

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

1. Faculty/staff personnel will immediately remove him/herself and his/her charges from life-threatening or otherwise potentially dangerous situations.
2. If the immediacy of the situation requires, faculty/staff personnel will call the proper emergency facility by dialing 911 from the college phone.
3. Faculty/staff personnel will report the incident to the Carl Sandburg College Dispatcher (CSCD) by dialing 5499 from a college phone or 341-5499 from a public phone. Callers should clearly state their name, location, and the nature of the emergency.
4. The CSCD will notify the Director of Public Safety or Coordinator of Public Safety of the emergency.
5. Security personnel will proceed immediately to the emergency scene.
6. Security personnel in conjunction with the faculty or staff personnel will complete an accident report and file the report with the Director of Public Safety or Coordinator of Public Safety.