

**UNIVERSITY OF MISSISSIPPI MEDICAL CENTER  
SCHOOL OF DENTISTRY  
INFORMATION FOR CANDIDATES**

**University of Mississippi School of Dentistry  
2500 North State St.  
Jackson, MS 39216  
601-984-6025  
smphillips@umc.edu**

## **Welcome to the University of Mississippi School of Dentistry**

The faculty and staff of the University of Mississippi School of Dentistry realize clinical boards are inherently stressful, especially when applicants are working in an unfamiliar clinic. It is our sincere hope that this information, which has been prepared to help assist candidates for the Commission on Dental Competency Assessments (CDCA) administered ADEX exam, will help make your time with us as smooth as possible. **After reading this handbook, questions related to the information in this document or to the facilities and policies of UMMC School of Dentistry may be directed to the office of the Assistant Dean for Clinical Affairs at (601) 984-6025**

### **USAGE FEE:**

UMMC School of Dentistry charges each candidate a usage fee (\$250.00) to pay for the direct costs of hosting the examination and is in addition to the CDCA examination fee. This fee includes the use of the facilities, staff, equipment, instruments, and supplies during examination dates. This fee applies to each examination session (patient or manikin) and retake examination. This fee must be submitted the day of orientation before examination date. Candidates not current students are required to sign a part-time occupancy agreement at orientation or prior to the exam. Candidates may contact the school for a copy prior to orientation.

### **TRAVEL and HOUSING ARRANGEMENTS**

#### **1. Airline and Airport Information**

Jackson-Medgar Wiley Evers International Airport (JAN) is the closest airport. American, Delta, United, Frontier and ViaAir airlines serve the Jackson area. Please contact the carrier directly or refer to the airport website for additional information.

Jackson-Medgar Wiley Evers International Airport  
International Dr., Suite 300  
Jackson, MS 39208  
[www.iFlyJackson.com](http://www.iFlyJackson.com)

#### **2. Chauffeured Ground transportation**

Transportation via van, limousine, or bus is available from the airport. Refer to the passenger services section on the airports web site for additional contact information.

#### **Rental Car Information**

##### Rental Cars

Alamo Rent-A-Car	Avis Rent-A-Car	Thrifty
Budget Rent-A-Car	Dollar Rent-A-Car	
Enterprise Rent-A-Car	Hertz Rent-A-Car	
National Car Rental	Payless Car Rental	

### **Driving Instructions**

Use the address 2500 North State Street, Jackson, MS 39216 for map services to find the campus. Refer to the attached maps for schools location on campus.

### **3. Hotel/Motel Accommodations**

Reservations should be made directly with hotels/motels accommodations located close to the school are listed below. Candidates should call for rates.

Residence Inn  
By Marriott at Eastover  
1248 Eastover Dr.  
Jackson, MS 39211  
Telephone: 601-362-8003

Best Western Plus Inn & Suites  
1004 Top St  
Flowood MS 39232  
Telephone: 601-420-4944

Hampton Inn & Suites  
320 Greymont Avenue  
Jackson, MS 39202  
Telephone: 301-352-1700

Hilton Garden Inn Jackson Downtown  
235 West Capitol Street  
Jackson, MS 39201  
Telephone: 601-353-5464

Jackson Marriott  
200 East Amite Street  
Jackson, MS 39201  
Telephone: 601-969-5100

Hilton Garden Inn Jackson/Flowood  
118 Laurel Park Cv.  
Flowood, MS 39232  
Telephone: 601-487-0880

The foregoing list is furnished to candidates for informational purposes only and must not be construed to be a recommendation from CDCA or the University of Mississippi Medical Center School of Dentistry.

### **4. University Medical Center Parking**

Patient parking is available in parking Lot #20 or Lot D directly in front of the School of Dentistry facilities. In the event these lots are full, patients will be directed to park in Garage A, Garage B or at the Veterans Memorial stadium parking lot across from the University Hospital. Shuttle buses run every 15-20 minutes.

Candidates should plan to park at the stadium parking lot across from the University Hospital. Shuttle buses run every 15-20 minutes or the school is a ten minute walk from the stadium parking lot.

### **5. University Medical Center Security**

The University Medical Center has an on-campus police force. **Dial 601-984-1360** for situations requiring security or police presence or to report an incident. Give location or use the nearest emergency call box found throughout campus. If 911 is used from a cell phone, indicate you are on the University of Mississippi Medical Center campus. Calling 911 from a university phone will go directly to the campus police call center.

## University of Mississippi School of Dentistry Facility and Services

### 1. Building and Access Hours:

The School of Dentistry building will open from 6:00 a.m. to 6:00 p.m. on examination days during The Commission of Dental Assessments (CDCA), unless otherwise requested by the CDCA. Please note that **the afternoon before the examinations begin**, the facility **will be closed to everyone** (including tours) for cleaning and pre-examination set-up.

### 2. Food and Beverage Services:

In the School of Dentistry, no food, beverage, or cafeteria services for candidates exist other than vending machines for patient or candidates. Candidates should inform their patients to eat before coming to the exam or candidates may choose to bring a small amount of food and beverage for their patients. There are many gas stations, restaurants and fast food establishments located within one (1) mile of the campus if you wish to purchase food. However, **food or drink are not allowed in any areas** near the candidate clinics or check in desk during the examination.

### 3. Registration and Identification Badges

Numbered badges issued to candidates (by CDCA usually at orientation) will serve as your I.D. throughout the examination. The badge must be worn at all times while in the building. Badges **must be turned in** at the completion of the examination(s) as a part of the checkout procedure with CDCA.

## Securing Patients, Patient Screening and Radiographs

### Clinical Patient Screening

Please note, the University of Mississippi School of Dentistry (SOD) does not provide patients for candidates and **does not have** the responsibility for providing examination patients or back-up patients for **any** candidate for any reason. The CDCA candidate is solely responsible for scheduling, securing and screening qualified patients for any/all CDCA exam(s) and should not make requests of anyone associated with the school (University of Mississippi faculty, administration, or staff) for possible back-up patients, patient information, patient consultation, advice, or patient records relating to any patient being considered for a CDCA examination. All questions regarding candidate qualifications should be directed to the appropriate CDCA officials. Candidate qualifications are provided in your candidate guide delivered to you directly by CDCA. Candidates who are not current students of the University of Mississippi School of Dentistry and will not be able to use of the clinical facilities at the University of Mississippi School of Dentistry for screenings of potential patients or use the radiographic facilities to take needed x-rays on non-examination days. If you are a current University of Mississippi School of Dentistry student the availability, hours, and days of operation of the University of Mississippi School of Dentistry clinics is determined by the clinical staff at the University of Mississippi School of Dentistry and is not guaranteed to fit your scheduling preferences. The time and days that the clinic will be available for screening patients will be **by appointment only and is on a first come first serve basis for University of Mississippi School of Dentistry students only and must not interfere with**

**regularly scheduled school clinical days.** Screening times for candidates of University of Mississippi School of Dentistry students and their patients may ONLY be scheduled **before the CDCA examination begins** and will fall under the stipulations outline above (please contact University of Mississippi School of Dentistry for additional details). Please note that **the day before the examinations begin the facilities may be closed** (including screenings for SOD students and candidate tours) for cleaning and pre-examination set-up, and that after the exams begin (and during the exam) all candidates and school personnel will NOT be allowed to access or pass through restricted CDCA designated areas.

## **Preparing for the Clinical Phase of the Examination**

Candidates will be using the University of Mississippi School of Dentistry. Each candidate will be assigned a numbered operatory that corresponds to his or her numbered I.D. badge issued at orientation. Each operatory is equipped with one dental chair, one delivery unit equipped with air/water syringe, and one operator's stool. All equipment malfunctions that take place during the examination should be immediately to the CFE to notify the University of Mississippi School of Dentistry Site Coordinator.

### **1. Handpiece and Propphy Angle Hookups.**

W & H (Adec) slow speed and high speed air driven handpieces are available. Handpiece tubing is all six-pin. Bien Air electric control units for the Bien Air MX2 electric motor are installed on each chair but candidate must supply own compatible electric handpiece sets.

### **2. Sonic/Ultrasonic Devices.**

Candidates are responsible to all sonic/ultrasonic units and inserts for the exam.

If you bring your own ultrasonic scaling unit please familiarize yourself with the dental chairs and hook-up/connection features outlined in this section of the guide. Please note the single water hook-up/connection picture below for all ultrasonic scaling units. The water hook-up is a standard ADEC hook up (please see the picture below quick release attachment). All water is supplied from a pressurized bottle on the unit.



### 3. Infection Control/Asepsis Requirements

#### a. Surface Asepsis

- i. Handles of the unit light, radiographic tube heads, and chair head and chair controls must be covered with clear plastic barrier wrap
- ii. The patient chair, dental unit, counter tops, and operator stool should be disinfected with disinfectant wipes.
- iii. Disinfectant wipes, plastic/barrier headrest covers and plastic/barrier wrap are provided by University of Mississippi School of Dentistry for all candidates.
- iv. Standard precautions infection control guidelines and Personal Protective Equipment (P.P.E.) should be observed during the CDCA exam at UMMC. This includes standard OSHA standards and guidelines.

#### b. Personnel Protective Equipment

- i. Appropriate protective equipment (which includes disposable gowns) is provided/available.
- ii. Disposable gloves, masks, and gowns will be available on the clinic floor. University of Mississippi is a latex free facility.
- iii. Candidates must provide their own OSHA-acceptable protective glasses and should also provide protective glasses for their patients.

#### c. Hazardous Waste

- i. Any blood/saliva soaked waste is considered hazardous and should be disposed of in the available/provided (red) biohazard waste containers.
- ii. Sharps: All needles, anesthetic cartridges, and any potential sharps are to be placed in the red plastic sharps containers located throughout the UMMC clinics.

#### d. Sterilization

- i. Instruments and handpieces can be processed and run through a steam sterilizer after your examinations for candidates requesting this service. School of Dentistry staff will not lube, wipe down, scrub, ultrasonic, or wash instruments either inside or outside of a cassettes. All instruments should be wiped down and clean of visible debris before being brought to the sterilization drop-off area. Submitted candidate instruments should be placed in a sealed sterilization bag within a closed stainless-steel instrument cassette or simply bagged by the candidate for sterilization. Instruments submitted for sterilization will be processed/sterilized with a minimum required turn around time of three hours. Items submitted after 3:00 p.m. will be available for pick-up the following business day by 8:00 a.m. All items submitted to be sterilized **must be picked up within five days of the conclusion of the examination**. If the candidate chooses to use the sterilization services provided the candidate assumes all liability for lost or damaged items submitted.

- ii. The time that instruments can be retrieved depends on the length of time necessary for processing and sterilization, as well as the number of other candidate's instruments. The shortest amount of time in which instruments can be processed is **approximately three hours**. The sterilization assistant will provide you an estimated time after which you may pick up the sterilized instruments. Please do not submit any materials or instruments that may be damaged during the sterilization process.

*THE UNIVERSITY OF MISSISSIPPI SCHOOL OF DENTISTRY ASSUMES NO RESPONSIBILITY OR LIABILITY FOR CANDIDATES WHO BRING DENTAL/DENTAL HYGIENE INSTRUMENTS, ULTRASONIC SCALERS, OR OTHER PERSONAL EFFECTS/ITEMS ONTO CAMPUS. THIS POLICY ALSO INCLUDES ITEMS THAT MAY BE LOST, BROKEN, STOLEN, OR DAMAGED,*

#### 4. Disposable Items:

All of the following items are expendable materials and are provided by UMMC SOD to all candidates.

- Surface disinfection wipes
- Barrier materials & tape
- Bracket tray covers
- Red biohazard bags
- Headrest covers
- Barrier tape (roll)
- Tray covers/Barriers
- Soap (liquid)
- Local Anesthetics\*
- 30 gauge short needles
- 27 gauge long needles
- Non-latex gloves (S-XL)
- Air water syringe tips (plastic)
- Facial tissue
- Patient napkins
- Standard saliva ejectors
- Face masks
- Cotton rolls
- Topical anesthetic(s)
- HVE Tips
- Disposable bib clips
- Sanitizing materials
- Oral pre-rinse & cups
- Disposable needle stick protectors
- Cotton swab (tip applicators)
- Antimicrobial mouthwash
- Autoclave bags (S-L)
- Drinking cups (small)
- 2 x 2 gauze squares
- Paper towels
- Prophy paste

\*See Section 6 below.

#### **Disposable Air/Water Syringe Tips and Bite Blocks**

UMMC SOD provides and uses disposable air/water syringe tips for the examination. Candidates should supply bite blocks if needed for patient care.

#### 5. Translation Services

Translation services for candidates and patients are not provided by UMMC SOD.

Candidates wishing to bring a translator (for languages other than English) must provide all accommodations required. All translators must check in with the CDCA site coordinator and school coordinator upon arrival and will only be allowed into the clinical area when their services are required. Candidate translators must abide by all applicable candidate rules (no cell phones, notes, or PDA's) and safety requirements as well as all reasonable CDCA site coordinator and/or ADD SCHOOL NAME HERE site coordinator requests to ensure that all other candidates have a fair, secure, quiet, safe, effective, and successful examination.

- 6. Local Anesthetic Information** – Local anesthetic cartridges/carpules and 20% benzocaine topical anesthetic gel is provided to all candidates. The brands of local anesthetic used/provided may be are generic brands that are 1.7 to 1.8 ml standard cartridges with the following concentrations: **Lidocaine HCl 2% with 1:100,000 epinephrine, Mepivocaine 3% (without vasoconstrictor) and Aritcaine 4% with 1:100,000 epinephrine.** If you prefer to use a specific type of local anesthetic or topical anesthetic for your exam you are encouraged to bring it.

**7. Supplies provided during the exam**

**MANIKIN BASED EXAMINATION EQUIPMENT AND INSTRUMENTS:**

- All laboratory control units are ADEC and can be adjusted to accommodate left-handed operators.
- Candidates are free to use their own “sterilized” handpieces and instruments.
- Clinical W & H (Adec) slow speed and high speed handpieces are available. Handpiece tubing is all six-pin.
- The contents of instrument tray set-ups and off-tray instruments and supplies are listed in the ATTACHMENT at the end of this document.

**Procedures for Obtaining Instruments and Handpieces:**

- Laboratory handpieces will be issued if needed by Preclinical Laboratory Supply (Fifth Floor D-520).
- Immediately following each procedure, all handpieces and instruments must be returned to the supply area from where they were obtained.
- The Commission on Dental Competency Assessments (CDCA) will be notified by the school if all requisitioned handpieces and instruments are not returned.

**PATIENT-BASED PERIODONTAL & RESTORATIVE EXAMINATION EQUIPMENT AND INSTRUMENTS:**

- All dental operatory units are chair-mounted continental units with radius arms which move to the right or left.
- Ultrasonic and sonic scalers supplied by the candidate must have an Adec quick-disconnect. Arrangements to ensure compatibility for the use of ultrasonic and sonic scalers supplied by the candidate must be made by contacting Clinical Services at (601) 984-6184 prior to the examination.
- Candidates can to use their own “sterilized” handpieces and instruments.
- Candidates are encouraged to supply their own blood pressure checking devices, and must supply safety glasses for both candidate and patient(s) and a plastic container with closeable flip top for their patients to transport instruments from clinic to the grading area.
- Clinical handpieces consists of W & H (Adec) high speeds (fiber optic) and slow speed motors. Handpiece tubing is six-pin.
- Pin kits, contra-angles and anesthetic are available.



- CDCA will be notified if all requisitioned handpieces and instruments are not returned.
- The contents of instrument tray set-ups and off-tray instruments and supplies are listed at the end of this document.

Procedures for Obtaining Instruments and Handpieces:

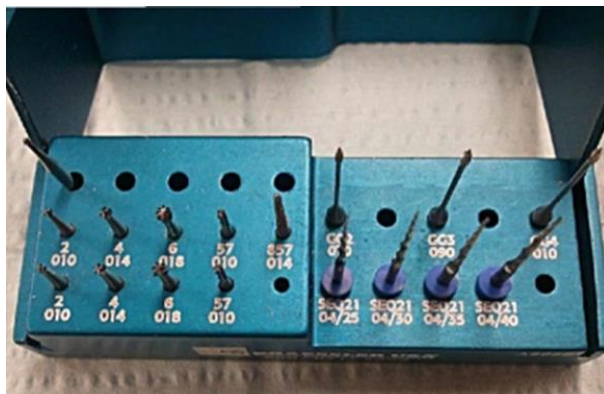
- Preclinical laboratory handpieces will be issued if needed by Preclinical Laboratory Supply (Fifth Floor D-520).
- Clinical handpieces will be issued for each procedure in the clinics where candidates are assigned. All requisitioned sterile clinical instruments are issued to candidates by the clinic in which the instruments are used.
- Immediately following each procedure, all handpieces and instruments must be returned to the supply area from where they were obtained. Autoclave and ethylene oxide sterilization are provided for all instruments and handpieces following each patient use.
- The Commission on Dental Competency Assessments (CDCA) will be notified by the school if all requisitioned handpieces and instruments are not returned.

**CONTENTS OF INSTRUMENT TRAY SET-UPS AND OFF-TRAY INSTRUMENTS AND SUPPLIES**

1. Endodontic Laboratory Manikin Based Procedures

Tray Set-Up:

Mirror	Paper cups
Burs (#57, #2, and #4 Endo access diamond)	Complete file set (15-90 25mm and 31mm)
Endodontic explorer	Onyx files (15-45 25mm)
Spreader miss #1	Excavator
Spreader miss #2	Paper points (assortment)
Plugger #5/7	Ceramic mixing slab
Plugger #9/11	Ceramic dish & sponge (file holder)
Plugger woodson	Rubber stops
Cotton forceps (locking) (1)	Cement spatula
Gutta percha points	Measuring gauge
Endodontic sealer	Syringes (2)
	Cotton pellets





## 2. Fixed Prosthodontics Laboratory Manikin Based Procedures

### Tray Set-Up:

Mirror #23/#17 Explorer  
Double-ended periodontal probe  
#8/9 hatchet

### Off-Tray Instruments and Supplies:

Cotton products Matrix bands  
Assorted articulating paper Wedges  
Laboratory putty Ultradent IntraGuards  
Silicone Clearance Tabs 1.5mm and 2.0mm

### BURS and DIAMONDS supplied:

Premiere Two Stripe diamond: 138C, 234C, 260.8C, 260.8F, 262.8C, 283.4C, 767.8CS (short), 770.5C, 781.8C, 782.10C, 785.7C, 722.8C KR, 722.8C  
Brassler diamonds: 878K-014, 878K-016, 8860-012  
Carbide burs: #4 and #169L



Fixed Prosthodontics Diamond and Bur Block

PATIENTS:

The University of Mississippi Medical Center School of Dentistry does not assume responsibility for supplying patients for the licensure examination.

3. Patient-based Restorative Procedures

Tray Set-Up:

Mirror	#6T carver
#23/17 explorer	Cotton pliers
Double-ended periodontic probe	Articulating paper forceps
#3 plastic instrument	Rubber dam forceps and frame
Hatchet	Scissor (straight iris)
Chisel	Large curved hemostat
#F 26L-26R margin trimmer	Matrix retainer
#F 27L-27R margin trimmer	#1/2 Hollenback
Spoon excavator	Cleoid-discoid
Cement spatula	#5T Tanner carver
Dycal instrument	Wall carver
#26-29 ball burnisher	Matrix bands
Condensers	Wooden Wedges
2 x 2 Gauze	
Cotton rolls	

Off-Tray Instruments and Supplies:

Rubber dam retainers	EsthetX Composite (Caulk Dentsply)
Burs (assorted)	Herculite composite (Kerr)
Amalgam carrier and well	Prisma applicator gun
Ultradent Omni matrix	Flowable composite
Palodent Matrix system (Caulk Dentsply)	
Regular Set Dispersion alloy or Tytin Amalgam (2 spill)	

4. Patient-based Periodontal Procedures

Board Examiner's Kit:

Front-surface mouth mirror  
PVC #12 Colorvue periodontal probe (3-6-9-12)  
#11-12 ODU explorer

Tray Set-Up:

Double-sided mirror	McCalls 17/18
Moffitt probe	Columbia 13/14
PSR probe	Columbia 4R/4L
11/12 ODU	Gracey 3/4
#5 explorer	Gracey 11/12

#2 Nabers probe  
204S scaler  
Cotton pliers

Gracey 13/14  
PVC#12 Colorvue periodontal probe  
2 x 2 gauze

Off-Tray Instruments and Supplies:  
Disposable prophy angle, brush, cup, and paste  
Toothbrush and paste  
Unwaxed dental floss  
Cotton tip applicators  
Syringes for Anesthesia

#### 5. Patient-based burs and diamond

##### **Carbide Burs**

Fissure: 56, 57, 169, 169L, 170, 170L, 171, 245, 330, 556, 557, 558  
Inverted Cone Burs: 33-1/2, 34, 35  
Round Burs: ¼, ½, 2, 4, 6, 8

##### **12 Fluted Composite Finishing Burs:**

Various sizes football, flame, and barrel shaped burs

##### **Amalgam Finishing Burs:**

7406-018  
7408-023  
H246M-010

##### **18 Fluted Composite Finishing Burs:**

Various sizes football, flame, and barrel shaped burs

##### **Diamond:**

8860-012 (flame shaped, fine)

##### **Polishing:**

Enhance polishing points (Caulk Dentsply)  
Pogo polishers (Caulk Dentsply)

## **Emergency Equipment and Preparedness for Medical Emergency**

### **MEDICAL EMERGENCY:**

One or more of the following signs or symptoms may identify an impending medical emergency:

- Pallor
- Chest pain
- Vertigo
- Shortness of breath
- Faintness
- Change in voice tone
- Perspiration
- Incoherence
- Nausea
- Severe headache
- Hives
- Stupor

Follow these steps when an impending medical emergency is identified:

1. Stop all dental treatment if applicable.
2. Begin basic life support if indicated.
3. Send for nearest clinical faculty member and nearest emergency cart. To request “Essential
4. Monitor and record vital signs.
5. Activate “EMS” using 9-911 (hit the # button after it will automatically connect without any pause) if directed by the clinical faculty member.
6. Send available personnel to SOD first and second floor entrances to direct “EMS” team to location upon arrival.
7. Notify anyone accompanying patient or individual designated as emergency contact.
8. Describe medical emergency completely in dental patient record, if applicable, and report incident to Assistant Dean for Clinical Affairs within twenty-four hours using on line occurrence report.

It is essential that all students and personnel know the locations of UMMC SOD emergency carts and defibrillators. Each medical emergency cart has a defibrillator and must be placed in its assigned location at all times. Each dental clinic has immediate access to an emergency cart. One cart, located in the faculty practice, services the first floor. A cart located in the Oral-Maxillofacial Surgery suite services the second floor and the Oral-Maxillofacial Radiology clinic. Two emergency carts are located on the third floor, one between the Orthodontic and Pediatric and Public Health Dentistry clinics and the other between the Endodontic and Periodontics and Preventive Sciences clinics. Two emergency carts are located on the fourth floor, one between the Operative/ODX/Admissions and Fixed /Removable clinics and the other between the SHRP Dental Hygiene and AGD/GPR clinics.

Broken seals on emergency carts, indicating that a cart has been used, must be reported immediately to the Oral-Maxillofacial Surgery staff who regularly maintain the carts to ensure that all drugs and supplies are current and up to date.

### **FIRE EMERGENCY:**

The following School of Dentistry Fire Emergency Policies and Procedure augments the general fire safety program outlined in the Medical Center's Safety Program.

## Fire Emergency Procedure – Rescue, Alert, Confine, Extinguish

The School of Dentistry building should be vacated completely of all persons when a fire alarm is activated. All fire doors in the building will close areas off in order to contain the fire. Primary and secondary fire marshals have been assigned on both the north and south sides of the building to ensure that the building has been completely vacated. North and south fire marshals will meet at the central stairwell and verify that their areas have been evacuated and the fire, if present, has been confined. If fire is blocking the central stairwell entrance, then the meeting will take place at the west stairwell entrance. Fire marshals will also ensure that handicapped people that cannot descend the stairs are placed inside the east or west stairwell with a responsible adult. Both the east and west stairwells have a one and a half-hour fire rated doors and the stairwells have two-hour fire rated walls. Information about handicapped persons in the stairwell will be given to the fire brigade in parking lot #20. Persons on the first and second floors should vacate through any exit. All other persons should exit by the stairwells located on the east and west sides of the building. Elevators must never be used during a fire emergency. All exited persons should move to parking lot #20 directly in front of the School of Dentistry building. Primary and secondary fire marshals are to report clearance directly to the Assistant Dean for Clinical Affairs or designee in parking lot #20 as each floor is cleared. Primary and secondary fire marshals on each floor must ensure that all persons have vacated the area, there is an orderly process of vacating the building and that patients are properly instructed and guided.

Dial 46666 on any UMMC phone (#601-984-6666 on a cellular phone) to report a fire and give location of the fire. Dialing ext. 46666 will alert the Medical Center Safety Unit, who in turn will alert the fire department and send a fire brigade to the scene. Use the red telephone in each clinical area, dialing 311 to page – speak clearly and slowly – to announce “Dr. Red” and give the floor location of the fire.

Activate the fire alarm to report a fire. Each floor of the School of Dentistry has three alarms and each person should be familiar with the location of the fire alarm nearest to him or her. Activating a fire alarm automatically signals both the Medical Center Safety Unit and the city fire department.

Confine the area by closing the door to the area where the fire is along with any adjacent doors in the vicinity of the area. If there is no eminent danger to the person where the fire is located, and if in the event of minor incidents, such as a fire in a trash receptacle, one may choose not to activate the fire alarm and extinguish the fire by utilizing the fire extinguishers which are located throughout the School of Dentistry building. The UMMC fire brigade will investigate to ensure that no further hazards exist; therefore, ext. 46666 should be notified.

An all clear will be announced by the Assistant Dean for Clinical Affairs or designee when it is safe to return to building. All occupants of the building should not return to their abandoned workplaces until the all-clear announcement has been made.

## TORNADO EMERGENCY:

### Tornado Safety Policy

It is the policy of the University Hospitals and Clinics to provide personnel, students, physicians, patients, and visitors with a specific plan of action designed to provide optimum safety in the event of tornado activity.

### Definitions

A tornado watch is in effect when weather conditions in the area are such that a tornado could develop. A tornado warning is in effect when a funnel shaped cloud or tornado has been sighted in the area.

### Procedure

Clinical Affairs personnel monitor alerts by the National Weather Alert Service during times of pending inclement weather. The NWAS will sound an alarm throughout the Jackson area when a tornado warning has been issued.

### Precautionary Measures

Following an announcement of a tornado warning, all persons on the fifth floor of the School of Dentistry should move to lower floors. All persons already on floors lower than fifth should move immediately to offices, central hallways, and closed operatories away from windows where there is no danger from glass or flying objects. Fire marshals will ensure that all areas are cleared and personnel are moved to lower floors or are in areas where there is no danger from glass or flying objects.

### Responsible Agents

Faculty must ensure compliance with this policy in their respective areas.

### All Clear

An all clear will be announced by the Assistant Dean for Clinical Affairs or his designee when a tornado emergency has officially ended. All occupants of the building should not return to their abandoned workplaces until the all-clear announcement has been made.

### Other Emergencies

Earthquakes, bomb threats, or any other conditions which could compromise the safety of the School of Dentistry building and its occupants will be announced and applicable instructions will accompany the announcement.



