

# Emergency Procedures

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## Medical Emergency

Any person encountering a potentially dangerous medical situation must determine immediately if it is an actual emergency. If it is, do not hesitate; contact your instructor, the building front desk, the building supervisor, or Campus Police immediately. If you cannot leave the situation, send someone who is nearby to call.

Do not delay by referring to other persons for consultation. In a true medical emergency situation, precious time may be lost conferring with others. It is better to call for help and not need it than wait and regret the decision later.

If other people are near, it may be possible to use them to contact campus personnel who may be better trained to handle emergencies. It is imperative that the primary concern always be for the emergency at hand. Never leave the emergency until you are relieved by trained, competent personnel.

When requesting assistance, make sure that you give your name, address, phone number (if possible), and any other information requested by college personnel. Allow the staff member to terminate the phone conversation, thus assuring all essential information has been received correctly.

## Fire

1. If you discover a fire:
  - a. If the fire is small (e.g., trash can), put it out with a fire extinguisher.
  - b. With all other fires, exit the building, pulling the local alarm in the corridor. If there is no alarm, inform your instructor, the building supervisor, or Campus Police.
  - c. Staff should contact the Fire Department and/or Campus Police immediately.
2. If you hear a fire alarm:
  - a. Pull windows and doors closed.
  - b. Exit the building using the nearest unblocked staircase.
  - c. Move away from the building. Follow the directions of the College staff or the Fire Department.

## Severe Weather

If there is severe weather:

1. Move indoors.

2. The National Weather Service issues severe weather information in the form of WATCHES and WARNINGS.

a. TORNADO WATCH—means there is a possibility of one or more tornadoes in the area.

Continue normal activity but watch for tornadoes.

b. TORNADO WARNING—means a tornado has been sighted or detected by radar and may be approaching. SEEK SHELTER IMMEDIATELY as directed by College staff. If outside, go to the nearest building or lie down in a ditch or depression. If inside, go to an interior room or hallway away from windows.

## Earthquake

If there is an earthquake:

1. During the shaking:
  - a. If indoors, take cover under a desk, table, etc., or in doorways, halls and against inside walls.
  - b. If outdoors, stay outside and move away from buildings and utility wires.
  - c. Do not use candles, matches, or other flames during or after a tremor.
2. After the shaking:
  - a. Listen to radio/television broadcasts for emergency bulletins and stay off the telephone except to report emergencies.
  - b. Stay out of severely damaged buildings. Do not go sightseeing. For more specific information, please refer to the chart on the back of the entrance door to your residence hall or classroom.

## Emergency Telephone Numbers

### Senatobia Campus

Fire/Ambulance/Police	911
Campus Police	562-3314
Student Services/Housing	562-3305

### DeSoto Center

Main Desk & Campus Police	342-1570
Fire/Ambulance/Police	911

### Lafayette-Yalobusha Technical Center

Main Office	236-2023
Fire/Ambulance/Police	911

## School Closing

In the case that Northwest Mississippi Community College is closed due to inclement weather conditions the following procedure is followed:

1. School administrators make a decision based on weather conditions at all campus locations.
2. As soon as possible, the Office of Communications notifies all Memphis TV stations.
3. An updated message will be posted on the main campus switchboard (662) 562-3200.
4. An announcement will be posted on the college Web site: [www.northwestms.edu](http://www.northwestms.edu).
5. Notification will be placed on the Northwest Rangers Facebook page: [www.facebook.com/northwestmscc](http://www.facebook.com/northwestmscc) and on

the Northwest Twitter page: [www.twitter.com/NorthwestM-SCC](http://www.twitter.com/NorthwestM-SCC).

6. Employees and students will be notified through the RangerAlert System via e-mail or text. Students should opt in via text to receive text messages and e-mail alerts about school closings and safety concerns. Text RangerAlert to 955-77 to opt in.

Please note that if school reopens following inclement weather, some TV stations will not post an “open” status. If you do not see Northwest listed as “closed,” then classes will be held. However, an “open” status can be noted on the website, Facebook page, Twitter, Canvas and on the phone recording.

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Each student should become familiar with policies, regulations, and instructions as stated in this *Student Guide*. Counselors, advisers, and other personnel are willing to assist students in planning academic pathways and Career-Tech programs of study and to aid them in other phases of college life. However, the final responsibility for meeting requirements for graduation and adhering to other academic regulations rests with the student.

The *Student Guide* presents information which at the time of preparation for printing most accurately describes the policies, procedures, regulations, and requirements of the College. Northwest Mississippi Community College reserves the right to alter or change any statement contained herein without prior notice.

Northwest Mississippi Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts degree, the Associate of Applied Science degree, and certificates in career education. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA, 30033-4097, or call (404) 679-4500 for questions about the accreditation of Northwest Mississippi Community College.

The Northwest Mississippi Community College *Student Guide* is compiled by the college’s Division of Student Services. Comments regarding this publication are welcome and should be directed to Dan Smith, vice president for Student Services, or Aime Anderson, dean of Students. The *Student Guide* is published by the Office of Communications, Julie Bauer, assistant director and LaJuan Tallo, Communications assistant.

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