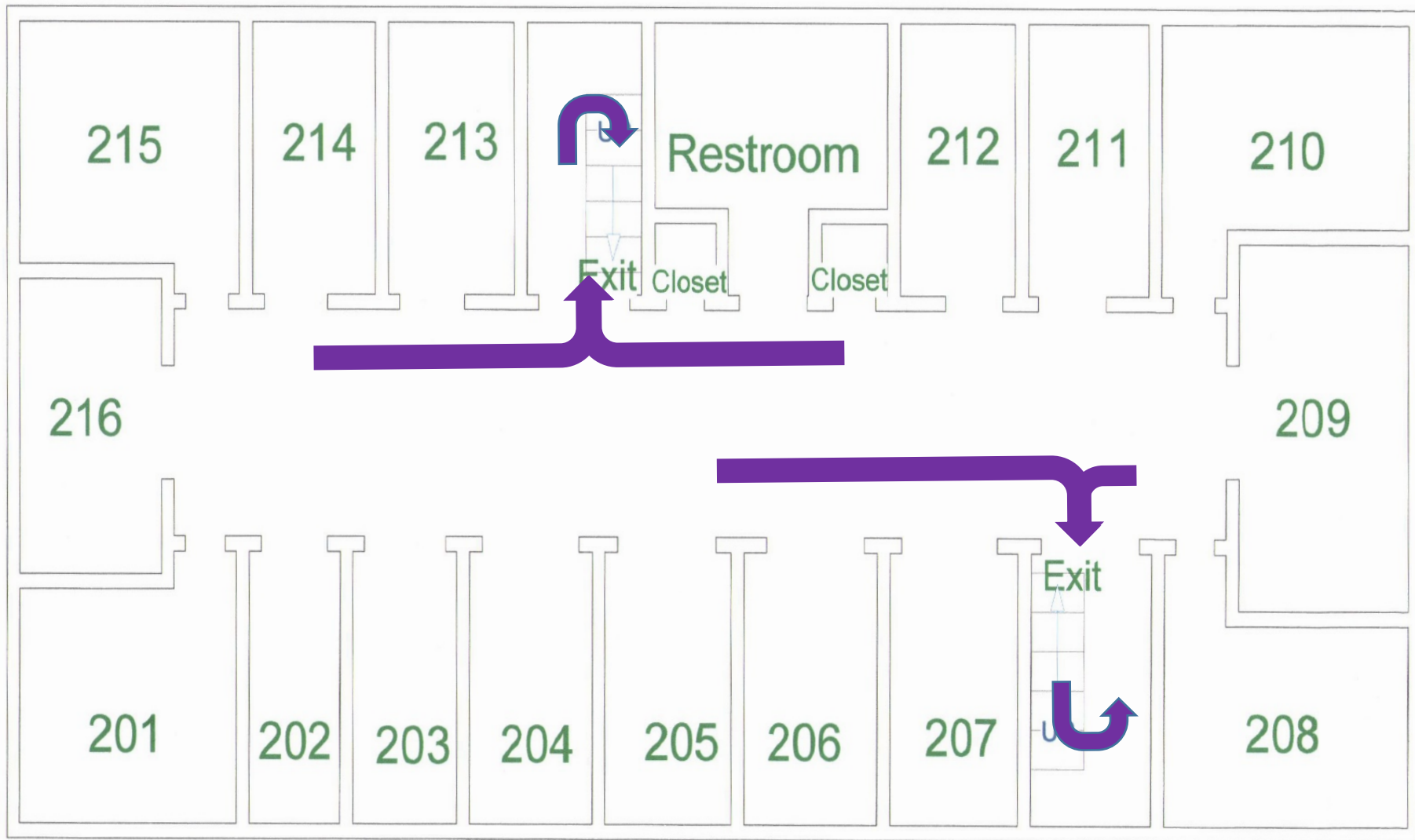
Hollis Hall 1st Floor



Hollis Hall 2nd Floor



Gray Hall 1st Floor



Gray Hall 2nd Floor