



**EDUCATION AND
RESEARCH CENTER
EXECUTIVE OFFICE
DIRECTORY
DECEMBER 2008**

EDUCATION AND RESEARCH CENTER DIRECTORY OF OFFICES

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SECURITY INFORMATION

After Hours Entry to Paul B. Johnson, Jr. Tower Building

For the convenience of our employees who may be required to come back to the complex after normal working hours or on the weekends, a phone has been installed outside the Universities Center by the entrance to the snack shop. To use this phone so that the public safety officer on duty can come and let you into the building, follow the instructions inside the cover of the phone. An officer will come to this location and let you into the building.

NOTE: The entrance on Ridgewood Road will be locked at 10:00 p.m.

On weekends, the gate will remain closed from Friday, 10:00 p.m., until the following Monday at 6:00 a.m.

On weekdays, the gate will be locked from 10:00 p.m., until 6:00 a.m., the next morning.

All traffic will use the Eastover Entrance/Exit during the periods when the gate is locked.

SECURITY EMERGENCIES DURING OFFICE HOURS

To reach Security in an emergency during office hours, call Kathy Kehle at extension 2-6692 and she will contact a security officer immediately via walkie-talkie.

Security: (601) 432-6598
Cell Phone: (601) 540-8579
Activate Evacuation Plan (601) 432-6060

Fire: (601) 432-6598 then 90.911
In case of fire, start evacuation plan before calling fire department.

Medical Emergency 90.911
Automated External Defibrillators (AEDs) are located on the 4th and 9th floors.

MAIN OFFICE NUMBERS – INSTITUTIONS OF HIGHER LEARNING (IHL)

IHL Lobby	(601) 432-6198
Commissioner	(601) 432-6623
State Student Financial Aid	(601) 432-6997
Attorney General (AG) University Division	(601) 432-6780
Jackson State University (JSU) University Center	(601) 432-6234
America Reads MS (ARM)	(601) 432-6380
GEAR UP MS (GU)	(601) 432-6128

OTHER AGENCIES

MS Commission for Volunteer Services (MCVS)	(601) 432-6916
MS Humanities Council (MHC)	(601) 432-6752
Mississippi Public Broadcasting (MPB)	(601) 432-6565
State Board for Community & Junior Colleges (SBCJC)	(601) 432-6518
SBCJC Executive Director	(601) 432-6513
USM Institute for Disability Studies (USM-IDS)	(601) 432-6205
University Press	(601) 432-6205
Housekeeping	(601) 432-6692

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4 th Floor – The Vault	(601) 432-6116
5 th Floor – SBCJC Conference Room	(601) 432-6338
9 th Floor – Commissioner’s Conference Room	(601) 432-6305

MAINTENANCE REQUESTS

Non-Emergency requests relating to maintenance, housekeeping and recycling, please send an e-mail to the following address: workorders@mississippi.edu

Emergency only such as water leaks, power outages, etc., contact of the individuals below by phone immediately:

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