Procedure 8.0604

Emergency Phone Calls Procedure

Emergency calls coming into the receptionist should be directed to the Beaufort County Community College Police Department (BCCC PD) duty phone at 252-943-8721. It is incumbent upon the caller to notify the receptionist that it is an emergency situation.

Students
In the case of emergencies, the BCCC PD will contact the student and deliver the information. Students are asked to notify relatives and close friends that under such circumstances, they should contact the BCCC PD and briefly state the nature of the emergency. The determination will be made on a case by case basis, taking into account the totality of the circumstances. If the notification is warranted, the BCCC PD will look up the student's schedule and make an attempt to deliver the information. BCCC PD will coordinate with the appropriate vice president or president regarding the student's notification. In the event the appropriate vice president is unavailable, BCCC PD will contact another member of Senior Staff to coordinate notification.

Employees
In the case of emergencies, the BCCC PD will contact the employee and deliver the information. Employees are asked to notify relatives and close friends that under such circumstances, they should contact the BCCC PD and briefly state the nature of the emergency. BCCC PD will look up the employee's location in the directory and make an attempt to deliver the information or contact the appropriate vice president or president immediately if the employee is not at their regular work location. BCCC PD will coordinate with the appropriate vice president or president regarding the employee's notification. In the event the appropriate vice president is unavailable, BCCC PD will contact another member of Senior Staff to coordinate notification.

Post Incident
The president's office and the appropriate vice president will be notified as soon as possible regarding the emergency incident.

References

Legal References: *Enter legal references here*
SACSCOC References: *Enter SACSCOC references here*
Cross References:

History

Senior Staff Review/Approval Dates: *7/1/2015, 11/21/2016*
Board of Trustees Review/Approval Dates: *Enter date(s) here*
Implementation Dates: *Enter date(s) here*