

# 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 Assistants and the Director.

### Emergency Response

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#### Medical

Students experiencing a medical emergency should contact one of their Resident Assistants or any SWI staff member. Depending on the medical need and the time of day/night, our staff will contact the Summer Writing Institute Director and, in an emergency, will contact Campus Safety to coordinate a 911 call. 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 other administrative staff. If a student needs minor medical attention, they will be transported by staff to the nearest minor medical facility. If a student needs more significant or after-hours medical attention, they 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, the copy of student health insurance card, and the parent/guardian healthcare consent form. Whether the student needs minor or emergency medical care, the Director or SWI staff 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.

### 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).
2. If an RA is unavailable, contact Rhodes College Campus Safety (901) 843-3880.
3. Campus Safety will contact SWI administrators and, if necessary, emergency assistance.

**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, who will in turn contact your child.