

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

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EMERGENCY NOTIFICATIONS

15.1

REV 01-05

Security & Campus Safety

352.5359

Emergency Notifications

POLICY

The Department of Security & Campus Safety 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 Community 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 Security & 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 logs should be kept regardless of whether contact was made. The form will show the disposition of the notification. In addition to recording the request in the log, it will be logged as an incident in the Security & Campus Safety computer records.

Dispatch will send a Security & 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 re-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 Department of Security & Campus Safety.

Contact: Security & Campus Safety Director

Phone: 425.352.5359

E-mail: kjones@uwb.edu

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