

COLLEGE NOTIFICATION

The following action shall be taken when a crisis/emergency occurs:

(1) The Police Services/Public Safety Department will activate Emergency Notification by utilizing the campus telephone system, and/or dispatching officers by two-way radio or by runner to each affected area/building to make the appropriate notifications.

(2) Employees/Students are responsible for relaying the information.

IMPORTANT REMINDER: Two-way radios, pagers, and cellular telephones should NOT be used AT ANY TIME during a bomb threat!

Bull-horns and designated runners should be used to pass information between the Command Post, Building/Facility Coordinators, and other emergency officials.

EVENING/NIGHT EMERGENCY PROCEDURES

POLICE SERVICES/PUBLIC SAFETY OFFICER ON DUTY:

The Police Services/ Public Safety Department is the focal point for two-way transmission of official emergency communications to the College. The Police Services/Public Safety Officer on duty shall contact the Emergency Director or designee to determine if a state of emergency should be declared. The officer on duty will notify the Emergency Director of any campus emergency.

The Emergency Director will initiate the notification system by first calling the Crisis Management Team as appropriate to the specific emergency.

ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

(1) Police Services/Public Safety - Police Services/Public Safety Officers are on duty 24 hours a day at the Union and Macon Campuses and during hours of operation at the Maxine Smith, Gill, and Whitehaven sites. Police Services/Public Safety Department will be notified of all situations and will contact the appropriate agency.

(2) Purchasing & Contracts Department - Emergency procurement of materials/services can be arranged through the Purchasing & Contracts Department.

(3) Central Receiving (located at the Physical Plant) - May assist with the receipt of emergency materials/services.