

College Operating Procedures (COP)



Procedure Title: Student Emergency Notification
Procedure Number: 08-0821
Originating Department: Public Safety

Specific Authority:

Board Policy 6Hx6:1.02; 6Hx6:7.03
Florida Statute 1001.65
Florida Administrative Code Family Educational Rights and Privacy Act (FERPA)

Procedure Actions: 01/01/04; 07/01/09

Purpose Statement: This procedure ensures a proper procedure for emergency notification of Florida SouthWestern State College students.

Guidelines:

This procedure ensures a proper procedure for emergency notification of Florida SouthWestern State College students.

Procedures:

- I. When the Public Safety Department receives a call in regard to an emergency notification to be given to an Florida SouthWestern State College student the following procedure shall be followed:
- II. Upon receiving the call, the front desk personnel shall obtain necessary information. Special attention to be given to the following areas:
 - A. The last name, first name and middle initial of the student that is to be contacted.
 - B. The date of birth of the student to be contacted if possible.
 - C. The last name, first name, and contact phone number of the person requesting the notification.
 - D. Obtain all of the information possible from the contact person in reference to the purpose of the notification.
 - E. The information obtained must be of an emergency nature i.e.; serious accident or death involving family member family member incapacitated and in need of immediate help.
 - F. Calls requesting notification that are general or social in nature shall not be honored.

- G. Once the information is obtained an authorized person will access the Banner System to query and obtain the schedule or other necessary information to insure that the notification is made. The information will then be given to an on duty Public Safety Office that shall personally deliver the emergency information to the student.
- H. Once the information is delivered, the Public Safety Officer will log the action on a patrol log.