

# Emergency Protocol

## Summer Writing Institute at Rhodes College

In the event of an emergency, the Rhodes College Campus Safety office handles all responses in conjunction with the Residence Life Coordinator and the Director.

### Emergency Response

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#### Medical

Our Resident Assistants are trained as first responders in the event of a medical emergency. Depending on the medical need and the time of day/night, the RA will contact the Summer Writing Institute Director or Residence Life Coordinator or, in an emergency, will call 911. Owing to the complexities of Emergency Response on the campus, students themselves should not contact 911 independently. For non-emergencies, student medical needs will be assessed initially by the Director and/or RL Coordinator. If a student needs minor medical attention, s/he will be transported by staff to the nearest minor medical facility. If a student needs more significant or after-hours medical attention, s/he will be transported by staff to the nearest hospital emergency room. In the case of transport, staff will have access to the Health Information form and copy of student health insurance card. Whether the student needs minor or emergency medical care, the Director or RL Coordinator will notify the Emergency Contact on the student's application form.

#### Campus

In the event of a campus emergency such as power outage or inclement weather, the Rhodes College Campus Safety alert system will notify all faculty and staff, including Resident Assistants, who will take appropriate action to notify and protect students. The campus policies are outlined in the Rhodes College Student Handbook at: <http://handbook.rhodes.edu/student-handbook>.

### Lines of Communication

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#### for Students

There are several emergency responders on campus. Students should contact the first available responder in the following order:

1. Contact a Resident Assistant, (RA), first responder
2. If an RA is unavailable, contact Rhodes College Campus Safety (901) 843-3880
3. Campus Safety will contact either the Director or RL Coordinator

#### for Parents

Parents may contact the Summer Writing Institute in a variety of ways, depending on the day and time:

1. 8:30 AM – 4:30 PM, Mon-Fri: Summer Writing Institute administrative office (901) 843-3794
2. 4:30 PM – 8:30 AM weekdays and 24 hours weekend: Campus Safety (901) 843-3880
3. The Summer Writing Institute office and/or Campus Safety will notify the Director and/or RL Coordinator, who will in turn contact your child.