

EMERGENCY NOTIFICATION PROCEDURE

PURPOSE

This policy describes the procedures for notifying campus personnel of emergency information, such as the serious injury or sudden death of an employee, student, or immediate family members of employees or students.

POLICY

1. Any University employee in receipt of emergency information shall immediately report it to the Department of Public Safety (572-5262).
2. The Director of Public Safety/designee shall verify the facts reported, if necessary, and notify the University President, appropriate Vice President, and the University Chaplain.
3. In a general emergency, Public Safety will establish an Emergency Response Center and designate an Emergency Response Coordinator according to the University's Emergency Response Plan.
4. The Coordinator shall be responsible for initiating contact of additional necessary campus personnel and for convening the Emergency Response Team, if warranted.
5. The Emergency Response Team will follow notification procedures detailed in the university's Emergency Response Plan.
6. The University President or designee shall contact the immediate family of the injured or deceased person to extend condolences and/or offers of assistance.
7. The Vice Presidents shall notify the respective personnel in their division/departmental areas.
8. Any general information shall be submitted to and released by the official university spokesperson

REVIEW

This policy will be reviewed annually by the President's Office.