

# Student Resource Guide

Should you encounter a situation that needs **immediate or emergency** response (e.g. fire, you or someone you know has been sexually assaulted, an ambulance is needed, a police response is required), **call 911** from a campus phone. If you are calling from an off-campus phone or cell phone, **call 601-815-7777**.

## Important Contact Information

### Campus Police

[www.umc.edu/police](http://www.umc.edu/police)

Emergency 911 (on-campus)  
601-815-7777 (off-campus or cell)

Non-Emergency 601-815-3072

Title IX Coordinator (R103) 601-815-5150

[www.umc.edu/titleIX](http://www.umc.edu/titleIX)

### Office of Student Affairs

School of Dentistry (D503-04)

601-984-6009

[www.umc.edu/sod-student-affairs](http://www.umc.edu/sod-student-affairs)

School of Health Related Professions (SH189)

601-815-4029

[www.umc.edu/shrp-student-affairs](http://www.umc.edu/shrp-student-affairs)

School of Graduate Studies (N146)

601-984-1195

[www.umc.edu/graduateschool](http://www.umc.edu/graduateschool)

School of Medicine (SM001)

601-984-5012

[www.umc.edu/som-student-affairs](http://www.umc.edu/som-student-affairs)

School of Nursing (A150)

601-984-6213

[www.umc.edu/son/Student\\_Affairs](http://www.umc.edu/son/Student_Affairs)

School of Pharmacy (PH114)

601-984-2486

[www.pharmacy.olemiss.edu/studentaffairs](http://www.pharmacy.olemiss.edu/studentaffairs)

### Office of the Chief Student Affairs Officer

(SM001)

601-984-5012

[www.umc.edu/som-student-affairs](http://www.umc.edu/som-student-affairs)

## Mistreatment and Title IX Policies

All mistreatment is of serious concern to this institution and is strictly prohibited. It is the policy of the Medical Center to maintain an educational environment and workplace free from any type of mistreatment. Students who believe they were mistreated are strongly encouraged to bring it to the attention of appropriate institutional officials as detailed here: [www.umc.edu/titleIX](http://www.umc.edu/titleIX)

## Definition of Disruptive Behavior

Behavior a reasonable person would view as being likely to substantially or repeatedly interfere with the conduct of a class. Examples range from repeated, unauthorized use of cell phones in the classroom, persistently speaking without being recognized, to making physical threats.

## Student/Employee Health

(N136)

The Student Employee Health Department is responsible for student health (including injured or sick students), processing new employees, on-the-job injuries, drug screening, TB testing, away rotation preparations, and administering required vaccines. The hours of operation are 7:00 AM to 4:00 PM, Monday through Friday, except on official medical center holidays. A Quick Care Clinic is available to UMMC Students and their dependents. All patients seen in the Quick Care Clinic must have insurance coverage. The clinic is located at 764 Lakeland Drive, 2nd floor. Students who become ill or injured after hours may seek care at the UMMC Emergency Department if necessary.

### Student/Employee Health

601-984-1185

[www.umc.edu/employee-student-health](http://www.umc.edu/employee-student-health)

### Quick Care Clinic

601-984-2273 (4-CARE)

[www.umc.edu/employee-student-health](http://www.umc.edu/employee-student-health)

## Alert U

UMMC Faculty, Staff and Students will be notified of a campus emergency through the Alert U System. This system provides rapid notification of emergency messages via text messaging, e-mail and voice mail. Students can increase the effectiveness of this service by maintaining incoming text service and an up to date cell phone number in the student data system. Likewise, faculty and staff should consider maintaining a cell phone number with text service in the Lawson Directory.

## Student Comments, Suggestions or Complaints

Students can find instructions for submitting (both formally and informally) comments, suggestions or complaints posted here: [www.umc.edu/student-comments](http://www.umc.edu/student-comments)

## LifeSynch

The University of Mississippi Medical Center provides and coordinates opportunities for students to receive confidential counseling services for school-related, personal, and family matters. Students are a valuable part of this institution and we care about their needs and any issues that arise in their lives. These services can offer help and assistance. Dependents and household members are included. Licensed professional counselors are available 24/7 to help address issues and guide students to appropriate resources within the local community at no cost to the student.

### LifeSynch

866-219-1232

[www.lifesynch.com/eap](http://www.lifesynch.com/eap)

(username: ummc; password: ummc)

## Office of Academic Support

(U155-A)

The Office of Academic Support (OAS) is an office within the University of Mississippi Medical Center's Division of Academic Affairs and provides oversight to the following UMMC support services: 1) Academic Consulting Services, 2) University Tutoring Services, 3) Academic Accommodations, and 4) Teaching in Medical Education. Services are available to students, residents, fellows, and faculty. There are no fees associated with these services, and learners are encouraged to access services as early in their educational program as possible.

### Office of Academic Support

601-815-5064

[www.umc.edu/academic\\_support](http://www.umc.edu/academic_support)

## Student Counseling and Wellness Center

(H-850A)

The Student Counseling and Wellness Center (SCWC) was created as the result of a collaboration between the Vice Chancellor's Office and the Department of Psychiatry and Human Behavior. This is a free, confidential service provided to all current UMMC students to promote mental health and wellness. The mission of the SCWC is twofold—(1) offer high quality psychological and psychiatric services for existing conditions and issues that are presently impacting the well-being of the UMMC student and (2) provide wellness education and interventions to empower the UMMC student to engage in healthy self-care behaviors in order to maximize their potential in their personal and professional lives.

### Student Counseling and Wellness Center

601-815-1136

[www.umc.edu/scwc](http://www.umc.edu/scwc) • [scwc@umc.edu](mailto:scwc@umc.edu)



## Emergency Procedures

In the event of an emergency, important information is posted on the institution's website at: [www.umc.edu](http://www.umc.edu). In addition, safety information may also be sent using a number of communication methods including email and text. The University of Mississippi Medical Center operates an emergency notification system for extreme emergency situations. Students can increase the effectiveness of this service by maintaining incoming text service and an up to date cell phone number in the student data system. The Hospital remains open under all circumstances. Students with clinical responsibilities should expect to report to work unless otherwise instructed by a supervisor. Your personal safety is most important. Use extreme caution in your travels during periods of severe weather. If due to an emergency or safety concerns, you need to be away, take care of yourself and family first. Please notify your immediate supervisor and the Student Affairs Office in your school as soon as practical. While students will be responsible for making up any work, assignments or missed sessions; no student shall be penalized due to responding to an emergency or safety concern. The institution's comprehensive emergency management plans can be found on the UMMC Intranet.

[www.umc.edu/emergency-intranet](http://www.umc.edu/emergency-intranet)

## Severe Weather Warnings

### Be Prepared

Mississippi has a high risk for severe weather including damaging winds, thunderstorms, heavy rainfall, hail, and tornadoes. In collaboration with the National Weather Service, UMMC has a two-tiered response to severe weather events. Each building on campus has been provided a weather radio to receive severe weather alerts for our area.

## Take Action

If the National Weather Service places the campus under a severe weather warning, a Weather Warning will be issued.

Actions to take when Weather Warning has been issued:

- Seek shelter in an interior room away from windows. If the room has windows, close curtains or blinds.
- Prepare to take action to protect yourself and others
- In patient care areas, begin steps to protect patients as appropriate

If the National Weather Service determines that the campus is under an imminent threat, a Weather Emergency will be issued.

Actions to take when Weather Emergency has been issued:

- Seek immediate shelter in the nearest safe area and direct others as well
- Protect patients as appropriate

## Defending Against an Active Shooter

### Avoid | Deny | Defend

#### Avoid

- Know your surroundings—always have an escape route and plan in mind
- Run immediately—leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move injured people
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

#### Deny

- If you can't escape, hide in an area out of the shooter's view
- Lock the door or block the entry to your hiding place
- Silence your cell phone (including the vibrate mode) and remain quiet
- Take cover behind furniture

or fixtures away from doors or windows

#### Defend

- Fight as a last resort and only when your life is in imminent danger
- Use items around you as weapons to fight
- Attempt to incapacitate the shooter
- Commit to your actions...your life depends on it

#### Information to provide to 911 operators

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons in possession of shooters
- Number of potential victims at the location

#### When Law Enforcement Arrives

- Remain calm and follow all instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

#### Additional Safety Instructions

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove the injured.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.