



# Rust College

---

## **EMERGENCY PROCEDURES MANUAL**

---

**150 Rust Avenue  
Holly Springs, MS 38635  
(662) 252-8000**

**Dr. Ivy R Taylor President**



# Rust College

## **EMERGENCY PROCEDURES MANUAL**

**August 17, 2020**

Prepared by:

Rust College

Office of Campus Safety and Security

Director, Chief Eric Scott

McMillan Multi-Purpose Building

150 Rust Avenue

Holly Springs, MS 38635

Phone: 662-252-8000 ext. 4355

Email: [escott2@rustcollege.edu](mailto:escott2@rustcollege.edu)

Website: <https://www.rustcollege.edu/current-students/campus-security/>

# TABLE OF CONTENTS

Purpose .....	1
In Case of an Emergency .....	1
Media Relations .....	1
Important Telephone Numbers.....	2
Definitions.....	3
Assumptions.....	3
Declaring a Campus State of Emergency.....	4
The Emergency Resource Team .....	4
Evacuations .....	5
Medical and First Aid.....	6
Pandemic Planning.....	7
Campus-Wide Emergencies .....	8
• Earthquake.....	8
• Tornado .....	9
• Utility Failure .....	9
Chemical or Radiation Spill .....	10
Isolated Emergencies - Civil Disturbance or Demonstration.....	11
• Explosion.....	11
• Fire .....	12
• Bomb Threat.....	13
• Violent or Criminal Behavior.....	14
• Psychological Crisis .....	15
Unnatural Death .....	16
Additional information and Procedures .....	17
• Electrical Light Failure/Computer Equipment.....	
• Gas Leaks	
• Steam Line Failure	
• Ventilation Problem	

## **PURPOSE**

---

The basic emergency procedures outlined in this manual are designed for the protection of lives and property of the campus community reaching proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**. The President, or her designee, may put these procedures into effect.

## **IN CASE OF AN EMERGENCY**

---

**EMERGENCY NOTIFICATIONS** for students, faculty and staff will be handled by mass e-mail, Channel 19, WURC 88.1 FM, RC-TV 2, Campus Loudspeakers, and Remind Emergency Alert.

**Students who would like to receive EMERGENCY NOTIFICATIONS by text message should submit mobile phone numbers to the Vice President for Student Engagement. The numbers will be used for EMERGENCIES ONLY and will not be distributed.**

## **MEDIA RELATIONS**

---

The College has three guidelines to observe in crisis situations:

1. Only the authorized College spokesperson (the Public Relations Director or the President's designee) will meet or talk with the media on behalf of the College.
2. Only factual information is to be released; no speculation is to be offered.
3. The Public Relations Director, in consultation with the President and other senior administrators, will develop an institutional response to the emergency for release to the media, including periodic media updates.



## **DEFINITIONS**

---

### **MINOR EMERGENCY**

A minor emergency is any incident or potential incident which would not seriously affect the College's ability to conduct "business as usual."

### **MAJOR EMERGENCY**

A major emergency is any incident or potential incident which affects an entire building or buildings, or which disrupts the College's ability to do "business as usual." Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will be required from the College Administration during times of crisis.

### **DISASTER**

A disaster is any event or occurrence which seriously impairs the College's ability to do "business as usual." In some cases this might involve mass personnel casualties and severe property damage. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. An Emergency Control Center will be activated, and decisions will be made about the appropriate supports. Operational plans will be activated as soon as possible.

## **ASSUMPTIONS**

---

The College Emergency Procedures Manual is predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. The following are general guidelines:

- 1) An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
  - 2) The succession of events in an emergency is not predictable. Published support of an operational plan will serve only as a guide and a checklist, which may require modification in order to meet the specific requirements for the emergency.
  - 3) Disasters may affect residents in the geographical location of the College; therefore, the City, County and Federal emergency services may not be available to the campus. A delay in off-campus emergency services should be expected.
- 1) A major emergency may be declared when verified information indicates that such a condition is developing or probable.

## **DECLARING A CAMPUS STATE OF EMERGENCY**

The authority to declare a campus state of emergency rests with the College President or her/his designee as follows:

During the period of any major campus emergency, the Office of Campus Safety and Security will immediately put into effect the appropriate procedures necessary in order to address the emergency, safeguard people and property, and maintain educational facilities. The Physical Plant Director and Chief of Campus Police shall immediately consult with the President or her/his designee regarding the emergency and determine whether or not a campus- wide state of emergency exists.

When it is determined that a campus-wide state of emergency exists, only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be on campus. Those who cannot present proper identification showing their legitimate business on the campus will be required to immediately leave the campus.

In addition, only those faculty and staff members who have been assigned Emergency Resource Team duties or issued an emergency pass by the Office of Physical Plant will be allowed to enter the immediate disastersite.

### **The Emergency Resource Team has been identified as:**

President  
Vice President for College Relations  
Chief of Campus Police  
Physical Plant Director  
Vice President for Student Engagement

In the event of earthquakes, aftershocks, fires, storms or major disasters occurring in or about the campus, or which involve College property, the Office of Campus Police will be dispatched to determine the extent of any damage to College property.

# EVACUATIONS

---

## BUILDING EVACUATIONS

All building evacuations will occur when an alarm sounds and/or upon notification by Campus Police, Physical Plant, Building Supervisors, or the Hall Directors in the Residence Halls.

When the building evacuation alarm is activated during an emergency, calmly leave by the nearest exit and alert others to do the same.

### **Assist the handicapped in exiting the building.**

Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your assembly points. Familiarize yourself with evacuation plans posted in your building.

**DO NOT** return to an evacuated building unless told to do so by a member of the Physical Plant Department or the Campus Police.

## CAMPUS EVACUATIONS

Evacuations of all or parts of the campus grounds will be announced by the Office of the President, or her designee.

All persons (student, faculty and staff) are to immediately vacate the site in question and relocate to another part of the grounds as directed.



**IMPORTANT!!!**



**AFTER ANY EVACUATION, REPORT TO YOUR DESIGNATED AREA ASSEMBLY POINT; STAY THERE UNTIL AN ACCURATE HEAD COUNT IS TAKEN. DESIGNATED AREAS WILL BE DETERMINED BY THE PHYSICAL PLANT DIRECTOR.**

# MEDICAL AND FIRST AID

**Definition:** The temporary and immediate care given to an injured person or a person who suddenly becomes ill. The primary principles of first aid in cases of serious injury are to obtain medical assistance, restore breathing and circulation, recognize life threatening situations, control bleeding, minimize further injury, and arrange for professional medical assistance and transportation.

## **Emergency Procedure for Medical Emergency/Injury Victim Call 911 (Speak Calmly)**

Calmly notify **CAMPUS POLICE - (662) 216-3429**. Give your exact location, caller's name, victim's name, and provide a brief description of the problem and its severity. Campus Police will notify the Campus Nurse at ext.4900.

- a. Speak loudly for assistance upon arrival at the scene.
- b. Check victim for presence of breathing, pulse, responsiveness, and signs of trauma or bleeding.
- c. **DO NOT MOVE THE VICTIM if spinal injury is suspected.**  
(Move to safety **ONLY** if victim and rescuer will be in immediate danger).
- d. If the victim is unconscious and breathing, place him/her on the side lying position
- e. If victim is **NOT BREATHING**, has **no pulse**, and is unable to be aroused (**loss of consciousness**), begin **CPR**.
- f. If **bleeding** is present, apply pressure over wound.

## **STAY WITH VICTIM UNTIL RESCUE SERVICE ARRIVE**

### **Non-Emergency Procedure for Conscious/Minor Injury/Non-Respiratory Distressed Victim**

- g. Calmly ask victim for quick medical history (What happened, Where do you hurt, etc.). Check for possible sources and location of discomfort. If no injuries are noted, elevate victim's legs.
- h. Determine if victim is alert. Example: Ask name, day, date, where are you, etc. Check responses for accuracy).
- i. Question victim regarding possible missed dose of medication or lack of nutrition (last meal)? Question witnesses regarding observations.
- j. Control bleeding and cover minor wounds until properly cleaned and dressed.
- k. Accompany victim to Health Services for further evaluation and care.

**ALL Seizure and Asthma Attack Victims** should be assessed by a **physician** for possible medication adjustments and medical clearance after **every** episode or attack.

# PANDEMIC PLANNING

Although pandemics occur infrequently, planning and preparing for a pandemic is important to ensure an effective response. Planning for and responding to a pandemic is complex and pandemics can affect everyone in a community. Therefore, public health officials, health care professionals, researchers and scientists in the United States and across the world are working together to plan and prepare for possible pandemics. Many resources are available to help international, national, state and local governments, public health and health care professionals, corporations, and communities develop pandemic preparedness plans and strengthen their capabilities to respond to different pandemic scenarios.

There are many uncertainties that face our Rust College Family as we confront this challenging time. The COVID-19 pandemic continues to ravage the world, especially impacting African Americans and other communities of color. Also, society finally appears to be willing to begin the process of changing its position on the long-standing racial injustice that African Americans have endured for centuries. The heaviness of this global weight is real. Yet, to get through this, our Rust College Family must pull tightly together for strength and encouragement. This too shall pass!

Employees, students, and visitors must acknowledge the following:

- The serious nature of COVID-19.
- The importance of each individual's knowledge of the risks presented by the virus.
- The need to monitor their own health.
- The need to notify appropriate personnel if they are symptomatic and/or exposed and be tested if necessary.

Rust College could experience a dramatic reduction in faculty, student and or operational workforce due to illness, the need to care for sick family members or due to childcare issues during an epidemic or pandemic outbreak of disease. Additionally, there are challenges that must be considered as the college plans for a Pandemic Response to influenza, COVID-19, or any threat of an epidemic. The most important part of planning is to educate each department about their critical role. An appointed representative from each department or area is necessary to work toward collaborative outcomes.

Each area supervisor will:

- Provide the name(s) of the person(s) assigned to a specific task as outlined in an Area Responsibilities Format.
- Identify available resources and possible obstacles to be considered for each area's capabilities in all campus wide plan strategies.
- Include the specific area's strengths and weaknesses that afford its ability to assist or require assistance from others.

Institutional decisions about strategies should balance the goal of reducing the number of people who become seriously ill or die from the flu, COVID-19, or other illness with the goal of minimizing educational and social disruption.

### **Hygiene and Illness Prevention**

Remind employees, students, and visitors that they can reduce the risk of spreading COVID-19 by taking the same steps to prevent infection from the flu and the common cold:

- Maintain physical distance of at least 6 feet from others.
- Wear face coverings as appropriate. (See our guidance on wearing face coverings.)
- Wash hands often with soap and water for at least 20 seconds. If water is not available, use hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Stay home while sick and avoid close contact with others.
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.
- Utilize secondary handwashing or sanitizing stations that are set up with either hand sanitizer or wipes/towelettes.
- Avoid hand-shaking to reduce the spread of germs.

**\*\* For more details about Rust College's response to the COVID-19, please refer to Rust College COVID-19 Campus Safety Guide, 2020 and <https://www.rustcollege.edu>.**

# CAMPUS - WIDE EMERGENCIES

---

## EARTHQUAKE

During an earthquake, remain calm and quickly follow the steps outlined below:

1. If **INDOORS**, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
2. If **OUTDOORS**, move quickly from buildings, utility poles and other structures.  
**CAUTION:** Always avoid power or utility lines, as they may be energized. **Know your assembly points.**
3. If in **AN AUTOMOBILE**, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation, and if emergency help is necessary, call **CAMPUS POLICE** at 662-216-3429; if on the campus. Protect yourself at all times and be prepared for after-shocks.
5. Damaged facilities should be reported to the Physical Plant Director. **NOTE:** Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
6. If an emergency exists, activate the building alarm. You must still report the emergency to **CAMPUS POLICE** at 662-216-3129.
7. When the building evacuation is sounded, calmly walk to the nearest marked exit and ask others to do the same.
8. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING.**
9. Once outside the building, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
10. If requested, assist emergency crews as necessary.
11. A Campus Emergency Command Post may be established near the emergency site. Keep clear of the Command Post unless you have official business there.
12. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a member of the Campus Police Staff.

**IMPORTANT:** After an evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken.

## TORNADO

During a tornado, remain calm and quickly follow the steps outlined below:

1. If **INDOORS**, seek the lowest possible level of the building. If your office is located on the 2<sup>nd</sup> floor, please move to the 1<sup>st</sup> floor. Stay away from glass windows, shelves and heavy equipment.
2. If **OUTDOORS**, move quickly from utility poles and other structures.  
**CAUTION:** always avoid power or utility lines, as they may be energized.
3. **IF IN AN AUTOMOBILE**, get out immediately and head for safety in a nearby sturdy building, in a ditch or low lying area.
4. After the tornado passes, evaluate the situation, and if emergency help is necessary call Campus Police at 662-216-3429.
5. **ASSIST THE HANDICAPPED IN MOVING TO DESIGNATED AREAS.**
6. **DO NOT RETURN TO AN EVACUATED AREA** unless told to do so by a member of the Campus Police Staff

## UTILITY FAILURE

1. In the event of a major utility failure during regular business hours (8:30 a.m. - 5:00 p.m., Monday - Friday), immediately notify the Physical Plant Director, at ext. 4750 or 4753. If the Physical Plant Director cannot be reached, call the Business Office at ext. 4034.
2. If there is a potential danger to building occupants, or if the utility failure occurs after hours or on weekends or holidays, Campus Police at 662-216-3429.
3. If an emergency exists, activate the building alarm. You must also report the emergency to Campus Police by phone at 662-216-3429.
4. All building evacuations will occur when m1 alarm sounds continuously and/or when an emergency exists.
5. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING.**
6. Once outside, move to a clear area at least 500 feet away from the affected building. Keep walkways, fire lanes, and hydrants clear for emergency crews.
7. If requested, assist the emergency crews as necessary.
8. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post, unless you have official business.

9. **DO NOT RETURN TO AN EVACUA'TED BUILDING** unless told to do so by a member of the Campus Police Staff.

## **CHEMICAL OR RADIATION SPILL**

1. Immediately report any spillage of a hazardous chemical or radioactive material to the Physical Plant Director, 662-252-8000 ext. 4750 or 4753 (days) or Campus Police at 662-216-3429 (nights).
2. When reporting, be specific about the nature of the material involved and the exact location. Rust College Campus Police will contact the necessary specialized authorities and medical personnel.
3. The key person present should evacuate the affected area and seal it off to prevent further contamination of other areas until the arrival of safety and fire personnel.
4. Anyone who is contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and identify themselves to Campus Police. Required first aid and cleanup by specialized authorities should be started at once.
5. If an emergency exists, activate the building alarm. You must also report the emergency to Campus Police by phone.
6. When the building evacuation alarm is sounded, an emergency exist. Walk quickly to the nearest marked exit and alert others to do the same.
7. **ASSIST THE HANDICAPPED IN EXITING THE BUIIDING! DO NOT PANIC.**
8. Once outside, move to a clear area **at least 500 feet** from the affected building (s). Keep streets, fire lanes, hydrant, and walkways clear for emergency vehicles and crews.
9. If requested, help emergency crews as necessary.
10. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
11. **DO NOT RETURN TO AN EVACUATED BUIIDING** unless told to do so by a member of the Campus Police Staff.

**IMPORTANT: AFTER ANY EVACUATION, REPORT TO YOUR DESIGNATED CAMPUS ASSEMBLY POINT. STAY THERE UNTIL A HEAD COUNT IS TAKEN.**

# ISOLATED EMERGENCIES

## CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations, such as marches, meetings, picketing and rallies, will be peaceful and non-obstructive. However, if any of the following conditions exists, the Vice President for Student Engagement and the Office of Campus Police should be notified immediately:

1. INTERFERENCE with the normal operations of the College.
2. PREVENTION of access to office, buildings, or other College facilities.
3. THREAT of physical harm to persons or damage to College facilities.

## EXPLOSIONS

1. In the event of an explosion, immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
2. As soon as conditions permit, immediately notify the Marshall County Fire Department at 911, Physical Plant Director, 662-252-8000 ext. 4750 or 4753 (days) and Campus Police at 662-216-3429 (nights). Give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the building alarm.
4. When the building evacuation alarm is sounded, or when told to leave by College officials, walk quickly to the nearest marked Exit and ask others to do the same.
5. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT PANIC.**
6. Once outside move to a clear area that is **at least 500 feet** away from the affected building(s). Keep streets and walkways clear for emergency vehicles and crews. Know your assembly area points.
7. If requested, assist emergency personnel as necessary.
8. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post, unless told to do so by a member of the Campus Police Staff.

**IMPORTANT: AFTER ANY EVACUATION, REPORT TO YOUR DESIGNATED AREA ASSEMBLY POINT. STAY THERE UNTIL AN ACCURATE HEAD COUNT IS TAKEN.**

# FIRE

## IF YOU SMELL SMOKE OR HAVE ANY INDICATION OF FIRE:

1. Immediately contact the Physical Plant (day) at ext. 4750 or 4753 or the Campus Police Office (night) 662-216-3429. Describe what you have observed and give your name and the exact location.
2. Alert other building occupants in the immediate area to prepare for evacuation.
3. Wait outside the building for the arrival of the Physical Plant, Campus Police Officers and/or the Marshall County Fire Department. Be prepared to provide additional information and your observations to responding personnel.

## IF FLAMES ARE OBSERVED:

1. Sound the alarm by pulling the nearest fire alarm pull station.
2. Immediately evacuate the building and go to the nearest phone. Call 911 and report the fire, giving information as requested by the 911 dispatcher. Stay on the line until released by the 911 dispatcher.
3. After alerting 911, call Physical Plant at (day) ext. 4750 or 4753, or the Campus Police Office (night) 662-216-3129. Stay on the line until you are released by the dispatcher.

## FIRE EVACUATION PROCEDURES:

### IF YOU HEAR AN ALARM SOUND:

1. Evacuate the building immediately.
2. If smoke is present, keep low to the floor.
3. Before opening a door, place your hand on the upper portion of the door. If the upper door or doorknob is hot, **DO NOT OPEN THE DOOR!**
4. If the door or doorknob is not hot, brace yourself against the door and open it slightly.
5. If heat or heavy smoke is encountered in the corridor, close the door and stay in the room.
6. Keep the door closed; if your windows are the type that can be raised or lowered, open the top slightly to let out the heat and smoke; open the bottom slightly to let in fresh air.

7. Seal the cracks around the door with clothing, tape or other material, soaking it in water if available.
8. Hang an object out the window, such as a shirt, jacket, towel, or anything that will attract attention.
9. If you can leave the room, close all doors behind you and leave through the nearest exit or stairway. This will retard the spread of smoke and fire and lessen damage.
10. After leaving the building, **DO NOT RE-ENTER.** Stay clear of responding emergency equipment and personnel.

**IMPORTANT: AFTER ANY EVACUATION, REPORT TO YOUR DESIGNATED CAMPUS AREA ASSEMBLY POINT. STAY THERE UNTIL AN ACCURATE HEAD COUNT IS TAKEN.**

## **BOMB THREAT**

1. If you observe a suspicious object or potential bomb on the campus **DO NOT HANDLE THE OBJECT.** Clear the area immediately and call Campus Police at 662-216-3429 and the Vice President for Student Engagement at ext. 4075.
2. Any person receiving a phone call bomb threat should ask the caller:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What kind of bomb is it?
  - d. What does it look like?
  - e. Why did you place the bomb?
3. Keep talking to the caller and share as many observations as possible and record the following:
  - a. Time of the call
  - b. Age and sex of the caller
  - c. Speech pattern, accent, possible nationality, etc.
  - d. Emotional state of the caller (agitated, angry, etc.)
  - e. Background noise
4. Immediately report the incident to the Physical Plant Director at ext. 4750 or 4753 and Campus Security at 662-216-3429.
5. Campus Police in charge will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and report the location to the Campus Police Officer. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.

6. If the emergency exists, activate the building alarm. You also must report the incident to the Physical Plant Director at ext. 4750, or 4753, and Campus Police at 662-216-3429.
7. When the building activation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
- 8. ASSIST THE HANDICAPPED IN EXITING THE BUILDING. DO NOT PANIC.**
9. Once outside, move to a clear area **at least 500 feet** away from the affected building. Keep streets, fire lanes, and hydrant and walkways clear for emergency vehicles and crews.
10. If requested, assist emergency crews as necessary.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a member of the Campus Police Staff.

**IMPORTANT:** AFTER ANY EVACUATION, REPORT TO YOUR DESIGNATED CAMPUS AREA ASSEMBLY POINT. STAY THERE UNTIL AN ACCURATE HEAD COUNT IS TAKEN.

## **VIOLENT OR CRIMINAL BEHAVIOR**

1. Everyone in Rust College is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. In the event of a suspicious situation, all members of Rust College are asked to notify the Vice President for Student Engagement or the Office of Campus Police as soon as possible and report the incident, including the following:
  - a. Nature of the incident
  - b. Location of the incident
  - c. Description of person(s) involved
  - d. Description of property involved
3. If you observe a criminal act or whenever you observe a suspicious person on the campus, immediately notify Campus Police at 662-216-3429 and report the incident.
4. Assist Campus Police when they arrive by supplying them with all additional information and ask others to cooperate.
5. Should gunfire or discharged explosives occur on campus, **take cover immediately**, using available concealment to protect yourself. If necessary after the incident, seek emergency first aid from the Campus Police Officer in charge.

#### **4. WHAT TO DO IF TAKEN HOSTAGE:**

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions; be alert and stay alive. The captor is emotionally imbalanced. Don't make emotional mistakes, which could jeopardize your well-being.
3. Don't talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times, if possible, do not stare. Treat the captor like royalty.
4. Try to rest. Avoid speculating. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected.
5. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
6. Be prepared to answer the Campus Security Officer or police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them.

## **PSYCHOLOGICAL CRISIS**

A psychological crisis exists when an individual is threatening harm to him/herself, or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations and/or uncontrollable behavior.

If a psychological crisis occurs:

1. Never try to manage a dangerous situation alone.
2. Notify Campus Police at 662-216-3429 and the College Nurse at 662-252-8000 ext. 4900. Clearly state your need for immediate assistance; give your name, your location, and the area involved.
3. In extreme emergencies call 9-911 first; then, call Campus Police at 662-216-3429.



# UNNATURAL DEATH

If there is a death on campus that results from unnatural causes, immediately notify the Holly Springs Police Department, (662) 252-2122, Campus Police at 662-216-3429, and the Vice President for Student Engagement at ext. 4075

1. Campus Police Officers on duty will immediately secure the area in which the death has taken place and await the arrival of the Holly Springs Police Department and Marshall County Coroner. After the area is secured, no one will be allowed into the affected area until clearance is given by the Police Department or the Medical Examiner's Office.
2. Campus Police Officers will also determine, from witnesses, if there has been any movement or tampering with evidence that may help in the investigation of the death. The information will be given to the Chief of Campus Police in their verbal report.
3. The Chief of Campus Police will act as the liaison to the outside agencies involved in the investigation of the death.
4. The Vice President for Student Engagement and Chief of Campus Security will consult with the President and her/his senior staff concerning all circumstances and information involved in the investigation of the death.

# **ADDITIONAL INFORMATION AND PROCEDURES**

## **ALWAYS OBSERVE STEPS 1 AND 2 ON PAGE 12 FIRST WHENEVER THE FOLLOWING UTILITY EMERGENCIES SHOULD ARISE**

### **ELECTRICAL/LIGHT FAILURE**

There is a battery-powered emergency lighting in all buildings on campus that will automatically activate in a utility failure. In cases where this does not work, there will be a limited number of flashlights in the Physical Plant Department.

### **COMPUTER EQUIPMENT**

The staff is asked to turn off as much computer equipment as possible to prevent damage to equipment when power is restored.

### **PLUMBING FAILURE/FLOODING**

Cease using all electrical equipment. Notify the Physical Plant Director at ext. 4750 or 4753.

### **GAS LEAKS**

**CEASE ALL OPERATIONS.** DO not operate any electrical equipment, including cell phones. **DO NOT** operate any telephone nor hang it up. Remember that electrical arcing can trigger an explosion. **EVACUATE** everyone out of the building and locate to a safe distance. Leave open the door that occupants came out. Notify the Physical Plant Department at ext. 4750 or 4753, or Campus Police at 662-216-3429.

### **STEAM LINE FAILURE**

Immediately notify the Physical Plant Department at ext. 4750 or 4753, or Campus Police at 662-216-3129, and if necessary, vacate the area.

### **VENTILATION PROBLEM:**

If smoke or noxious odors come from the ventilation system, immediately notify the Physical Plant Department at ext. 4750 or 4753, or Campus Police at 662-216-3429, and if necessary, cease all operations and vacate the area.

# **RUST COLLEGE**

## **Emergency Procedures Team**



### **Committee Members**

Chief of Campus Police

Physical Plant Director

Vice President for Student Engagement

Residence Hall Director

Faculty Representative

Staff Representative

Vice President for College Relations

Public Relations Director

