

MISSISSIPPI STATE UNIVERSITY

Building Manager/Building Operator Manual

Division of Campus Services

Mail Stop 9604

Mississippi State, Mississippi 39762

(662) 325-2005

<u>Introduction</u>	4
• What are Building Managers and Building Operators?	4
• How are Building Managers and Building Operators selected?	4
• What do the Building Managers and Building Operators do?	4-6
• Why is a Building Manager/Building Operator System used?	6-7
• What are Building Manager/Building Operator requirements?	7
• Responsibilities and Program Management.	7-8
<u>Campus Services</u>	9
• Campus Services Directory	10
• Service Center Desk	11
• General Maintenance of the Facility	12
• Custodial Services	13-15
• Exterior Building Issues and Landscaping	16
• Utility Interruptions and Street Closures	17
• Alarms	18
• Elevator Problems	19
• Graffiti	20
• Campus Planning and Space Management	21
• Sustainability	22
• Building Audit System	23
• Special Events and Parking	24
• Heating and Cooling Issues	25
• Transportation Services	26
• Quality Assurance Evaluation	27
<u>Environmental Health and Safety (EHS)</u>	28
• EHS Directory	29
• Hazardous Material (HAZMAT) Release	30-34
• Fire Safety	35-40
<u>Crisis Action Team</u>	41
• Crisis Action Team Directory	42
• Civil Disorder Plans	42-47
• Foul Weather Plans	47-48
• Maroon Alert	49

Program Goal:

***TO EFFECTIVELY COMMUNICATE
BUILDING SPECIFIC INFORMATION
BETWEEN CAMPUS SERVICES,
ENVIRONMENTAL HEALTH AND SAFETY,
AND CRISIS ACTION TO FACULTY AND
STAFF WITHIN SAID BUILDINGS.***

INTRODUCTION

What are Building Managers and Building Operators?

Building Managers act as a liaison between their respective building occupants, Environmental Health and Safety (EHS), Mississippi State University Police Department (MSU PD), and the Crisis Action Team. **Building Operators** act as the liaison between their respective buildings, its occupants, and Campus Services. The **Building Operator** shall be under the leadership of the **Building Manager**.

1. The **Building Manager** is to be the responsible party for the building and the primary point of contact for all of the above entities. **Building Operators** are to be the primary point of contact between Facilities Management and the building. In so doing, the **Building Operator** shall report any maintenance or service needs to the Facilities Management Department (662-325-2005).
2. The **Building Manager** may report safety issues to EHS (662-325-3294) and security issues to MSU PD (662-325-2121).
3. The **Building Manager** will act as a point of contact and be responsible for proper emergency protocol during emergency situations until appropriate emergency personnel arrives. The **Building Manager** will be the point of contact for the crisis action team in a crisis situation.

How are Building Managers and Building Operators selected?

Building Managers and **Building Operators** are to be selected by the executive (President, VP, or Dean) responsible for said building. In each case, there shall be a three deep organizational chart so that a point of contact will be in place in the event the **Building Manager** or **Building Operator** is unable to perform their duties. Each building shall have one **Building Manager** and there shall be a **Building Operator** representing each dean or division within the facility.

What Does The Building Manager and Building Operator Do?

In order to keep the campus in good repair and to effectively communicate vital information in moments of emergency or crisis, **Building Managers** and **Building Operators** have three main duties:

1. **Coordination.** **Building Managers** serve as coordinators between their respective buildings and Environmental Health and Safety (EHS), MSU PD, and the Crisis Action Team. **Building Operators** serve as coordinators between campus services and their respective buildings.
2. **Inspection.** **Building Operators** are “building inspectors” on a limited scale. They

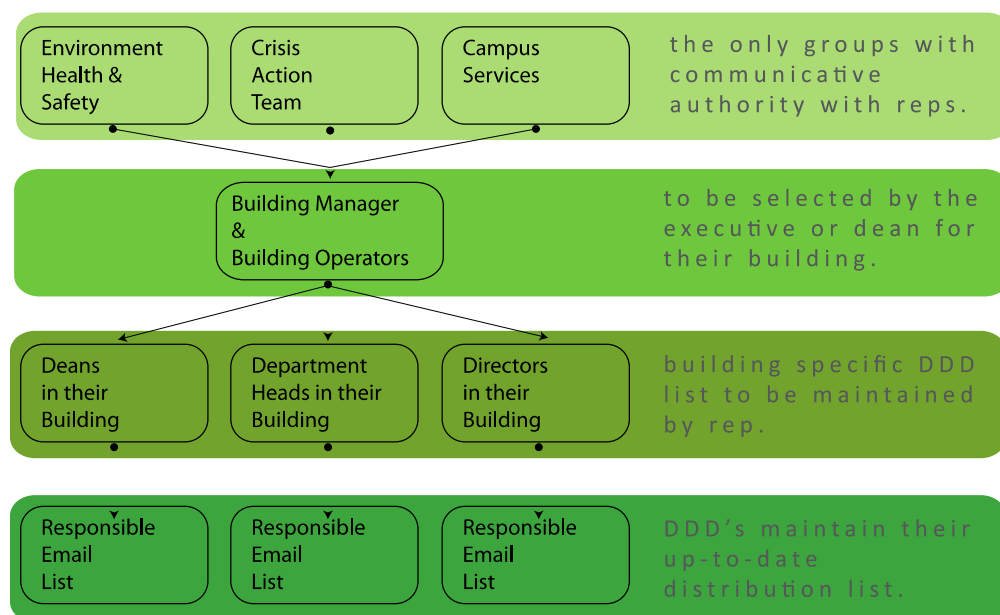
watch for malfunctions of a building and its physical facilities, safety violations and/or security issues. Managers will accompany the EHS group with their annual safety review of their building.

Building Operators shall be able to identify and communicate any needs, issues, or changes associated with the following items:

- a. Sanitation and cleanliness
 - b. Repairs of windows and doors/locks,
 - c. Repair of electrical equipment (outlets, lights burned out, etc.),
 - d. Plumbing equipment (leaking faucets, sinks, toilets, ceiling leaks, burst pipes, etc.),
 - e. Hazardous building conditions (tripping hazards, torn carpeting, exposed electrical wires),
 - f. Walls and ceilings (wet ceiling tiles, dry wall repairs, patching & paint, etc.),
 - g. Roof leaks and damage.
 - h. Hazardous spills.
 - i. Safety violations (extension cords across walkways, unusual odors, tripping hazards, etc.).
 - j. Security issues (transients sleeping in buildings, suspicious persons, missing equipment, etc.).
 - k. Space assignment and management of all space within the building.
 - l. Promote adherence with the MSU Energy Policy with all building occupants and for all building spaces.
 - m. Heating and cooling issues
3. **Reporting.** In most cases, **Building Operators** will report service needs to Campus Services via the Facilities Management web based work order system or the Facilities Management service desk (662-325-2005). The **Building Manager** is responsible for reporting emergency and/or crisis action Information and it shall be communicated to MSU PD. Staff and faculty should report their service needs to their respective **Building Operator**. This system will achieve two goals:
- a. Staff and faculty other than **Building Operator** will be relieved of the responsibility of reporting maintenance and occupational needs to Facilities Management/Campus Services.

b. Eliminate duplicate reporting.

4. **Communication.** Communication is the key to the **Building Manager** and **Building Operator** system. It is vitally important that the **Building Manager** and **Building Operator** be the point of contact for information to and from the above-mentioned entities. Because of this need, an up-to-date email distribution list of all individuals who use the facility must be accessible at all times. In smaller facilities this is easier to do than compared to larger facilities housing multiple departments, therefore we have designed a communication tree that will require the **Building Manager** and **Building Operator** to maintain an updated deans, department heads and directors (DDD) list for the facility and require that any information be distributed in that manner given that deans, department heads, and directors have the most accurate and up to date email list at the departmental level. (SEE IMAGE BELOW)



Why Is A Building Manager/Building Operator System Used?

1. More than any time in our history, effective communication between a building and campus services, EHS, MSU police, and the crisis action team is imperative and it has been determined that a single point of contact within each facility is the most efficient method.
2. **Building Operators** have day to day operations with building faculty and staff and are acutely aware of facility and space needs and issues and can more effectively communicate those needs in a manner that helps campus services better respond to facility and space issues.

3. **Building Managers** can more effectively communicate poignant emergency and crisis information and are aware of individual needs and issues that might arise during emergency procedures.
4. The EHS and Crisis Action Team have plans associated with Civil Disorder, Foul Weather, Fire Safety, Hazardous Material Release, and Building Safety Reviews. In some cases these plans call for building specific action or information and the responsibility will be that of the **Building Manager**.

What are Building Manager/Building Operator requirements?

Operation of the **Building Manager** system is based upon the following guidelines:

1. **Building Managers/Building Operators** must be full-time employees of the University. They must be readily available during working hours and must have the ability to be contacted during non-working hours should an emergency arise. Students, graduate assistants, and part-time employees are not acceptable **Building Managers** as they are not generally available throughout the workday and do not bring continuity to the Manager program.
2. **Building Managers** shall be of executive or administrative status and have the authority to act appropriately during times of crisis or emergency. They are expected to pass pertinent information to other building occupants, relay information as needed and act accordingly and as the event requires.
3. **Building Operators** are responsible for “casual” inspections. They report their findings to Facilities Management/Campus Services but they are not expected to supervise Facilities Management personnel. Most maintenance issues should be communicated to the Facilities Management Service Desk (662-325-2005).
4. The **Building Manager** and **Building Operator’s** job is mainly a position of communication. Working arrangements are made between the manager, their dean, director or department head.
5. **Building Manager** and **Building Operator** appointments are made by the executive responsible for each facility.
6. **Building Managers** and **Building Operators** must attend annual training sessions provided by Campus Services.

Responsibilities and Program Management

1. The **Building Manager** and **Building Operator** Program will be the responsibility of

Campus Services and Campus Services will maintain the **Building Manager/Building Operator** contact database and email list serve.

2. Campus Services will develop and provide annual **Building Manager** and **Building Operator** training specific to the needs and issues of the program. This training will be done in partnership with the other involved entities.
3. Campus Services will have information relating to this program on their website.
4. The Crisis Action Team and EHS will develop and provide:
 - a. Civil Disorder Plans
 - b. Foul Weather Plans
 - c. Fire Safety Plans
 - d. Hazardous Material Release

CAMPUS SERVICES

SECTION CONTENTS

1. Facilities Management Directory
2. Service Center Desk
3. General Maintenance of the Facility
4. Custodial Services
5. Exterior Building Issues and Landscaping
6. Utility Interruptions and Street Closures
7. Alarms
8. Elevator Problems
9. Graffiti
10. Campus Planning and Space Management
11. Sustainability
12. Building Audit System
13. Special Events and Parking
14. Heating/Cooling Issues
15. Transportation Services
16. Quality Assurance Evaluations

CAMPUS SERVICES DIRECTORY

Service Center Desk	(662) 325-2005
Facilities Maintenance	(662) 325-5830
Utilities	(662) 325-5830
Planning, Design and Construction Administration	(662) 325-5830
Campus Master Planner	(662) 325-5830
Sustainability	(662) 325-8121
Quality Assurance Evaluator	(662) 325-5830
Parking, Transit and Event Management	(662) 325-3526
Transportation Services	(662) 325-3926

FACILITIES MANAGEMENT SERVICE CENTER DESK

The Facilities Management Service Center Desk is the initial point of contact for the **Building Operator** desiring maintenance, repair, custodial, landscape, and construction services from Facilities Management.

Service Requests can be submitted by calling the Facilities Management Service Desk (662-325-2005) between the hours of 7:00 am and 5:00 pm Monday through Friday or online 24/7 at www.fm.msstate.edu using the Report Maintenance link. **Note: Emergency requests should always be phoned-in.**

Work orders will be entered into the work management system and routed to the appropriate technician. The requestor will receive an email notification indicating the work request has been entered into the system.

After Hours (emergency) Service Needs:

Contact the University Police Department (662-325-2121) for emergency service needs that occur outside of Facilities Management normal service hours. The Police Department will take your information and contact the appropriate stand-by personnel.

FOLLOW UP ON WORK REQUESTS

Upon completion of work, a follow up email will be sent to the contact person to verify work has been successfully completed. This email also contains a link to a customer satisfaction survey to provide any feedback associated with the work performed.

GENERAL MAINTENANCE OF THE FACILITY

RESPONSIBILITY

General maintenance of Mississippi State University facilities is to be performed by Facilities Management. In some cases, Facilities Management will contract with a pre-qualified vendor from the private sector to perform maintenance duties.

It is the responsibility of the building occupants to make **Building Operators** aware of maintenance needs in the building. All requests for interior and exterior maintenance should be channeled through the Building Operator to Facilities Management (662-325-2005) or www.fm.msstate.edu.

Following this process will eliminate duplicate work orders and create a better communication link between Facilities Management and building occupants.

CHECK LIST

The **Building Operator** should have the following information ready when phoning in the maintenance request:

1. Maintenance request should be specific (i.e. The faucet on the sink is leaking.)
2. Location (i.e. building, room number)
3. Name and phone number of requester.
4. Any additional information (i.e. this is a teaching lab. It is open from 10:00 a.m. – 12:00 p.m. M-W-F, etc.).

CONTACT

Facilities Management Service Center

(662) 325-2005

Online

www.fm.msstate.edu

CUSTODIAL SERVICES

RESPONSIBILITY

The goal of Facilities Management is to provide the cleanest, most aesthetically pleasing environment to the campus community that funding allows. Current staffing and University funding levels, when compared to national standards, suggest Facilities management should be able to provide cleaning services at a level of the Association of Higher Education Facilities Officers (APPA) Suggested Staffing Levels (see next page).

Following are the minimum cleaning standards, based on the APPA suggested staffing levels. While age and general condition of the facility have a significant effect on the cleaning levels attained, many of our buildings are currently at level 2, most are a level 3 and a few are at the lower level 4. We have implemented the most efficient cleaning processes and purchase the most innovative equipment available to allow us to provide high quality service with the staffing available.

All requests for custodial services should be channeled through the Building Operator to Facilities Management (662-325-2005) or www.fm.msstate.edu.

CLEANING STANDARDS FOR SPECIFIC AREAS

Restrooms/shower rooms will always be cleaned in task and frequency at a level 2.

Classrooms will be maintained at level 3.

Common Areas such as halls, entries and stairs will be maintained as close to a level 3 as possible. There may be some inconsistencies depending on the age of the building and traffic.

CONTACT

Facilities Management Service Center

(662) 325-2005

Online

www.fm.msstate.edu

APPA SUGGESTED STAFFING LEVELS

LEVEL 1 – ORDERLY SPOTLESSNESS

Level 1 establishes cleaning at the highest level. It was developed for the corporate suite, the donated building or historical focal point. This is show-quality cleaning for the prime facility.

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints.
- Washrooms, shower tile and fixtures gleam and are odor free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean and odor free.

LEVEL 2 – ORDINARY TIDINESS

Level 2 is the base upon which the APPA study is based. This is a level at which cleaning should be maintained. Lower levels for washrooms, changing/locker rooms and similar types of facilities are not acceptable.

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days-worth of dirt, dust, stains or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust smudges and fingerprints are noticeable with close observation.
- Washrooms, shower tile, and fixtures gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean and odor-free.

LEVEL 3 – CASUAL INATTENTION

Level 3 reflects the first budget cut or some staffing related problems. It is a lowering of normal expectations. While not totally acceptable, it has yet to reach an unacceptable level of cleanliness.

- Floors are swept clean, but upon close observation dust, dirt and stains as well as buildup of dirt, dust and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpet in walking lanes and streaks and splashes on base moldings.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges and fingerprints.
- Lamps all work and fixtures are clean.
- Trash containers and pencil sharpeners are empty, clean and odor-free.

LEVEL 4 – MODERATE DINGINESS

Level 4 reflects the second budget cut or some other significant staffing-related problem. Areas are becoming unacceptable. People begin to accept an environment lacking normal cleanliness. In fact, the facility begins to constantly look like it requires a good “spring cleaning.”

- Floors are swept clean, but are dull. Colors are dingy and there is an obvious buildup of dust, dirt and/or finish in corners and along walls. Molding is dull and contains streaks and splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints and marks that will be difficult to remove.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash can smell sour.

LEVEL 5 – UNKEPT NEGLECT

Level 5 is the final and lowest level. The trucking industry would call this “just in time cleaning.” The facility is always dirty with cleaning accomplished at an unacceptable level.

- Floors and carpets are dirty and have visible wear and/or pitting. Colors are faded and dingy and there is conspicuous buildup of dirt, dust and/or floor finish in corridors and along walls. Base molding is dirty, stained and streaked. Gum stains, dirt, dust balls and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt smudges and fingerprints as well as damage. It is evident that no maintenance or cleaning is done on these surfaces.
- More than 5% of lamps are burned out and fixtures are dirty with dust balls and flies.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

EXTERIOR BUILDING ISSUES AND LANDSCAPING

RESPONSIBILITY

Facilities Management performs exterior building maintenance and landscape maintenance on most Mississippi State University properties. In some cases, Facilities Management will contact a pre-qualified vendor from the private sector to perform maintenance duties.

All requests for exterior maintenance, landscape maintenance, landscape changes, and additional landscaping should be channeled through the Building Operator to Facilities Management Service center.

CHECKLIST

The **Building Operator** should have the following information ready when phoning in the maintenance request:

1. Maintenance request. Please be specific (i.e.; the sidewalk is icy, a tree branch is broken, bushes need to be trimmed).
2. Location (i.e.; building, direction and distance from a building or other distinguishing location).
3. Name and phone number of requester.
4. Any additional information that may be helpful to the maintenance person.

CONTACT

Facilities Management Service Center

(662) 325-2005

Online

www.fm.msstate.edu

UTILITY INTERRUPTIONS AND STREET CLOSURES

RESPONSIBILITY

Scheduled Outages and Closures: Utility interruptions will be scheduled with as much advance notice as possible to minimize disruptions. The **Building Operator** must act as a liaison between building occupants and Facilities Management to schedule the most appropriate date and time for utility interruption notices. **Building Operators** must notify building occupants of the scheduled interruption and identify areas that will need to be provided with back up utilities.

Backup Utility Systems: Certain areas, labs and equipment cannot be without power or other utilities for even short periods of time. Backup utility systems such as portable generators must be installed to protect these items. Facilities Management can assist departments in defining their backup utilities needs and estimating the cost of providing such systems.

Street Closures: In most cases, it is not feasible to consult the entire campus community before scheduling a street closure. However, campus events are carefully considered prior to setting the date for a street closure. Generally, two weeks to one-month advance notice is given to the campus community. Facilities Management notifies the **Building Operator** of street closures via an e-mail or web announcement. The **Building Operators** are responsible for informing their building occupants of campus street closures.

CONTACT

Facilities Management Service Center

(662) 325-2005

Online

www.fm.msstate.edu

ALARMS

RESPONSIBILITY

All building alarms are monitored by MSU Police Department. If an alarm is to sound, they will notify the Facilities Management Service Center. An alarm technician will be dispatched and make all necessary contacts with Starkville Fire Department and the MSU Police Department to return the alarm to normal.

FIRE ALARMS

Should a fire alarm sound, building occupants **must immediately** evacuate the building by the nearest exit. Stairs must be used; never the elevators. **Building occupants should NEVER assume the alarm is false.** Starkville Fire Department will make that determination. If you are aware of any occupant with a disability, please advise responders as soon as they arrive.

Starkville Fire Department (SFD) will respond to all fire alarms, unless the fire alarm is a planned fire drill. When the fire alarm sounds, the building becomes the property of either SFD (or EHS during fire drills) until such time as they deem the building safe and release it back to the occupants. The building should be empty when SFD arrives on the scene.

RESPONSIBILITY

It is not the responsibility of Building Managers to make sure the building is evacuated. At minimum, a list of handicapped members of faculty/ staff/students and where their offices/classrooms/labs are located should be compiled. It is recommended; however, that **Building Managers** have a list of all building occupants and their locations available for University Police and SFD upon their arrival. Elevators may be shut down when fire alarm sounds and handicapped individuals may not be able to evacuate the building on their own. Unless unable to evacuate on their own, handicapped individuals should be instructed to wait for assistance in the nearest stairwell.

CONTACT

MSU Police Department (662) 325-2121

Facilities Management Service Center (662) 325-2005

Online www.fm.msstate.edu

EHS (662) 325-3294

Alicia Musselwhite, Safety (Fire) Officer Office: (662) 325-4607

Michael Parsons, Director Office: (662) 325-8406

ELEVATORS

RESPONSIBILITY

All elevator problems should be reported to the **Building Operator**. In turn, the **Building Operator** must notify the Facilities Management Service Center. Facilities Management will contact the appropriate pre-approved contractor.

CHECKLIST

The **Building Operator** should have the following information ready when phoning in the maintenance request:

- Maintenance request: Please be specific (i.e.; the elevator door is stuck open).
- Location (i.e.; building, specific elevator (if more than one elevator in the building etc.).
- Is the elevator occupied? Is anyone stuck in the elevator?
- Name and phone number of requestor.
- Additional information that may be helpful to the maintenance person.

CONTACT

Facilities Management Service Center

(662) 325-2005

Online

www.fm.msstate.edu

GRAFFITI

RESPONSIBILITY

Graffiti in restrooms and other interior areas should be removed or painted over as soon as possible to avoid gathering “response” or additional graffiti. Notify the Facilities Management Service Desk as soon as possible.

Gang graffiti is normally done in a hurried, yet artistic/stylized manner with spray paint. It is used for gang communication and is tracked by police for the intelligence information it may provide about gang activity. Tagger graffiti looks like gang graffiti, but with more pictures and may be more artistic looking. Both types of graffiti are of interest to police and both types may cause large amounts of damage and the need for repainting. **Please call MSU police department immediately if you see anyone spray painting or drawing on or in our buildings.**

CONTACT

MSU Police Department

(662) 325-2121

Facilities Management Service Center

(662) 325-2005

Online

www.fm.msstate.edu

CAMPUS PLANNING AND SPACE MANAGEMENT

RESPONSIBILITY

The Office of Planning, Design, and Construction Administration maintains a system-wide inventory of university space. This database is updated bi-annually, once during the spring semester and once during the fall semester. This information is used by various university constitutes for internal and external reporting and analysis. Content of the space database ([AIM](#)) system provides building and floor plan drawings that depict square footage, departmental assignments, space use, and other information. Also provided in this inventory are accurate building floor plans (in CAD format), with all spaces having room number assignments. This inventory is used to streamline the facilities management work order system, provide vital information for police and fire in cases of emergency and provides the facilities management key shop with accurate room number locations.

1. [Space Surveys](#) are the mechanism by which the division uses to validate the spatial, classification and assignment of space for the university's facilities. Academic and administrative units should submit changes to spatial, classification and assignment data via the [Space Classification Update Form](#). The process helps to ensure a comprehensive and accurate dataset within the space management database. These surveys are intended to be web based and auditable to ensure their accuracy.

CONTACT

Roger Baker

(662) 325-9403

Online

www.planning.msstate.edu

SUSTAINABILITY

RESPONSIBILITY

The focus of the Office of Sustainability is campus operations, grounds, materials, and transportations and collectively improving the operation of each to be better stewards of our social, economic, and environmental resources. Related to each building and facility, we offer two programs:

1. Recycling. The campus-wide single stream recycling program began in 2010. This program provides desk side recycling throughout all buildings for all plastics, papers, cardboards, and metals.

2. ECOPAW Program. The ECOPAW program is a personalized sustainability and energy audit program that is conducted at the building or department level. A complete survey of departmental and facility operating procedures and processes by trained staff and students results in comprehensive documentation of steps and tools, sorted by cost, aimed at helping the department become more sustainable through facility improvements and user behavior modifications.

CONTACT

Jeremiah Dumas

(662) 325-8121

Online

www.sustainability.msstate.edu

BUILDING AUDIT SYSTEM

RESPONSIBILITY

Building Operators are expected to perform building inspections at least annually and submit maintenance items discovered to Facilities Management. Facilities Management will prioritize these maintenance items into our 10 Year Maintenance program. **Building Operators** should look for such things as touch-up painting, re-lamping, missing ceiling tiles, etc. Assistance in these inspections is available from Facilities Management. The **Building Operator** should call in advance to schedule assistance.

Environmental Health and Safety (EHS) will conduct annual, safety inspection of the building (See their Building Safety in the EHS Section of this Manual). The **Building Manager** and **Building Operators** will be asked to assist in the walk-thru. This safety review will address issues such as safety hazards, fire extinguishers, exits, and electrical issues. Upon completion of safety review, the EHS office will email the results to the **Building Manager, Building Operator,** department/unit heads within the building, and Facilities Management. In this report, necessary corrections will be assigned to either the **Building Operator** or Facility Management. Follow-up safety reviews will be conducted to monitor progress in correcting deficiencies and provide assistance, if needed or necessary, until all deficiencies have been corrected. For more information concerning EHS building safety reviews, refer to EHS section on Fire Safety.

CONTACT

Facilities Management Service Center

(662) 325-2005

www.fm.msstate.edu

Environmental Health and Safety (EHS)

(662) 325-3294

www.ehs.msstate.edu

SPECIAL EVENTS AND PARKING

RESPONSIBILITY:

Buildings that hold special events and need parking assistance and or transportation (shuttles) should contact the Parking Operations Office. One may also go online to fill out a request form at (<http://www.parkingservices.msstate.edu/>). This will help in coordinating the event from the parking and transit aspect. There are many options for parking and transit that are available for events of all sizes.

CONTACT:

Joel Walls - Transit

(662) 325-0407

Jeffery Guest - Parking Manager

(662) 325-0924

Online

www.parkingoperations.msstate.edu

HEATING/COOLING ISSUES

RESPONSIBILITY

The affected building occupant should report heating/cooling problems to the **Building Operator**, who will initiate a Work Request with the Facilities Management Service Center. A technician will be dispatched as soon as possible.

It is important to recognize that MSU has an energy conservation policy which includes the seasonal setting of room/building thermostats; **the summer setting is 76 degrees F, and the winter setting is 70**. Some individual room thermostats have a slide bar allowing the occupant to adjust the room temperature plus/minus two degrees from the seasonal master setting. If the room temperature is within these parameters, there is **not an issue with the heating or cooling**. Refer to www.energy.msstate.edu.

Special Events: Most of the MSU buildings employ a heating/cooling schedule, i.e., the space temperatures are relaxed for the unoccupied hours, including holiday shut-back periods and weekends. If the schedule should be modified for a special event, this is usually noted via the weekly campus-wide Special Events schedule. However, if the event is not included on this notification, a Work Request should be entered so as to accomplish the needed change.

CHECK LIST

As with other maintenance notifications, the **Building Operator** should provide as much pertinent data as possible when initiating the Work Request.

1. Specific information including the problem condition (*unit not running, or unit running but room temperature not meeting energy policy parameter, or unit exceptionally noisy, etc.*)
2. Location
3. Name and phone number of requestor

CONTACT

Facilities Management Service Center

(662) 325-2005

Online

www.fm.msstate.edu

TRANSPORTATION SERVICES

RESPONSIBILITY

In the event that there are transportation or fuel needs related to: van or car rental, charter bus services, university departmental fuel purchases or fleet management questions, the building manager, Building Operator shall contact MSU Transportation Services.

CONTACT

MSU Transportation Services

(662) 325-3926

Online

www.transportation.msstate.edu

QUALITY ASSURANCE EVALUATION

RESPONSIBILITY

The Quality Assurance Evaluator is charged with ensuring that any product or service offered or performed by Facilities Management is of a quality that meets the standards of the customers or client. Serving as a customer interface, Quality Assurance communicates directly with the customers, clients and Campus Service staff, in effort to gain an understanding of their needs and to obtain feedback.

CONTACT

Facilities Management Service Center

(662) 325-2005

Online

www.fm.msstate.edu

ENVIRONMENTAL HEALTH AND SAFETY (EHS)

SECTION CONTENTS

EHS Directory

Hazardous Material (HAZMAT) Release

- Chemical Spill/Release
- Biological Materials Spill/Release
- Radioactive Materials Spill/Release

Laboratory Safety and Incident Reporting

Fire Safety

Building Safety

EHS DIRECTORY

Name	Title	Office	Phone #	email
Main Line (Mary Brooks)	Main Line (Admin Asst.)	53 Morgan Ave	(662) 325-3294	mbrooks@orc.msstate.edu
Michael Parsons	Director	244 MacGruder St.	(662) 325-8406	mparsons@ehs.msstate.edu
Patricia Cox	Biosafety Officer	53 Morgan Ave	(662) 325-0620	pcox@ehs.msstate.edu
Alicia Musselwhite	Safety (Fire) Officer	244 MacGruder St.	(662) 325-4607	amusselwhite@ehs.msstate.edu
Donna Rogers	Radiation Safety Officer	244 MacGruder St.	(662) 325-4594	drogers@ehs.msstate.edu
Erin Kiess	Chemical Hygiene Officer	53 Morgan Ave	(662) 325-8543	ekiess@ehs.msstate.edu
Ben Sharpe	Hazardous Waste Officer	Room 3 Dorman Hall	(662) 325-3294	bsharpe@ehs.msstate.edu

HAZARDOUS MATERIAL (HAZMAT) RELEASE

In the event of an emergency involving a fire or large, uncontrollable release of material, DIAL 911.

During normal working hours, any member of EHS staff may be contacted via the main office phone number (662) 325-3294. Please state the nature of assistance you require. You will either be transferred to the appropriate EHS officer or the officer will contact you as quickly as possible.

After hours, please contact the MSU Police at (662) 325-2121. MSU PD has afterhours contact information for all EHS staff. Please state the nature of assistance you require. The appropriate EHS officer will contact and will, in return, contact you as quickly as possible.

The following is intended only for guidance in the event of small emergencies. DO NOT attempt to clean up any spill/release unless you have had proper training including the use of personal protective equipment. If you have not had proper training OR are unsure as to how to clean up the spill, call the Environmental Health and Safety (EHS) Office main number (662) 325-3294.

ALL spills should be reported to the EHS.

CHEMICAL SPILL/RELEASE

In the event of an emergency involving a fire or large, uncontrollable release of material, DIAL 911.

During normal working hours, any member of EHS staff may be contacted via the main office phone number (662) 325-3294. Please state the nature of assistance you require. You will either be transferred to the appropriate EHS officer or the officer will contact you as quickly as possible.

Afterhours, please contact the MSU Police at (662) 325-2121. MSU PD has afterhours contact information for all EHS staff. Please state the nature of assistance you require. The appropriate EHS officer will be contacted and will, in return, contact you as quickly as possible.

Chemical spills and accidental releases of materials can pose a hazard to MSU personnel and students and result in significant damage to MSU buildings and/or the environment. Prompt response actions are essential. Examples of relatively common spills include fuel such as diesel and gasoline.

When chemicals or fuels are spilled, the following steps should be followed:

1. Shut off the source of the spill *if you can safely do so*.
2. In the event of injury or serious chemical exposure, call 911 and request medical assistance.
3. For minor splashes to the eyes or body, use the emergency shower or eyewash station to remove the contaminant.

BIOLOGICAL MATERIAL SPILL/RELEASE

In the event of an emergency involving a fire or large, uncontrollable release of material, DIAL 911.

During normal working hours, any member of EHS staff may be contacted via the main office phone number (662) 325-3294. Please state the nature of assistance you require. You will either be transferred to the appropriate EHS officer or the officer will contact you as quickly as possible.

Afterhours, please contact the MSU Police at (662) 325-2121. MSU PD has afterhours contact information for all EHS staff. Please state the nature of assistance you require. The appropriate EHS officer will contact and will, in return, contact you as quickly as possible.

RADIOACTIVE MATERIALS SPILL/RELEASE

In the event of an emergency involving a fire or large, uncontrollable release of material, dial 911.

During normal working hours, any member of EHS staff may be contacted via the main office phone number (662) 325-3294. Please state the nature of assistance you require. You will either be transferred to the appropriate EHS officer or the officer will contact you as quickly as possible.

Afterhours, please contact the MSU Police at (662) 325-2121. MSU PD has afterhours contact information for all EHS staff. Please state the nature of assistance you require. The appropriate EHS officer will contact and will, in return, contact you as quickly as possible.

Decontamination of skin

- Remove any contaminated article(s) of clothing. Use caution not to spread the contamination to skin.
- Monitor the skin for contamination using an appropriate portable survey meter.
- Immediately decontaminate any areas of skin contamination with mild soap and warm water. Use care not to damage skin.
- Monitor progress using an appropriate portable survey meter.
- Contact EHS as soon as possible by calling (662) 325-3294. After hours or if EHS is unavailable, contact the MSU Police at (662) 325-2121.

Small spill cleanup procedures

- Small spills on benches should be absorbed with paper towels. Take care to avoid spreading the material or contaminating laboratory personnel.
- Monitor the area with a suitable portable survey meter.
- Isolate and mark any areas of contamination.
- Contact EHS as soon as possible by calling (662) 325-3294. After hours or if EHS is unavailable, contact the MSU Police at (662) 325-2121.

Large spill cleanup procedures

- Larger spills of contaminated materials or contamination on the floor should be cleaned up under the supervision of the Radiation Safety Officer.
- The spill area should be isolated until the Radiation Safety Officer arrives. Personnel should leave the immediate area and be monitored with an appropriate survey meter.
- Contact EHS as soon as possible by calling (662) 325-3294. After hours or if EHS is unavailable, contact the MSU Police at (662) 325-2121.

LABORATORY SAFETY AND INCIDENT REPORTING

In the event of an emergency involving a fire, uncontrollable release of material, or injury, dial 911.

Contact the Environmental Health and Safety (EHS) Office for assistance to report an incident and/or accident within a laboratory. During working hours, call the EHS office main number (662) 325-3294. After hours, contact the MSU Police at (662) 325-2121. MSU PD has afterhours contact information for all EHS staff.

Accidents can happen at any time and to anyone in the laboratory, so it is important that all laboratory personnel be aware of the proper emergency response. All personnel should know how to report an incident, the location of safety equipment (safety showers, eye washes, fire extinguishers, and first aid kits), the location of spill kits/control supplies, and all available exits for evacuation purposes.

First Aid Kits: A basic first aid kit should include: absorbent compress, adhesive bandages, adhesive tape, antiseptic, sterile pads, triangular bandages, and gloves.

Eye Wash Stations and Emergency Safety Showers: Eye wash stations and emergency safety showers should be labeled as to their location and in a clear, uncluttered location so that extra time will not be spent attempting to locate or clear the area before use.

Clean Up Kits: Every lab that stores or uses hazardous materials should have a spill control or clean up kit tailored to the laboratory hazards. The kit should contain items to confine and limit a spill without risking injury or contamination. The kit can contain items such as paper towels, a dust pan and hand broom, gloves, and tongs or forceps.

Egress Pathways: The aisles in the laboratory and laboratory exits must be clear and free of obstructions at all times for emergency egress out of the laboratory.

FIRE SAFETY

The fire and life safety program covers building safety reviews, fire extinguishers, fire suppression systems, fire alarms, and fire drills. The building manager will be responsible for accompanying the EHS building safety review team during the review and seeing that identified safety concerns are repaired in a timely manner.

RESPONSIBILITIES

Fire Extinguisher Maintenance

Fire extinguishers must be maintained in accordance with the International Fire Code. EHS holds a contract with a certified company who conducts the annual fire extinguisher inspections. Building managers and departmental safety coordinators are encouraged to conduct monthly extinguisher inspections using the fire extinguishers portion of the Building Safety Review Checklist check list on the following pages. If a problem is detected with an extinguisher or the extinguisher has been discharged, contact EHS for a replacement extinguisher.

Fire Emergency Planning

All employees should know the essentials for responding effectively in the event of a fire. For example, when they hear a fire alarm, they should:

1. Evacuate immediately using the closest exit. If that exit is blocked, use an alternative exit. Everyone should know at least two (2) exits out of the building.
2. Close the doors behind you when you leave.
3. Help other evacuate, if you can do so safely.
4. If you encounter smoke, crawl low under the smoke.
5. Once outside the building, go directly to the assigned area and report to the person who is taking a head count.
6. Remain outside until you are told it is safe to re-enter the building.

If you discover a fire, you should:

1. Activate the nearest fire alarm.
2. Call 911.
3. Evacuate the building.

CONTACT

- | | |
|---|----------------|
| 1. EHS Main Line | (662) 325-3294 |
| 2. Facilities Management Service Center | (662) 325-2005 |
| 3. Alicia Musselwhite, Safety Officer | (662) 325-4607 |
| 4. Michael Parsons, EHS Director | (662) 325-8406 |

BUILDING SAFETY

Buildings must be maintained in a manner that minimizes risk to occupants. Each building should be checked regularly (at least monthly) to ensure that safety concerns are not posing a risk to the building occupants. The following pages provide a Building Safety Review Checklist that may be used by Building managers and/or Building Operators during a review of their responsible building/area.

CONTACT

- | | |
|---|----------------|
| 1. EHS Main Line | (662) 325-3294 |
| 2. Facilities Management Service Center | (662) 325-2005 |
| 3. Alicia Musselwhite, Safety Officer | (662) 325-4607 |
| 4. Michael Parsons, EHS Director | (662) 325-8406 |

Building Safety Review Checklist

Date: _____

Building: _____

Building Manager: _____

Phone Number: _____

Building Operator: _____

Phone Number: _____

1. Emergency Building Services

YES	NO	NA	Item Reviewed	Comments/Notes
			Is smoking prohibited?	
			Are no smoking signs posted?	
			Is the fire department sign connection (FDC) visible and unobstructed?	
			Are the caps missing from the fire department connection (FDC)?	
			Is a fire hydrant located within 100 feet of the fire department connection (FDC)?	
			Are Electrical and Mechanical Rooms Labeled?	

2. Means of Egress

YES	NO	NA	Item Reviewed	Comments / Notes
			Are all exit routes free of combustible and flammable materials? Combustible and flammable materials must not be stored in the means of egress (i.e. hallways, exits, stairwells).	
			Are items stored in exit routes are that are large enough to block more than 44” of the corridor width when or if it falls over bolted to the wall?	
			Are fire-rated doors kept closed at all times, unless they are held open by magnetic locks connected to the fire alarm system?	Note: Office doors may be in the open position as long as the doors are shut when the office if not occupied.
			Are the self-closers on doors working properly?	
			Is panic and fire exit hardware working properly?	
			Are exit doors operable without a key?	
			Do exit doors open to the outside?	
			Do all means of egress have emergency and exit lighting?	
			Are exit signs and emergency lighting working properly?	

Building Safety Review Checklist**Page 2 of 3****3. Storage and General Housekeeping**

YES	NO	NA	Item Reviewed	Comments/Notes
			Are all areas kept clean and orderly?	
			Are all areas free from tripping hazards?	
			Are space heaters being stored or used within 3 feet from any combustible material, and are unplugged when not in use?	
			Is storage height within 18 inches of the ceiling in a sprinklered building?	
			Is storage height within 24 inches of the ceiling in a non-sprinklered building?	
			Are combustible materials being stored in boiler, mechanical, or electrical rooms?	
			Are areas under stairs being used as storage areas?	
			Are flammable materials being stored in UL-approved cabinets or solvent storage cans?	

4. Electrical

YES	NO	NA	Item Reviewed	Comments/Notes
			Is the clearance of at least 30 inches in width, 36 inches in depth, and 78 inches in height maintained in and around electrical equipment (panels)?	
			Are electrical wiring and/or components in need of repair (missing prongs, damaged insulation, etc.)?	
			Are multi-plug adapters used?	
			Are extension cords being used properly (not for permanent power or plugged into surge protectors)?	
			Are extension cords/power cords being run through holes in walls or ceilings or through doorways or windows?	
			Are surge protectors being used properly (plugged directly into a receptacle, UL Listed, etc.)?	
			Are junction boxes, outlets, switches, and fittings covered with approved covers?	

5. Compressed Gas Cylinders

YES	NO	NA	Item Reviewed	Comments/Notes
			Are compressed gas cylinders secured at all times by a fabric strap or large chain to a stationary object?	
			Are compressed gas cylinders segregated based on compatibility and stored away from other chemicals? Empty cylinders are segregated from full cylinders?	
			Are protective caps in place while gas cylinders are not in use or not connected?	
			Are hazardous gases (fire and health rating 3 or 4) stored in a ventilated cabinet?	

6. Fire Extinguishers

YES	NO	NA	Item Reviewed	Comments/Notes
			Have all fire extinguishers been inspected and tagged at intervals not to exceed 1 year?	
			Are all fire extinguishers present and charged properly?	
			Are all fire extinguishers installed in accessible and visible areas?	
			Are all fire extinguishers located free from obstructions?	

7. Sprinkler and Alarm Systems

YES	NO	NA	Item Reviewed	Comments/Notes
			Is the building sprinklered?	
			Is signage visible for locating the sprinkler system?	
			Is an alarm annunciator panel located near the entry?	
			Are alarm system components blocked and/or inaccessible?	
			Are smoke and/or heat detectors present?	
			Do magnetic doors unlock when the alarm is activated?	

8. Hood and Duct Systems

YES	NO	NA	Item Reviewed	Comments/Notes
			Does the range and/or stove have a hood system?	
			Is the hood or duct system in need of cleaning? (grease visible)	

Environmental Health and Safety | Mail Stop 9563 | 53 Morgan Ave., Mississippi State, MS 39762

CRISIS ACTION TEAM

SECTION CONTENTS

1. Crisis Action Contact
2. Civil Disorder Plans
3. Foul Weather Plans

CRISIS ACTION TEAM CONTACT

In the event of an emergency or after normal business hours always contact the police dispatcher:

MSU Dispatch – 662-325-2121

Crisis Command Center – 662-325-5555

Civil Disorder Plans

A sudden, unforeseen or foreseen emergency, such as, an unlawful assembly resulting in riot, strike, demonstration, including civil disobedience, sit-ins, stand-ins, etc., and obstructing free access to buildings, walks, and roads.

1. Interference with Peaceful Campus Activity

The President has delegated to certain campus officials the authority to maintain order on the Mississippi State Campus. This delegation of authority empowers these officials to order any person to leave the campus who is committing an act likely to interfere with peaceful campus activities. Any person who fails to leave the campus when ordered to do so by the President or any of the designees shall be subject to arrest.

2. Jurisdiction

- a. The Board of Trustees of State Institutions of Higher Learning has management and control of Mississippi State University and its property. Mississippi Constitution §213-A; and §37-101-1, Mississippi Code of 1972.
- b. The Board has the "power and authority to prescribe rules and regulations for policing the campus and all buildings, to authorize the arrest of all persons violating on campus any criminal law of the state, and to have such law violators turned over to the civil authorities." §37-101-15(c), Mississippi Code of 1972.
- c. The Board is authorized and empowered to enact traffic rules and regulations for the control, direction, parking and general regulation of traffic and automobiles on the campus and streets of Mississippi State University. §37-105-1, Mississippi Code of 1972.
- d. The security and law enforcement officers appointed by the President of Mississippi State University, or any peace officer or highway patrolman of this state, are vested with the powers and authority to perform all duties incident to enforcing such rules and regulations as may be enacted under §37-105-1, including the arrest of violators. §37-105-3, Mississippi Code of 1972.

- e. Any act which, if committed within the limits of a city, town or village, or in any public place, would be a violation of the general laws of this state, shall be criminal and punishable if done on the campus, grounds or roads of Mississippi State University. §37-105-9, Mississippi Code of 1972.
- f. The peace officers appointed by the President of Mississippi State University are vested with the powers and subjected to the duties of a constable for the purpose of preventing and punishing all violations of law on Mississippi State University grounds and for preserving order and decorum thereon. §37-105-9, Mississippi Code of 1972.
- g. The Board (IHL Policy #1106), separately from the criminal statutes of this State, under its constitutional and inherent authority to manage and control Mississippi State University and its property "prohibits the possession of pistols, firearms or other weapons in any form by any person other than duly authorized law enforcement officials, institutional security officials and other authorized persons regardless of whether such person possesses a valid permit to carry pistols, firearms or weapons."
- h. The Board has delegated management and control of Mississippi State University to the President of Mississippi State University (IHL Policy #201.0605B).
- i. The President of Mississippi State University has issued policies implementing the university's management and control of certain activities on campus, including, but not limited to:
 - (1) Code of Student Conduct - [OP 91-100](#);
 - (2) Rights and Limitations of assemblies, parades, picketing and demonstrations - [OP 91-108](#);
 - (3) Free Speech - [OP 91.304](#);
 - (4) Dissent, Disruption and Academic Freedom - [OP 91.109](#);
 - (5) Facilities Usage - [OP 64-01](#).
- j. A list and short summary of some criminal laws that may be applicable during a civil disorder event are set forth in the "Potential Unlawful Acts Exhibit" ([Exhibit 3](#)) attached hereto and incorporated herein by reference.

3. When University Regulations are Violated

Violations Including Students. The President has delegated authority to implement and administer University and local policies and regulations affecting students to the Vice President for Student Affairs.

Violations Involving Safety and Security of Facilities. The President has delegated authority for the safety and security of grounds, buildings, and other facilities to the Vice President of Student Affairs. With any disturbance or campus disruption involving

students, the Policy Coordinator may make decisions involving the necessary action to be taken for submittal to the President.

When Violations Occur. It shall be the responsibility of the University Police Department to notify immediately the Vice President for Student Affairs whenever violations of University wide regulations occur. It should be assumed that minor infractions of these rules will not involve personnel other than those in the University Police Department. What is intended are large-scale violations involving crowds and/or violence, or the threat thereof, and may not involve buildings or other physical facilities. The normal command for all large scale disturbances or emergencies is shown under the Emergency Operations Policy. Whenever students are involved in any disturbance, besides notifying the Vice President for Student Affairs, the Dean of Students shall also be notified.

Small scale student disturbances violating University or campus regulations should not necessitate the implementation of this Emergency Operations Policy. It is impractical to outline the specific emergency procedures to follow for every contingency. Each situation will present new problems. This policy establishes the basic guidelines necessary for most emergency situations.

4. **State of Civil Disorder**

When the Policy Coordinator deems that a mass gathering on campus has become a state of civil disorder, he/she consults with the Vice President for Student Affairs and advises the President or the President's alternate. The President retains the sole power to declare a state of civil disorder. No part of this policy will be implemented unless specifically directed by the President or the President's alternate.

5. **Responses to Violations**

a. Violations of State Criminal Statutes:

(1) Persons violating state criminal statutes are to be handled in accordance with the police procedures of the law enforcement agency responding. The status of a person as student, employee or otherwise is not determinative of the action to be taken by the officer except to the extent that the applicable criminal statute provides that the status is determinative of whether a criminal offense has been committed by that person. In accordance with §37-105-9, Mississippi Code of 1972, persons arrested by University officials are to be turned over to the civil authorities.

(2) In accordance with IHL Board Policy #1104, when there is a reasonable basis to believe that a felony crime has been committed on campus, the President is to notify the IHL Board staff of the same, while simultaneously

the General Counsel, or his designee, is to notify the District Attorney of the same.

b. Violations of Board and Mississippi State University policies:

(1) Persons whose actions threaten to, or whose actions do, interfere with the normal educational and/or business processes of the university or otherwise interfere with the peaceful conduct of campus activities may [separately from and in addition to any actions required of law enforcement officials resulting from criminal law violations that the person is committing or has committed] be notified to cease and desist from such action. Should the person fail or refuse to cease such action, then the person will be asked to peacefully depart University property immediately and may be advised that the person's failure to so depart immediately and peacefully may result in being physically escorted from the premises of the University or arrested, or both.

(2) In addition, and regardless of whether the person ceases such action and peacefully departs the university premises upon request, if the person is a student or any employee of the university, the person is also, and separately, subject to all applicable student or employee disciplinary practices and policies. Their violation of University policy, Board policy, rules or regulations, subjects them to disciplinary actions up to and including expulsion from the university as a student or dismissal from the university as an employee.

c. Riots or Unauthorized Group Demonstrations:

When the University President, or his designee, determines that there is a riot or unauthorized group demonstration occurring on campus, then the University President, or his designee, may issue a command to the group of persons participating in the riot or demonstration to disperse immediately. To the extent allowed by the circumstances, the command should be issued three times. The command may be worded in the following manner, or in any other manner that will communicate the intended message:

"I am the (for example: University Vice President for Student Affairs) and I represent the University President. You are unlawfully assembled! At the direction of the President acting on behalf of the University and the people of the State of Mississippi, you are commanded to disperse immediately!"

The person or persons violating the policies, rules or regulations of the university may be notified to cease and desist from such action. If the person fails or refuses to cease such action, then the person may be asked to peacefully depart

University property immediately and may be further advised that the person's failure to so depart immediately and peacefully may result in being physically escorted from the premises of the University or arrested, or both.

In addition, and regardless of whether the person ceases such action and peacefully departs the university premises upon request, the student or employee is separately subject to all applicable student or employee disciplinary practices and policies. The violation of University policy, Board policy, rules or regulations, subjects them to disciplinary actions up to and including expulsion from the university as a student or dismissal from the university as an employee.

d. Authorized Group Demonstrations:

(1) "Currently enrolled students, faculty members, and registered student organizations" may organize and participate in demonstrations on campus after complying with, and only while in compliance with, all University policies, Board policies and the law, including, but not limited to, MSU OP [91.108](#).

(2) However, even authorized demonstrations may become disruptive, may become of such a nature as to invite or lead to disruption, or may otherwise become of a nature that violates or invites violations of the law or university rules, regulations and policies.

(3) Though the authorization to conduct demonstrations on campus by "currently enrolled students, faculty or registered student organizations" permits those persons to participate in "activities such as assemblies, parades, picketing and demonstrations" when in compliance with the applicable policies and the law, the University policy does not authorize, nor can it authorize, violations of the criminal statutes of the State of Mississippi. Therefore, violations of the criminal statutes of the State should be responded to by law enforcement in the same manner as law enforcement would otherwise respond to violations of the law on campus.

(4) If the University President, or his designee, determines that the activity is no longer within the parameters of an authorized activity, then the University President, or his designee, may issue a command to the group of persons participating in the activity to disperse immediately. To the extent allowed by the circumstances, the command should be issued three times. The command may be worded in the following manner, or in any other manner that will communicate the message intended:

"I am the (for example: University Vice President for Student Affairs) and I represent the University President. You are unlawfully assembled! At the direction of the President acting on behalf of the University and the people of the State of Mississippi, you are commanded to disperse immediately!"

(5) The person or persons violating the policies, rules or regulations of the university may be notified to cease and desist from such action. If the person fails or refuses to cease such action, then the person may be asked to peacefully depart University

property immediately and may be further advised that the person's failure to so depart immediately and peacefully may result in being physically escorted from the premises of the University or arrested, or both.

(6) In addition, and regardless of whether the person ceases such action and peacefully departs the university premises upon request, the student or employee is separately subject to all applicable student or employee disciplinary practices and policies. The violation of University policy, Board policy, rules or regulations, subjects them to disciplinary actions up to and including expulsion from the university as a student or dismissal from the university as an employee.

Foul Weather Plans

Tornado

A tornado watch means weather conditions are favorable for tornados to develop. Stay tuned to radio or television and listen for weather bulletins. Even if the sky overhead is blue, a storm may suddenly appear. Occasionally, scan the horizon for the approach of dark, threatening clouds for there may not be time for an official tornado warning. Stay ALERT for the abrupt onset of violent wind, rain, hail, or a funnel-shaped cloud. Listen for a sudden increase in wind noise. When in doubt, take cover. Tornados are often obscured by rain or dust. Some occur at night.

A tornado warning means a tornado has actually been sighted or indicated by radar. If the tornado is nearby, seek inside shelter immediately, preferably in a storm cellar, underground excavation, or steel-framed or concrete-reinforced building.

1. When a tornado warning is issued that may impact MSU Campus or the immediate vicinity, the sirens may be activated. Campus police will make an announcement over their vehicle's PA system. The warning sirens are tested every 1st Tuesday at noon, except during inclement weather.

2. Take shelter:

Move to the lowest possible level where you will be safest from flying debris, such as in a basement. If there is not a basement, seek shelter in a small interior room, such as a closet or bathroom, in the middle of the building.

Stay away from windows and outside walls.

Manufactured office units are particularly vulnerable to destructive winds. Seek refuge in a sturdy building or as a last resort, in a ditch, culvert, or ravine.

Avoid large open rooms such as auditoriums or gyms.

If you are outside or in your vehicle, go immediately to the basement of a nearby sturdy building. If you cannot find shelter, lie flat in a low spot using your arms and hands to protect your head and neck.

Ice Storm

1. Personnel must be prepared to operate without electricity.
2. Vehicle chains and other emergency gear may be available at Facilities Management Supply room, but only after needed supplies are issued to FM emergency response personnel.
3. Some heating and cooking equipment may function without electricity.

Hurricane

1. For preparation, when media is indicating an approaching hurricane, prepare buildings & secure outside furniture as best possible. Eliminate any possible flying debris.
2. If caught in a hurricane, take shelter, stay away from windows, but be aware of possible flooding and water entering the building.

Flood

1. If water enters a building, turn off all utilities. Disconnect electrical appliances, but do not touch any electrical equipment if it is sitting in water or the floor is wet
2. Evacuate to higher ground.
3. Never attempt to cross a flooded area, either driving or walking.

Earthquake

1. Take refuge beneath a desk or table.
2. Stay away from windows, shelving, or large freestanding furniture.
3. If outside, move to an open space away from buildings, light poles, power lines, and trees.
4. If driving, stop the vehicle away from buildings, power lines, bridges, and overpasses.

After any natural disaster:

- * **Stay in shelter until given further instructions from authority.**
- * **Be aware of possible hazards in area (broken glass, down power lines, un-sturdy structures).**

Maroon Alert

- **Maroon Alert Website** – emergency.msstate.edu
- **Text Messaging** – sign up at my.msstate.edu
- **MSU Official Email Address**
- **Maroon Alert Twitter Feed** – @maroonalert
- **WMSV** – campus radio station
- **Emergency Hotline** – 662-325-5555
- **Maroon Alert App** – Alert FM
 - Apple IOS – <http://imap.tv/2k>
 - Google Android – <http://imap.tv/fmgp>