

Administrative Series—2000

EMERGENCY MESSAGES FOR STUDENTS

**College Employee
Receiving Call:**

1. Directs caller to the **Public Safety office**.

Public Safety Office:

1. Obtains caller's name and phone number and determines if emergency exists.
2. If emergency exists, attempts to make contact with the student based on probable location of student by checking student's class schedule, or employee location.
3. Reports back to caller if contact is not made.

October 14, 1991

Adopted College Council

March 8, 2006

Revised

February 9, 2011

Revised by College Executive Administration