

Procedure Title: Emergency Messages to Students
Procedure Number: 07-2004-0001
Board Policy Reference: IV.A. General Executive Direction
NWCCU Standard:

Accountable Administrator: Vice President Student Affairs
Position responsible for updating: Director of Enrollment Services/Registrar
Original Date: November 1972
Date Approved by Cabinet: 08-14-18
Authorizing Signature: *Signed original on file.*
Date Posted on Web: 9/10/18
Revised: 08-18
Reviewed: 07-18

Purpose/Principle/Definitions:

Classroom interruptions for any situation other than an emergency will be avoided. This procedure offers examples of situations that qualify as emergencies, and identifies areas responsible for communicating with the affected student.

Guidelines:

As a general rule, classroom instruction should not be disturbed unless the matter is urgent. Students may be notified of emergency messages that involve a death; serious illness, injury, accident; or a threat to a student’s livelihood, property, or their immediate family. The college is under no obligation to deliver messages or follow up on such requests. However, the Registrar’s office or BMCC Center Director or their designee will make a sincere effort to contact the student and deliver the requested information. Examples include but are not limited to:

Examples:

1. An ill or injured child who requires parental consent for treatment
2. A family or household member who is either seriously injured or ill needing urgent transportation
3. An employer who calls regarding the student’s job and is dependent on an immediate response
4. Home and property (such as livestock) are at risk

All student emergency messages received by the College will be handled as follows:

1. If the call is received from the switchboard or a department, an attempt will be made to deliver the message to the student's cell phone according to the above guidelines.
2. If it is determined that the message should be delivered in person, contact will be made by the department in closest proximity to the student's scheduled class area.
3. The originator of the message request will be notified by the receiving department if the College was not able to deliver the message to the student.
4. **Notation in the student's record regarding the request and action taken will be made by the person or persons involved in receiving and delivering the message to the student.**

Note: [The Family Educational Rights and Privacy Act \(34CFR99\)](#) states that in an emergency situation, confidential information may be released ONLY if knowledge of the information is necessary to protect the health and safety of the student and/or other individuals. Confidential information includes a student's whereabouts on campus. **Confidential information is not to be released except on approval of the Registrar.**