

PROCEDURE 2.17.1: EMERGENCY PROCEDURES

In the event of classroom-, student- and/or other college business-related emergencies:

1. Faculty/staff should immediately remove themselves and their charges from life-threatening or otherwise potentially dangerous situations.
2. If the immediacy of the situation requires, faculty/staff should call the proper emergency facility by dialing 911 from the college phone.
3. Faculty/staff must report the incident to Sandburg dispatch by dialing 5499 from a college phone or 309.341.5499 from a public phone. Callers should clearly state their name, location and the nature of the emergency.
4. Dispatch will notify the head of Public Safety or other Public Safety representative of the emergency.
5. Safety staff will proceed immediately to the emergency scene.
6. Safety staff, in conjunction with faculty or staff must complete an accident report and file the report with the head of Public Safety or other Public Safety representative.

Original: 11/85

Reviewed: 11/02, 12/07, 4/10, 8/17, 2/24

Revised: 11/02, 12/07, 4/10, 8/17, 2/24