

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

EMERGENCY PROCEDURES

SECTION 1—CAMPUS DISTURBANCE

- a. Whenever the administrator in charge of the College receives information concerning a possible or actual civil disturbance the following action will be taken:

Investigate the complaint personally or notify the officer in charge of Campus Police, his/her designee, or another administrator and have the complaint investigated. If the complaint is justified, the officer in charge of Campus Police, or his/her designee, will advise the local police department of the situation.

- b. If there is an unlawful takeover or an illegal tumultuous gathering and it is deemed necessary to clear the campus, the following action will be taken:

The College administrator in charge will order the unruly assembly to disperse. This order should stipulate that the administrator is acting on behalf of the Board and that the group is instructed to depart immediately.

- 1) A representative of the College should be stationed at the outermost extremity of the gathering in order to provide testimony that the order to disperse could be clearly understood.
- 2) If the request is not honored within a reasonable time (15 to 20 minutes), local law enforcement agencies may be called to clear the campus, and a complaint may be filed by the ranking College administrator present.

- c. When threats of illegal use of College facilities or illegal occupancy of building or buildings seems imminent or has occurred, the legal representative of the College or the administrative official (appointed by the President) may seek an injunction from the appropriate court to forbid such illegal actions.

- d. Whenever picket lines or demonstrations are formed, notify the Campus Police Department at once, dial 4424. Demonstrations or picketing must be carried on in an orderly manner, so as not to interfere with the normal operations of the College.

- e. For detailed procedures, see the Schoolcraft College Critical Incident Manual.

Revised—Administrative Committee
March 4, 1980
Technical Changes—July 20, 1984
Revised—Cabinet
October 14, 1996
November 13, 2001
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Retyped—Department/Title Changes
September 14, 2007
Revised—VP and CFO
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