

UNIVERSITY OF WASHINGTON, BOTHELL
CASCADIA COMMUNITY COLLEGE
POLICIES AND PROCEDURES MANUAL

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EMERGENCY NOTIFICATIONS

15.1
REV 10-14
Campus Safety
352.5359

**Emergency Notifications
POLICY**

The Campus Safety Department will make student notifications for bona fide emergencies: illness, accidents, child care issues, or other issues affecting a person's safety or well-being. Requests to contact students for other than emergency situations will be denied.

PROCEDURE

When an individual calls the University of Washington Bothell or Cascadia College to request an emergency notification to a student, Dispatch will process the request and will not refer the caller to either institution. If the person comes to the campus to request an emergency notification, the office contacted will notify Campus Safety.

Each request for emergency notification will be entered, and a written record will be kept of:

- Student's information
- Caller's or visitor's information
- Nature of emergency
- Action taken

All emergency notification will be entered in Report Exec regardless of whether contact was made. The report will show the disposition of the notification once it has been entered in Report Exec.

Dispatch will send a Campus Safety Officer to attempt the notification. Officers will interrupt the class to contact the student, but should first contact the faculty member leading the class. When officers are unable to make contact for any reason, the requesting party will be contacted and so notified.

For emergency notifications during normal hours, the student's information will be accessed through each institution.



ADDITIONAL INFORMATION

For additional information, please contact the Campus Safety Department.

Contact: Campus Safety Director

Phone: 425.352.5359

E-mail: rwlewis@uwb.edu