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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 his designate, may put these procedures into effect.

IN CASE OF AN EMERGENCY

EMERGENCY NOTIFICATIONS FOR STUDENTS, FACULTY & STAFF WILL BE HANDLED BY MASS E-MAIL, CHANNEL 19, WURC 88.1 FM, RC-TV 2, AND CAMPUS LOUD SPEAKERS.

STUDENTS WHO WOULD LIKE TO RECEIVE EMERGENCY NOTIFICATIONS BY TEXT MESSAGE SHOULD SUBMIT CELL PHONE NUMBERS TO THE DEAN OF STUDENTS. 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 Coordinator or his/her 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 Coordinator, 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.
Important Telephone Numbers

24 Hours, Seven Days a Week

Campus Police
Day/Night  662-216-3429
662-252-8090
662-252-8870

Emergency Responders
Fire & Police
Dial 9 – 911

Physical Plant
662-252-8000
Ext. 4750
Ext. 4753
662-551-8055

When calling, please stay calm & carefully explain the problem and location to the Campus Police Department!!!

Emergency Relief

Your judgment often determines whether or not an incident is considered to be an emergency. If considered an emergency, the procedures in this booklet should be followed. If in doubt, err on the side of safety.
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 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 anytime of the day or night, weekend or holiday, with little to 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, so the City, County and Federal emergency services may not be available to the campus. A delay in off-campus emergency services should be expected.

4) 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 his/her designate as follows:

During the period of any major campus emergency, the Office of Campus Police 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 & Chief of Campus Police shall immediately consult with the President or his/her designate 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 disaster site.

The Emergency Resource Team has been identified as;

President
Vice President / Development
Chief of Campus Police
Physical Plant Director
Dean of Students

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 his designate.

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, callers name, victim’s name, and provide a brief description of the problem and its severity. Campus Police will notify Campus Nurse at ext. 4900.

a. Call 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 in 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 SERVICES ARRIVE!!!

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

a. 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 victims’ legs.
b. Determine if victim is alert: Example: Ask name, day, date, where are you, etc. (Check responses for accuracy).
c. Question victim regarding possible missed dose of medication or lack of nutrition (last meal)? Question witnesses regarding observations.
d. Control bleeding and cover minor wounds until properly cleaned & dressed.
e. 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 adjustment & medical clearance after every episode or attack.
Pandemic Planning

A Pandemic Plan requires decision makers and stakeholders to create a balance for a variety of objectives to determine the BEST course of action for the Rust College campus

The global health community closely monitors the occurrence of influenza virus and other diseases that may become a threat to isolated or global populations.

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.

- A disease epidemic occurs when there are more cases of that disease than normal.
- A pandemic is a worldwide epidemic of a disease.
- An influenza pandemic may occur when a new influenza virus appears against which the human population has no immunity.
- The World Health Organization (WHO) has defined the phases of a pandemic to provide a global framework to aid countries in pandemic preparedness and response planning.
- Pandemics can be either mild or severe in the illness and death they cause, and the severity of a pandemic can change over the course of that pandemic.

There are challenges that must be considered as the college plans for a Pandemic Response to influenza 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 flu or other illness with the goal of minimizing educational and social disruption.
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 & 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 662-216-3429.

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 2nd floor, please move to the 1st 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, ext 4753 or 662-551-8055. 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, notify 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.

4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.

5. **ASSIST THE HANDICAPPED IN EXISTING 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 EVACUATED 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 at ext. 4750, ext 4753 (days) or Campus Police at 662-216-3429 (nights).

2. When reporting, be specific about the nature or 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 exists. Walk quickly to the nearest marked exit and alert others to do the same.

7. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT PANIC.

8. Once outside, move to a clear area at least 500 feet from the affected building(s). Keep streets, fire lanes, hydrants, 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 BUILDING 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 Dean of Students 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 at ext. 4750, ext 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 at (day) ext. 4750, ext 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, ext 4753, 662-551-8055 or the Campus Police Office (night) 662-216-3429. 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, feel 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, and 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 any thing 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 Dean of Students 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 and Campus Police 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, ext 4753, 662-551-8055 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 the Rust College are asked to notify the Dean of Students or the Office of Campus Police in charge 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 in charge and report the incident.

4. Assist Campus Police in charge when they arrive by supplying them with all additional information and ask others to cooperate.
5. Should gunfire or discharged explosives occur on campus, you should take cover immediately, using all available concealment to protect yourself. If necessary after the incident, seek emergency first aid from the Campus Police Officer in charge.

6. **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 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/her 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 by yourself.
2. Notify Campus Police at 662-216-3429 and the COPE Center Director at 662-252-8000 ext. 4081. Clearly state your need for immediate assistance; give your name, your location, and the area involved.
3. In extreme emergencies call 9-911 first and 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, Campus Police at 662-216-3429, and the Dean of students 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 Marshall County Police Department. 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. This information will be given to the Director 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 Dean of Students and Chief of Campus Police will consult with the President and his/her 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 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, 4753 or 662-551-8055.

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, 4753, 662-551-8055 or Campus Police at 662-216-3429

STEAM LINE FAILURE
Immediately notify the Physical Plant Department at ext. 4750, 4753, 662-551-8055 or Campus Police at 662-216-3429, 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, 4753, 662-551-8055 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
Dean of Students
Residence Hall Director
Faculty Representative
Staff Representative
Vice President
Vice President for Assessment
Public Relations Director