

Emergencies on Campuses

In case of accidents or other emergencies, students are instructed to advise the nearest faculty or staff member. In the absence of a faculty or staff member, students on the Wallace and Sparks Campuses can locate any College telephone and dial 0 for the Switchboard Operator. Students are to advise appropriate College officials of the nature and location of the emergency and provide other vital information that may be requested. Students are instructed as to further procedures. If College telephones are not operational and faculty or staff members are not available, students should send a messenger to the Switchboard Operator located in the Learning Resources Center on the Wallace Campus or to the Office of the Dean of Student Affairs & Sparks Campus in the Administration Building on the Sparks Campus to report the emergency. Posters and diagrams in each building also provide emergency information, and faculty members are directed to review emergency procedures with students on the first day of class each term. Faculty and staff members sponsoring events outside of regular campus hours are responsible for providing emergency procedures and information to participants.