

COLLEGE LIFE

WHOM TO SEE

MAGDALENE ABRAHAM.....Horton Building
Vice-President of Instruction
Academic Transfer Programs
Absentees
Schedule Change
Class Withdrawal

MARY ANNE SANDIDGEAllen Foley Career Building
Assistant Dean of Career-Technical Instruction
Career/Technical Programs
Career/Tech Admissions Information
Career/Tech Absentees
Career/Tech Schedule Changes
Withdrawal from Career/Tech

PATTI LIVINGSTONHorton Building
Division Chair, Health Sciences
Health Science Programs
Health Science Admissions Information
Health Science Absentees
Health Science Schedule Changes
Withdrawal from Health Science

JOE RAYBoggs-Scroggins Student Center
Director of Admissions and Records

EDWARD RICEUnion Building First Floor
Vice-President of Student Services
Student Government
Campus Police
Disciplinary Procedures
Boy's Dorm Affairs
Girl's Dorm Affairs
Intramural Sports

DON GARRETT.....Boggs-Scroggins Student Center
Vice-President of Business Services
Financial Accounts

DERRICK FIELDSUnion Building First Floor
Director of Student Life

Student Activities
Boy's Dorm Affairs
Intramural Sports

BUDDY WALDENUnion Building First Floor
Assistant to the Vice-President of Student Services
Day Student Illness
Administrative Hearing Officer
Student Union Activities
Girl's Dorm Affairs

TRACY HERRINGBoggs-Scroggins Student Center
Director of Counseling and Recruiting
Counseling Services
Student Withdrawal Testing

LAWRENCE KENNETHLibrary
Director, Library Services Library Services

HENRY MANUEL.....Student Union Building
Chief Campus Police
Director of Public Safety

JEAN MCCLATCHY.....Student Union Building
Students with Disabilities Coordinator

STUDENT INFORMATION

Each student at Mississippi Delta Community College is considered a distinct personality with his/her own individual characteristics. All of the organizations, activities, and services regularly functioning as a part of the college program are devised to help meet the varied needs of the student. These nonacademic or extracurricular activities are considered by the community college to be an integral part of the students' education.

Students are encouraged to take an active part in clubs, social activities, publications, athletics, and other organizations where they have the time, interest, and qualifications. The campus is noted for the friendly and democratic atmosphere that exists among its students. Adjustment to life on the campus is not difficult. A concerted effort is made by faculty members and student leaders to assist students in solving their problems, and in making the necessary adjustments required for successful college life.

DRESS CODE FOR STUDENTS

Dress standards at MDCC require that students be dressed in good taste at all times.

All students are expected to wear shoes in the classroom and in the cafeteria.

Any style of dress which distracts or takes away from the learning process in the classroom will not be permitted.

Students are expected to dress in a neat manner while making the appropriate selection for the time, occasion, and place.

Judgments of appropriateness of the mode of dress for the time, occasion, and place shall be referred to the Vice-President of Student Services for a final decision.

OFFICIAL COMMUNICATIONS

Communications issued by administrative personnel are distributed by the following three methods: (1) mailed to the campus or home address; (2) posted on the bulletin boards; (3) email to students' college issued email accounts. It is the student's responsibility to check their email accounts to obtain official announcements and other pertinent information concerning the school program.

SOCIAL ACTIVITIES AND RECREATION

All social functions must be cleared through the office of the Vice-President of Student Services.

A well-rounded program of social activities is provided. Various athletic contests attended by the student body and citizens of the area, are a part of the recreational program. Parties, banquets, and picnics are included periodically.

The College sponsors a series of programs by professional artists and senior college groups each year. All regularly enrolled students are admitted to these programs free of charge, or for a small fee.

ATHLETICS

Students are encouraged to participate daily in some type of physical recreation. The administration believes that an athletic program properly regulated will tend to promote both the physical and moral development of the participants, and will assist in fostering a wholesome college spirit. Those who possess the interest and ability are encouraged to take part in team sports and the intercollegiate program. For all other students, facilities are available for a program of intramural activities.

Mississippi Delta Community College is a member of the National Junior College Athletic Association and the Mississippi Community/Junior College Association. A full schedule of intercollegiate games is played each year, chiefly with other Mississippi community colleges, in football, basketball, softball, baseball, and soccer.

INTRAMURALS

Intramurals at Mississippi Delta Community College are designed to provide opportunities for students and staff to participate in competitive and noncompetitive, organized and informal sports activities as regularly as their time and interests permit.

The program offers competition in basketball, badminton, tennis, flag football, volleyball, and softball.

The College and its staff members are not responsible for students who sustain injuries while participating in intramural sports or any other student activities.

STUDENT ACTIVITY CARD (ID)

A student ID card is issued to each student during the orientation/registration process. This ID serves as a ticket that entitles the student to admittance to all regular, scheduled activities, and it must be presented each time he/she attends such activities. This ticket is nontransferable. Your ID is also used as your meal ticket.

This ID card should be presented to any college official for identification purposes.

COLLEGE PUBLICATION

The RETROSPECT, the college annual, is an illustrated publication depicting a record of the campus activities. It is published by the students with faculty guidance. Upon payment of the tuition fees in the fall semester, the student is entitled to the insertion of his/her picture in the annual and to receive one copy of the publication.

MAIL

Outgoing mail should be placed in the mail box located in the Student Union. It will be picked up twice daily, approximately 8:30 a.m. and 3:30 p.m., except Friday, Saturday, and Sunday.

Dormitory students may pick up their mail in the lobby of their dorms. Mail should be addressed to the individual at Mississippi Delta Community College, P. O. Box 668, Moorhead, Mississippi 38761. The student's dormitory and room number should be listed on the address. It is requested that money be sent only in the form of a check or money order.

MEALS AND MEAL PLAN

Meals are served in the cafeteria at regular hours, except during holiday periods. A schedule of meals is posted at the beginning of the semester. Visitors and guests of students who eat in the cafeteria are required to pay for their meals.

All students living in the dormitories are required to purchase a meal plan. Residential students will be required to present their ID to the cashier at each meal. All other meals will be served on a cash basis. Residential students who fail to present their ID will be required to pay cash. The meal plan will be for the Sunday evening to Friday morning meals.

HEALTH SERVICE

The College maintains facilities in both the male and female dormitories to take care of minor illnesses during the school session. In case of serious illness an ambulance will be called and parents or guardian will be contacted. The cost of special services such as ambulance and medicine will be the responsibility of the student involved.

Commuting students who become ill during school should report to the Vice-President of Student Services office. Temporary care will be provided and the parent or guardian will be notified at the request of the student or, if deemed necessary, by the Vice-President of Student Services Office.

BOOKS

Books are sold through the MDCC Bookstore, located in the Student Union Building. Second-hand books are often available and sold to students at a minimum price. At the end of the school year, books to be used the next session are purchased from students at a fair price. The annual cost of books is chiefly dependent upon the curriculum that the student follows.

USE OF FACILITIES

College facilities exist for the primary purpose of serving a planned and scheduled program of educational activity. At times when not required by the regularly planned educational program and with prior approval of the responsible head of the college unit or group concerned, college facilities may be made available for extracurricular use to departments and other organizational units of the College, to organizations composed exclusively of faculty and staff; to organizations which exist solely for the benefit of the College, and to recognized student organizations. **Organizational signs, brochures, etc. cannot be attached to walls, windows, or doors. Bulletin boards and other areas designated by the office of Vice-President of Student Services may be used to display materials.**

Ordinarily college facilities will not be made available to outside organizations for their own purposes. However, when a facility is not in use for a regularly scheduled activity nor for an extracurricular use by a college organization, the President may approve the use of facility by an outside organization. A schedule of rental fees for use of facilities by outside organizations can be found the MDCC Policies and Procedures

Manual. Outside organizations should contact the Office of Public Relations and Special Events concerning scheduling.

STUDENT ELECTIONS

For a student to qualify as a candidate for all elections, Mr. and Miss MDCC, and Homecoming Court, he or she must meet the following criteria:

1. must be a full-time student
2. must have a petition signed by 20 currently enrolled MDCC students
3. must have an overall 2.0 quality point average at MDCC.
4. Mr. & Miss MDCC must have a 3.0 GPA.

In order to vote in student elections, a student must show their identification card.

REGULATIONS GOVERNING HOMECOMING

1. The Homecoming Court shall be composed of a Queen from the sophomore class, two maids from the sophomore class, and three maids from the freshman class.
2. Sophomore girls, in order to be eligible, must have a 2.0 academic average. A candidate whose school record shows social or disciplinary probation will not be qualified. A first year freshman, whose academic and conduct records are acceptable, is eligible to become a candidate for freshman maid.
3. The election shall be held no later than two weeks before the date set for Homecoming. Nominees for the court will be determined by petitions signed by 20 currently enrolled students.
4. Election shall be by popular vote by all college students.
5. From the sophomore nominees, the candidate receiving the highest number of votes will be declared Queen, and next two highest will be maids.

WHO'S WHO REVUE

Each year the Student Association and the Retrospect sponsors the Who's Who Beauty Revue and the Mr. and Miss MDCC contest. As many as 10 women may be selected as most beautiful during this revue. The winners in the revue will be selected by a bipartisan group of judges outside the MDCC faculty/staff.

Candidates for Mr. and Miss MDCC, elected by popular vote of the student body, will be introduced at this revue. Sophomore students are the only students eligible to be elected Mr. or Miss MDCC. In order to be eligible to participate in the revue, students must meet the following criteria:

- A sophomore candidate is a full-time student who is completing three semesters of college work as a full-time student, who is working toward a minimum of 42 semester hours of college credit, and who has a minimum of 2.0 GPA.
- A freshman candidate must have earned or be in the process of earning a minimum of 12 semester hours college credit during his/her first semester in college.
- All participants must be enrolled as full-time students during the semester in which the revue is held.
- Any student on disciplinary probation is not eligible.

CLUBS/ORGANIZATIONS

The **STUDENT ASSOCIATION** is composed of every currently enrolled full-time student who pays college fees during registration. The Association is bound together by its constitution and by-laws, and the authority vested in the Association and all of the officers is delegated by the college administration.

STUDENT ASSOCIATION CONSTITUTION

Preamble

We the students of Mississippi Delta Community College, in order to promote student welfare and further the activities of student life, to encourage clear and continuous exchange of ideas between students and the college administration, and to instill and promote a greater spirit of progress and loyalty for our alma mater, do establish the Constitution for the Student Association of Mississippi Delta Community College.

ARTICLE I: THE STUDENT ASSOCIATION

Section 1. Name

The name of this organization shall be the Student Association of Mississippi Delta Community College

Section 2. Purpose and Objectives.

The purpose of this organization shall be the following:

- A. To provide the means whereby the members of the Student Association may express themselves effectively in the programs of the College which affect their social, physical, intellectual, and spiritual welfare.
- B. To promote a continuous exchange of ideas and opinions between the students, faculty, and the administration.

C. To coordinate and regulate the activities of the Student Association for the benefit of the entire educational community and in later life.

Section 3. Jurisdiction

Since ultimate responsibility for all phases of the operation of the College rests with the Board of Trustees of Mississippi Delta Community College and since the President of the College acts as their agent in all college matters, the Student Association shall have only those powers delegated to it by the President of Mississippi Delta Community College through the office of Vice-President of Student Services.

ARTICLE II. MEMBERSHIP

All students who are registered at Mississippi Delta Community College and who have paid fees shall be members of the Student Association and shall be subject to this Constitution and its bylaws.

ARTICLE III: ORGANIZATION AND OFFICERS

The Student Association shall be organized into two branches: A. Executive, B. Legislative (Senate).

The officers of the Student Association are: President, First Vice President, Second Vice President, and Secretary.

Section 1. The executive powers of the Student Association shall be vested in the Student Association President.

Section 2. The Student Association President shall be assisted by the following executive officers and shall be known as the President's Cabinet: First Vice President, Second Vice President, Secretary of Student Association, and Commissioner of Elections.

The President of the Student Association shall serve as Chair of the Executive Branch.

The Cabinet or any portion thereof shall meet at the President's discretion to discuss matters relative to student government.

Section 3. *Duties of Officers.*

A. *The President of the Student Association shall perform the following:*

1. Preside over meetings of the SA.
2. Veto or sign acts or resolutions of the Student Association and amendments to the Constitution proposed by the body, provided that

he/she exercises that power within ten (10) school days after passage of said act, resolution, or amendment by the student.

3. Make recommendations to the Student Association near the beginning of each school term and at other times deemed.
4. Appoint executive committee members as outlined.
5. Remove any officer or committee member whom he/she has appointed to a position in the Executive Branch with the concurrence of a majority of the SA executive committee.
6. Instruct and require reports from executive committees and members, and approve all policies made by them.
7. Perform all other executive functions proper as the chief executive officer of the Student Association.

B. *The First Vice President* of the Student Association shall perform the following:

1. Serve as principal assistant to the President of the Student Association.
2. Perform the duties of the President in this absence or incapacity.

C. *The Secretary* of the Student Association shall perform the following:

1. Conduct all correspondence of the Student Association.
2. Record the proceedings of the Student Association.
3. Maintain all records and files of the Student Association.

Section 4. *Qualifications of Officers*

All candidates for Student Association officers shall be currently enrolled and have attained an overall grade point average of 2.0 on a 4.0 scale, or have satisfactorily progressed in career education.

Students who are currently on academic or disciplinary probation may not hold or seek an office of the Student Association or be a member of the President's Cabinet. The Vice-President of Student Services office shall organize and supervise the selection process.

Section 5. *Term of Office*

Student Association officers (President, First Vice President, Second Vice President, and the Secretary) shall be selected during the Spring Semester of school no later than four (4) weeks prior to the end of semester. They shall serve for a period of one year to begin the day after graduation until the day of graduation the following year.

The term of office for all appointed members of the executive branch shall be limited to the term of office of the executive officer who appointed them.

Section 6. *Succession to the Presidency*

In case of the removal of the President from office for any reason or for inability to perform the duties, the First Vice President shall assume the office. A selection will be held to fill the Vice President's Office no later than three (3) weeks after succession of Vice President to President.

Section 7. *Limitation of Power*

Policies adopted by officers and committees of the Executive Branch shall be subject to approval by: (1) office of the Vice-President of Student Services, (2) the President of the College or by the Board of Trustees of Mississippi Delta Community College.

ARTICLE IV: THE LEGISLATIVE

Section 1. *Forum*

All legislative powers of the Student Association shall be vested in the Student Forum.

The Student Association Forum shall be composed of all currently enrolled students.

Section 2.

- A. The President of the Student Association who shall preside.
- B. The First Vice President of the Student Association who shall be the Parliamentarian for the purpose of advising on matters of parliamentary procedure.
- C. The Secretary of the Student Association shall be a member for the Student Association who shall keep the Student Association records and take the minutes of meetings.

Section 3. *Duties*

A. Discuss all matters necessary to the coordination and operation of the Student Association.

B. Enact by vote, with the approval of a majority of the members of the Student Association voting, amendments to this Constitution.

C. Confirm or reject appointments and suspensions made by the President of the Student Association.

D. Impeach, by a majority vote, any appointed official of the Student Association.

E. Possess the power of confirmation or rejection of the privilege to exist on campus of all student organizations except honorary student organizations.

F. The Student Association may by majority vote override any veto by the Student Association President.

G. The Student Association shall support the establishment of men's and women's residence hall governments.

H. Possess the power to summon any member of the Student Association to its committee or subcommittee meetings.

Section 4. *Jurisdiction, limitation of power.*

A. Any legislation passed by the Executive Branch which is in conflict with any rules or regulations of Mississippi Delta Community College, local or state law, laws of the United States of America, shall be null and void from the time of its enactment.

B. Legislation of the Student Association shall be subject to review when such legislation directly concerns areas of student life under administrative jurisdiction.

Section 5. *Meetings*

The Student Association Forum will meet each month at a place convenient to all.

The President of the Student Association shall be empowered to call special meetings of the Executive Committee.

Section 6. *Voting.*

A majority vote of the Student Association Forum shall be defined as more than 1/2 of the members voting.

The **CHEERLEADERS** serve as boosters of campus school spirit, and as leaders for pep rallies and cheering squads. Regulations governing eligibility, nomination, and elections of members of this group are listed in another section of this book.

Cheerleader Selection

Cheerleader selections are made approximately one month before school ends in May each year. Freshman cheerleaders are selected from area high school senior classes, and sophomore cheerleaders are elected from the college freshman class.

Cheerleaders may be chosen by a panel of judges which may be composed of Student Government Association Officers, former cheerleaders, and faculty members.

The Vice-President of Student Services is assisted by the cheerleader sponsor and will be responsible for organizing and supervising the cheerleader selection process.

DELTA CONNECTION is a public relations/recruitment team which promotes and develops leadership skills. Team members assist the College by giving campus tours and recruiting at high school and college functions.

Delta Connection team members are chosen through an interview process and may be students from both the academic and career-technical areas. Delta Connection team members may receive a scholarship, one hour non-academic credit per semester, and a jacket.

The **ARTICULATORS** organization is a group of students promoting interest in the field of art. The club sponsors programs, field trips, and art exhibits on and off the campus.

The **DELTA DANCERS** dance troupe is sponsored by the Division of Fine Arts and Health, Physical Education. Selection of students to participate is usually held during spring semester. All types of dances are taught, including jazz, ballet, and modern. This dance troupe performs with the MDCC Marching Band at football games during the fall semester. The group also performs at MDCC basketball games, college assembly programs, clubs, and community events. Dance recitals are held at various times during the year. Dancers receive one hour of credit for this group. Full scholarships that cover tuition and room/board are awarded to students who are selected.

HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA) is a national organization for students enrolled in Health Occupations Education programs. HOSA offers the opportunity to develop leadership skills and professional, job-related skills that will be required for employment in healthcare.

The **MISSISSIPPI ORGANIZATION FOR ASSOCIATE DEGREE NURSING STUDENT ASSOCIATION** is an organization whose purpose is to aid in the preparation of student nurses for the assumption of professional responsibilities in organization work and leadership.

PHI BETA LAMBDA is an association for business students and faculty to create interest in the field of business.

SKILLS USA is open to any career technical student. The organization provides an opportunity to be involved in activities which will improve their life, their community, and their work environment as well as their knowledge in their selected training.

CHORAL ORGANIZATIONS

The **Ambassadors Show Choir** is a high energy performing group that serves as a public relations and recruiting medium for the College. Students are selected on the basis of a vocal and dance audition. Auditions are held several times each year. Students selected receive one hour of credit and a full scholarship, which covers the cost of tuition and room/board. The Ambassadors sing and dance to all types of music such as pop, country, patriotic, and Broadway musicals. The group performs for MDCC campus functions, statewide conventions, banquets and conferences, and schools in the district, and presents several performances during the year.

The **MDCC Singers Concert Choir** offers an opportunity to all students interested in choral singing. The choir, which performs traditional choral music, is open to anyone. No audition is required. The members of the Ambassadors Show Choir and vocal music majors are required to participate in the MDCC Singers. The choir presents concerts during the year.

INSTRUMENTAL ORGANIZATIONS

Scholarships are available to those students who have participated in high school bands and who meet the entrance requirements set up by the Director of Bands.

THE MDCC Trojan Marching Band, known as “The Spirit of the Delta” stresses pride, leadership, and excellence in the field of instrumental music. The “Spirit” Color Guard and the Delta Dancers are an integral part of “The Spirit of the Delta.” Auditions for Delta Dancers, Drum Major, and Color Guard are held during the spring semester.

The **Ambassadors Band** is a small ensemble composed of trombones, trumpets, saxophones, drums, and guitars, and provides accompaniment for and travels with the Ambassadors Show Choir. Members are selected at the beginning of the fall semester and are chosen on the basis of talent, musical background, and ability to perform several different styles of music. Students receive one hour of credit for their participation.

The **Concert Band**, the **Jazz Band**, and other smaller ensembles perform throughout the district during the year. The purpose of these organizations is to enhance the musical knowledge of band members, to contribute to the cultural development of the college community, and promote a positive image of Mississippi Delta Community College.

COUNSELING AND RECRUITING OFFICE

The Counseling and Recruiting Office at Mississippi Delta Community College supports the mission and philosophy of MDCC by contributing to the learning process and educational experiences of currently enrolled and prospective students. Our objective is to respond to the educational, personal, and psychological needs of students that may result from the complexities involved in college enrollment and/or the preparation for college attendance. The Counseling & Recruiting Office is dedicated and committed to understanding, honoring, and promoting the enhancement of student development.

The Office of Counseling and Recruiting is located in the Boggs-Scroggins Student Center. We offer a wide range of support services to our students and counsel students who seek help in a variety of areas. Specifically, common counseling issues include:

- Academic and Education Counseling
- Transfer Information
- Personal Growth Issues
- Transition Issues
- Crisis Intervention
- Referrals

Our commitment to the support of students, faculty and staff and the enhancement and healthy functioning of the college is reflected in the professional development and services provided by the Counseling & Recruiting Office which include:

- New Student Orientation
- Recruitment
- Residual ACT testing
- Educational Presentations and Workshops
- Professional Consultation and Training
- Curriculum Advising

The Counseling & Recruiting Office at MDCC provides services that uphold the highest degree of professional and ethical standards, specifically counseling services. We render counseling services in a safe, supportive and confidential environment. We do not share your information with anyone without your permission. However, there are legal and ethical responsibilities which include:

- Child or elder abuse or neglect

- Harm to self or others
- Legally valid court ordered subpoena
- Staff and supervisory consultation

In order to ensure that a counselor is available, students are encouraged to schedule appointments, but accommodations are made for walk-ins. An appointment may be made by calling the Counseling & Recruiting Office at 662-246-6451. Our counselors have an open-door policy and welcome students during office hours.

CAREER INFORMATION CENTER

Career Information Center Services are available to MDCC students, area high school students, business and industry, and the local community. Career counseling is available in the center to promote the examination of work skills, interests, aptitudes, and/or values as these areas apply to the present world of work.

Labor market information will help identify employers and project occupation demand. Online up-to-date information on the state employment outlook is available. Step-by-step procedures are also taught for job seeking and employability skills.

The Career Information Center is located in the Vandiver Student Union.

EMERGENCY PLANS Quick Reference

INTRODUCTION

This plan was developed to help provide protection for the students, faculty and staff of Mississippi Delta Community College.

Please read this plan. All college personnel should be prepared to take proper action should an emergency of any type occur. Familiarize yourself with the categories.

CRISIS RESPONSE TEAM

A safety committee composed of the Vice President of Student Services and seven college personnel meet during the school year to review the safety and emergency procedures of the College. The committee welcomes comments and suggestions from the faculty, staff, and administration in making the College safer environment. A responsibility of the committee will be to review any accidents that occur on campus and determine if the accident could have been prevented and if proper emergency procedures were followed.

AUTOMOBILE ACCIDENT

If you are involved in or witness an automobile accident on Campus, you should:

Call Campus Police 246-6442

A full report should be given to the Vice President of Student Services and the Campus Police Department by the person witnessing the accident.

BOMB THREAT – DO NOT TREAT BOMB THREATS AS A JOKE

CALL IMMEDIATELY: Vice President of Student Services, Ext. 246-6442, 6443, or 6444 and to Campus Police Department: 246-6470. Action to be taken will be as directed by the Vice President of Student Services or a designated representative.

EVACUATE THE BUILDING: Everybody must leave the building immediately. All personnel, when evacuated, will be moved to their respective evacuation area. Call the Campus Police Office (246-6470) or the Vice President of Student Services Office (246-6442) to report the bomb threat. (See Building Evacuation)

STAY IN A SAFE AREA until the building is declared safe by authorities, stay out of the facility. Count heads to see that everyone in your area is out of the building.

CIVIL DISTURBANCE

A civil disturbance is any set of circumstances that in the judgment of the administration would cause a disruption of normal college activities and would potentially jeopardize the safety of students, faculty, or staff.

Call the Campus Police (246-6470) or the Vice President of Student Services (246-6442) to report these incidents.

HAZARDOUS WEATHER

When the weather conditions are severe enough to warrant limited activities at Mississippi Delta Community College, students and employees will be advised by listening to their local radio and TV stations (Greenwood, Greenville and Cleveland). Announcements and other information regarding MDCC operations will be provided by the above local TV and radio outlets. For additional information call the Office of Public Relations and Special Events 246-6405.

TORNADOES

All persons in the building will be alerted as to the emergency situation by telephone, police radio, and word of mouth. All college personnel (FACULTY, STAFF, AND STUDENTS) should go immediately to the designated areas for their respective building.

In each building, contact people have been identified. They will be notified when warnings are issued. These contact people are listed on the last page of this book. Please follow their instructions.

A siren will sound if a tornado warning is given for the immediate vicinity. One long blast 15-30 seconds means a tornado is in the area.

PHYSICAL PLANT (BUILDING PROBLEMS)

ELECTRICAL/LIGHT FIXTURE

Call the Physical Plant at 246-6441 or 246-6461 (Day) or (Night) Campus Police at 246-8011.

PLUMBING FAILURE/FLOODING

Stop using electrical equipment immediately. Call the Physical Plant; (Day) 246-6441 or 246-6461 or (Night), Campus Police at 246-8011.

GAS LEAKS

Stop all operations. Leave the building. Do not touch light switch or use any electrical equipment, including cell phones. **This will cause an explosion. Call the Physical Plant at 246-6441 or 246-6461 (Day) or (Night), Campus Police at 246-8011. The Vice President for Student Services (246-6442), the Director of Student Life (246-6445), and Campus Police (246-6470) will also need to be contacted. The Campus Police Emergency number is 246-8011.**

VENTILATION PROBLEMS

If smoke or foul odors come from the ventilation system, immediately notify the Physical Plant at **246-6461 (Day) or (Night), Campus Police at 246-8011.**

WEEKENDS/NIGHTS

Physical Plant emergency services can be reached through the on-duty Campus Police Officer by calling the Campus Police Emergency Number: **246-8011.**

SERIOUS INJURY OR ILLNESS

Report the injury/illness to the Vice-President of Student Services Office(246-6442) or the Campus Police Emergency Line (246-8011).

1. The Vice-President of Student Services or his designated representative will call for emergency medical services and/or transportation to local health care facilities.
2. In case of injury or illness, the Vice President of Student Services will notify the involved person's family.
3. All safety precautions should be enforced and injured persons should not be moved until they have been checked.
4. A full report should be given to the Vice President of Student Services by the person administering aid to the victim.

SMOKE/FIRE

When smoke or fire is discovered in any building on campus, take the following steps immediately:

1. **Warn others: Identify others in the building that are not familiar with the evacuation procedures.**
2. **Call the Campus Police Emergency Line at 246-8011.**
3. **Evacuate the Building.** Supervise students and others and proceed to the designated area for your respective building.
4. **Stay Clear.** Building Coordinators and instructors will make sure occupants are evacuated to their respective areas.
5. **Count Heads.** Each instructor or department head will make sure all his/her students/employees are out of the building and notify Campus Police if someone is missing.
6. **Keep Access Roads Open.** College personnel will make sure that access roads are kept open for emergency vehicles.
7. **Use Fire Extinguishers.** Attempt to put the fire out. Know the location of and how to operate fire extinguishers in your building.
8. **Stay in a Safe Area.** No one, absolutely no one, will be allowed to go back into the building for any reason until the fire department officials declare the area safe.

BUILDING EVACUATION

Stennis-Penrod Women's Dormitory	Jim Randall Football Stadium
Edwards-Stonestreet Men's Dormitory	Soccer Field
Vandiver Student Union	Jim Randall Football Stadium
Herman Thigpin Cafeteria	Jim Randall Football Stadium
J. T. Hall Coliseum	Jim Randall Football Stadium
Jack Harris Maintenance Building	Practice Football Field
Allen-Foley Career-Technical Center	Soccer Field
Jack Harper, Jr. Science Building	Jim Randall Football Stadium

Horton Building	Jim Randall Football Stadium
Yeates Fine Arts Building	West side Cherry Street and Hwy 3.
Boggs-Scroggins Student Services Center	West side Cherry Street and Hwy 3.
Tanner Hall	West side Cherry Street and Hwy 3.
Library	West side Cherry Street and Hwy 3.
Horton Annex	Jim Randall Football Stadium
Greer-Stafford Allied Health Building	Soccer Field
Law Enforcement Training Academy Classroom	Jimmy Bellipanni Baseball Complex Parking Lot
Stauffer-Wood Administration Building	Open lot behind the building