

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

EMERGENCY PROCEDURES

SECTION 5—DELIVERY OF AN EMERGENCY TELEPHONE MESSAGE TO A STUDENT

In determining if a request to deliver an emergency message to a student warrants the disruption of a class, the College will use the following guidelines:

1. Sudden and serious illness of a family member.
2. Injury or death of a family member.
3. Serious damage to the family home.

Individuals receiving requests to deliver an emergency message to a student are to direct the individual or caller to the Campus Police at extension 4424. The Campus Police staff will determine the details of the emergency. If the nature of the message does not meet the above guidelines, the individual will be informed that the message does not warrant the disruption of a class.

If the message meets the guidelines, the Campus Police will:

- 1) Obtain the caller's name and return telephone number.
- 2) Obtain the name of the person who is to receive the message.
- 3) Make a written record of the message.
- 4) Determine the location of the student who is to receive the emergency message.
- 5) Deliver the message to the student, or contact someone in the office nearest the student's location to deliver the message. When someone else has been contacted by the Campus Police to deliver an emergency telephone message, that person must return a call to the Campus Police verifying that the message has been delivered or relay the outcome of his/her attempted contact.
- 6) The original caller must be notified by the Campus Police if the message was not delivered to the identified person.

Revised—Administrative Committee
March 25, 1980
Revised—Cabinet
October 14, 1996
Reviewed—Cabinet
November 13, 2001
August 2, 2005
Department Title Change
September 14, 2007
Revised—VP and CFO
August 1, 2019