

AP 3509 - 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; July 26, 2017

Revised

February 9, 2011

Revised by College Executive Administration