



Temporary & Permanent **DISABILITY ACCOMMODATIONS**

The Division of Student Affairs will assist students with disabilities by arranging academic accommodations. Residence Life staff will assist those living in campus housing. All students with disabilities should contact the director of the Office of Disability Accommodations, at *601.266.5024, Bond Hall, Room 114.*

academic **ADVISEMENT**

For assistance with making the decision about the continuation of enrollment, refunding of money, class and semester dates, schedules and deadlines, the assistant to the VP of Student Affairs should be contacted at *601.266.4025, R.C. Cook Student Union, Room 219.*

WITHDRAWALS

If a student decides to withdraw from school, the Division of Student Affairs will assist the student with the withdrawal process, which includes notification to all pertinent departments. Assistant to the VP of Student Affairs should be contacted at *601.266.4025, R.C. Cook Student Union, Room 219.*

NOTIFICATION to Faculty/Instructors

The Division of Student Affairs will notify faculty of students in crisis with absences (three or more days). The determination of excused absences is at the discretion of said instructor. It is the responsibility of the student to contact instructor(s) to arrange any make-up assignments or exams. The assistant to the VP of Student Affairs, can be contacted at *601.266.4025, R. C. Cook Student Union, Room 219.*

all other **EMERGENCY** needs

All other emergency needs can be addressed by the Dean of Students office by calling *601.266.6028, Dean of Students Office* or *601.266.4986, University Police Department.*

EMERGENCY & CRITICAL INCIDENT RESPONSE

The objective of the Critical Incident Response process is to outline how The University of Southern Mississippi - The Division of Student Affairs will respond to emergency incidents. It should be noted that additional service providers may be notified as deemed necessary.

Step: 1 Notify University Police Department (UPD) at **601.266.4986** and the Dean of Students Office at **601-266-6028**.

Step: 2 University Police dispatcher notifies patrol officer. UPD contacts Dean of Students and Vice President of Student Affairs.

If the incident warrants additional attention, other Critical Incident Response Team (CIRT) members may be notified.

Appropriate emergency response providers (ambulance, fire and rescue, coroner, local law enforcement, etc.) will be called if necessary. UPD will work with responding emergency personnel and hospital emergency room staff.

The Dean of Students, Vice President, and UPD personnel will notify the Southern Miss Department of Marketing and Public Relations as deemed necessary.

If a student is transported to the hospital, from UPD, Southern Miss Student Health Services, and Southern Miss Student Counseling Services personnel will speak with medical facility staff regarding the physical and mental condition of student and the status of student's admission into facility or release status.

With the initial contact of the CIRT being UPD, other CIRT personnel such as medical clinic or counseling center professional staff may be notified for participation.

Step: 3 A member of the CIRT may contact the student's family if deemed necessary, as well as speak with student's roommate or significant friends or family members.

Step: 4 If needed, the student's family may be asked to visit campus. A CIRT member will work with family members to address all noted needs and processes, which may include meeting with campus administrators.

The CIRT will meet to debrief, address other student and university needs, outline an appropriate follow-up plan, and evaluate the procedure followed. **Step: 5**

The University of Southern Mississippi,

Division of Student Affairs provides numerous services to assist students and staff with medical and personal emergencies. Students, staff, and families can call the University Police Department at **601.266.4986** or the Dean of Students Office at **601.266.6028** for information and assistance.

Contact Numbers

Dean of Students Office	266.6028
Asst. to V.P. Student Affairs	266.4025
Student Health Services	266.5390
Student Counseling Center	266.4829
University Police Department	266.4986
Office of Residence Life	266.4783
Office of Disability Accommodations	266.5024
Office of Greek Life	266.4823
Office of Student Activities	266.4403
Union Administrative Office	266.4396
Union Event Services Office	266.4399
Office of the Registrar	266.5006
Office of Admissions	266.5000
Vice President for Student Affairs	266.5020



STUDENT AFFAIRS

THE UNIVERSITY OF
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118 College Drive #5061
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EMERGENCY & CRITICAL Incident Response



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