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Campus Safety Emergency Reference Guide

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Rhodes College
—1848—

Campus Safety Emergency Reference Guide

Introduction

Dear Friends,

The mission of the Rhodes Campus Safety Department is to provide for the safety and security of all persons and property within the Rhodes community.

This document provides general information regarding emergency situations to members of the Rhodes community. It is intended as a supplement to the policies, procedures and student handbook that are available online.

I encourage each of you to join us in taking an active and cooperative role in creating a safe campus.

Sincerely,

John Blaisdell
Director of Campus Safety

Access & Deliveries

Campus Gate Access

Visitors should be directed either to the Bailey Lane entrance or Phillips Lane entrance for directions to visitor parking.

Bailey Lane Open 24/7: staffed with Campus Safety officers

Phillips Lane Open 7am – 6pm, Closed Saturday & Sunday

North Parkway Open 24/7: for faculty, staff and students with issued electronic key fob only. During peak times the gate will be open and staffed by Campus Safety.

Because exiting requires an electronic key fob, visitors should not be directed to exit via the North Parkway Gate

Pedestrian Gates Open 24/7: for faculty, staff and students with an electronic key fob only

Classroom & Building Access

During regular business hours, office buildings and classrooms are open and accessible.

Outside of normal business hours, classroom and lab access must be arranged with the appropriate instructor who will forward an access authorization list to Campus Safety. Individuals who are not specifically authorized by the appropriate instructor will be denied access to secured areas.

Reserve space for meetings by using the college's room/space reservations system located on the Rhodes home page (student, faculty & staff-related links).

Lockouts—If you lock yourself out of your dorm room, contact your RA for assistance between 10pm – 2am. If the RA is unavailable, or if you are a staff member needing access to your office, call Campus Safety.

Deliveries

Deliveries such as flowers, gifts and mail should be directed to the mail room Monday-Friday 8am – 4pm.

After-hour and weekend mail, flower and gift deliveries will be accepted at the Campus Safety Office at #5 Spann.

Food deliveries such as pizza are not allowed to enter campus. When you order, direct the delivery to the Bailey Lane gatehouse on University Street. Next, call ext. #3894 to alert the Bailey Lane officer to the delivery. When your order arrives, Campus Safety will call you and you can pick up the food at the Bailey Lane gatehouse.

Special Events

All campus access and parking issues associated with special events must be coordinated in advance with Campus Safety. This includes buses on campus, building access and parking requests.

Drugs & Alcohol

Alcohol

The consumption and possession of alcohol is regulated by the state of Tennessee. All students should be aware of the various policies and laws, outlined in the *Student Handbook*, that regulate alcohol consumption on campus. Students 21 years of age and older may possess and consume alcohol on campus in the following designated areas:

- Residence hall rooms
- East Village patio
- Inside fraternity houses
- Patios immediately behind fraternity houses

Individuals who are under 21 years of age may not possess or consume alcohol on campus or at any college function. Individuals violating this law *will be* reported and subject to sanctions as outlined by campus policy.

Driving Under the Influence

DUI is a serious violation of the law. In addition to college sanctions, aggravated violations of this or any law will be referred to local law enforcement for criminal prosecution.

Drugs

Rhodes College Drug Policy reads in part as follows;

“The possession, use, sale or distribution of illegal drugs, the misuse or abuse of medications or other legal drugs on the Rhodes campus is prohibited. Such conduct:

- Violates the law
- Violates one’s physical and mental health
- Violates the fabric of the community with serious security risks resulting in dealing with individuals operating outside the law.

The students, faculty and staff of Rhodes, as citizens, are responsible for knowing and complying with all applicable state and local laws that make it a crime to possess, sell, deliver or manufacture those drugs considered to be “controlled substances” by the state of Tennessee. Any member of the Rhodes community who violates the law is subject to both prosecution and punishment by civil authorities and to disciplinary proceedings by the college.”

Earthquake

The Memphis area is located on the New Madrid fault, a seismic zone with earthquake potential. Earthquakes may cause structural damage and injuries and create many emergencies on campus.

During an earthquake:

If you are inside:

- Stay inside—Drop, cover, and hold under a table or desk to protect yourself from falling objects such as light fixtures or bookcases. Stay away from windows.
- Do not go into a doorway—If you cannot drop, cover and hold, get against an interior wall and cover your head and neck if possible.

If you are outside:

- Stay outside—Move to an open area away from buildings, trees and power lines.

Once the shaking has stopped:

- Check yourself and others for injuries and exit any structure immediately.
- Be prepared for aftershocks.
- Do not move seriously injured people unless they are in obvious immediate danger from fire or building collapse.
- In the event of building collapse, do not leave campus. Gather in the athletic fields for injury assessment and attendance check.

Fire Safety

Preparing for emergencies well in advance is one of the most effective ways to deal with potential disasters. Please review the following precautions, prepare to take the recommended steps and review the fire safety policies and procedures addressed in the Student Handbook.

Outside Cooking Grills—There are a number of outside cooking grills available for student use in common areas. The use of these grills is prohibited within 50 feet of any residential building.

When Fire Occurs

- Attempt to put out small fires with a fire extinguisher if safe to do so.
- Sound the fire alarm by pulling the fire station(s).
- Confine the fire by closing windows and doors.
- Alert others to the emergency and assist others with evacuating when safe to do so.
- Proceed to the nearest exit and do not attempt to reenter the building.
- Call Campus Safety at #3333

When the Alarm Sounds

- All fire alarms must be treated as real.
- YOU MUST EVACUATE THE BUILDING!
- Feel doors before you open them. Make sure they are not warm to the touch.
- If you encounter smoke—stay low, cover your nose and mouth and assume smoke and fumes are hazardous!
- Do not break windows unless it is necessary for evacuation. Oxygen feeds a fire!
- Proceed to the nearest exit and do not attempt to reenter the building until the all clear is given.

Using a Fire Extinguisher

- Pull the Pin
- Aim the extinguisher nozzle at the base of the flame
- Squeeze the trigger while holding the extinguisher upright
- Sweep the extinguisher from side to side, covering the area of fire

Inclement Weather

Whenever inclement weather occurs that may disrupt activity at Rhodes, all faculty, staff and students are encouraged to contact the inclement weather line for updated information related to college activities.

Inclement Weather Line 843-3942

Delays, cancellations and closures will be updated on this line as information is received.

Weather updates are available at:

<http://www.weather.com/>

Local TV Channels:

WREG-TV Channel 3

WMC-TV Channel 5

Radio Stations:

FM 91.1

FM 99.7

FM 102.7

AM 790

AM 600

Medical Emergencies

In the event of a medical emergency, call Campus Safety at Ext. #3333. Inform the officer answering the telephone of the nature of the medical emergency and if an ambulance is required. Minor first aid is available by responding officers.

Life-threatening emergencies should be directed to outside EMTs by calling 9-911 from on campus. Please contact Campus Safety when you have called 9-911 so officers can assist with directing the fire department or ambulance to the desired location.

Medical Resources at Rhodes

Rhodes Health Center Hours: Monday – Friday, 8:30am – 5:00pm, 843-3895

A RN is on duty during these hours; walk-ins are welcome.

Physicians are available by appointment, Monday – Friday, 1:30pm – 4:30pm

After-Hours Medical Services

Baptist Minor Medical Center 327-8188 (Call for hours)
3295 Poplar Ave. (3.25 miles from campus) insurance required

Methodist University Hospital - ER 726-8623
1265 Union Ave. (2.5 miles from campus) insurance required

Baptist Memorial Hospital East - ER 226-5000
6019 Walnut Rd. (8.75 miles from campus) insurance required

Before using an off-campus medical facility, it is recommended that you fully understand your insurance carrier's coverage limitations.

Rhodes Counseling Services

Rhodes Student Counseling Center Hours: Monday – Friday, 8:30am – 5:00pm
843-3128 for Appt.

Free and confidential personal counseling for students

Other Counseling Services—After Hours

Lakeside Behavioral Health Systems 377-4700 (confidential assistance)
National Hopeline Network 1-800-784-2433
Suicide & Crisis Intervention 901-274-7477
Emergency Mental Health Services 901-577-9400

Miscellaneous Info

Facility Emergencies

Report any facility emergency to Campus Safety at #3333. If the issue is not an emergency but requires attention, please utilize the online work order system located on the Rhodes.edu homepage.

Lost/Stolen Fobs

Report lost/stolen key fob to Campus Safety as soon as possible so that it can “deactivated” to avoid any unauthorized entry. There is a fee for replacement fobs.

Lost & Found

Campus Safety maintains the primary lost and found program for campus. Turn found items in to Campus Safety so that they can be returned to their owners.

Prank or Threatening Phone Calls

If you are the recipient of inappropriate telephones calls on your campus extension, notify Campus Safety immediately. A system is in place to flag these calls once a report is made.

Weapons

Rhodes strictly prohibits possession of weapons of any type by students, employees or visitors on all college property, including but not limited to firearms, B-B guns, pellet guns, bows and arrows, hunting knives, explosives or any other object that could be used as a deadly weapon. Violators are subject to suspension, expulsion, termination, criminal prosecution or any combination of sanctions appropriate. Any violation of this policy should be reported immediately to Campus Safety.

Care Cabs

Students who find themselves off campus and need a ride back may call Care Cab at 577-7777. No cash is required, but a voucher must be completed at Bailey Lane gatehouse upon arriving at campus. The cab fare will be placed as “transportation” on the student’s bursar account.

Suspicious Persons

If you observe a suspicious person, call Campus Safety immediately at Ext. #3333. Provide as much information as possible about such persons and their direction of travel. Do not physically confront them. Do not allow anyone access into a locked or secured building. Do not block such persons’ access to an exit.

Parking & Escorts

All faculty, staff and students are encouraged to park their vehicles on campus when space permits. While parking is free, all vehicles entering campus must have a decal and drivers must park in the areas and lots that correspond to the decal color assigned. Decals and parking maps are available at the Campus Safety Office.

Visitors are required to have their vehicles registered with the officer on duty at one of the gatehouses.

Overflow parking is available on University Street, Tutwiler or Snowden avenues or in the designated parking spots at Evergreen Presbyterian Church.

All vehicles must be parked in a designated parking spot. The use of flashers, inclement weather, poor time management or full lots do not justify parking inappropriately, parking within a fire lane, visitor spot or in a handicap spot. Violators will be cited.

Dos & Don'ts

- Don't leave valuables visible within your vehicle on or off campus.
- Always lock your vehicle.
- Always report accidents to Campus Safety—hit & run is a crime!
- If you see a suspicious person, report it immediately to Campus Safety, #3333.

Car Trouble?

If you experience a dead battery or car trouble, contact Campus Safety at Ext. #3880. We can provide some limited assistance with jumping your battery or assist you with finding help.

Escorts

If you are apprehensive about walking across campus at night, need assistance carrying something to your vehicle or require a ride, call Campus Safety for an escort.

Speed Limits

The maximum speed limit on campus is 20 mph. Drivers must have their vehicles under control at all times.

Power Outage

From time to time power outages occur for a variety of reasons. Rarely does Campus Safety or Physical Plant know the duration or cause of the outage, as it is outside of our control. When an outage occurs for more than a few minutes:

- Remain calm and provide assistance to others if necessary.
- Flashlights are available to resident students—RAs will supply them.
- Move cautiously to a lighted area. Emergency exit signs should be lit to assist with exiting buildings if required.
- Turn off and unplug computers and other voltage-sensitive equipment.
- For information about prolonged outages, call the inclement weather line at 843-3942 for information regarding delays or cancellations.

Telephone Directory

Campus Safety Emergency	843-3333
Campus Safety Office	843-3880
Bailey Lane Gatehouse	843-3894
Inclement Weather Line	843-3942
Health Center	843-3895
Counseling Center	843-3128
Crisis Intervention	274-7477
Memphis Sexual Assault Resource Center	272-2020
Baptists Minor Med.	327-8188
Med ER	545-7826
Residence Life	843-3241
On-Duty ADRL	568-1078
Student Affairs	843-3815
Physical Plant	843-3870
Bursar	843-3753
Chaplain	843-3849
Bookstore	843-3535
BCLC	843-3467
Career Services	843-3800
Disability Services	843-3994
Library Circulation	843-3770
Information	843-3927
Media Center	843-3904
IT Helpdesk	843-3890
Care Cab	577-7777
Metro Cab	323-3333
Checker /Yellow Cab	577-7777
Memphis Shuttle	523-8608
City Wide Cab	324-4202

Tornado Safety

Whenever possible, weather alerts will be issued by Campus Safety and the Department of Student Affairs via e-mail to all faculty, staff and students with Rhodes e-mail accounts.

Tornado Watch—There is a chance of a tornado forming.

Tornado Warning—A tornado has been seen or detected by radar.

Responding to a sighted tornado or a tornado warning

If Indoors

- Move quickly to a safe interior area without windows.
- Move to the lowest levels using stairways.
- Stay away from windows, doors and exterior walls.
- DO NOT go outdoors.

If Outdoors

- Get inside if possible.
- Stay away from trees, power lines and utility poles.
- Find a low-lying area such as a ditch, stay low and cover your head and neck to avoid flying debris.

Stay sheltered until the sirens cease or you are notified by Campus Safety or a Residence Life staff member that it is safe to leave.

Weather updates are available at:

<http://www.weather.com/>

<http://www.wmcstations.com/>

Local TV Channels 3 & 5

Weather Warning Sirens

When a Tornado Warning has been declared by the National Weather Service within Shelby County, the warning sirens are sounded. All occupants of a college building will move to the lowest floor and gather in the central hallway away from windows. Remain in this location until the sirens stop sounding and then return to offices and classrooms to resume work, assuming that no damage or dangerous conditions have been created on campus as a result of the storm.

All campus activities are suspended while the sirens are sounding—*everyone* should seek cover within a building.

Please be aware that testing of these sirens occurs every Wednesday at 3:30pm—no action is warranted during these weekly tests.