



## Policy Directory

Responsible Division: Finance and Administration  
Responsible Office: Police Department  
Issue/Revision Date: 12/01/2017

## **Reporting and Emergency**

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Policy:

**How to report an emergency...**

**Remain calm and do not panic:**

**Contact:**       **Main Campus Police 601-877-3000 or ext. 3000**  
  
                          **Natchez Campus Police 601-304-4384 or ext. 4384**  
  
                          **Vicksburg Office 601-629-3531**

**Give your:**

- name
- telephone number
- location

**Give:** clear and accurate information

**Be prepared to supply:** information including:

- suspect and vehicle description
- direction of travel
- sequence of events

**DON'T HANG UP!!** - follow the instructions of the dispatcher