SECTION 4: **EMERGENCY/SECURITY PROCEDURES**

IP 4.00 Student Medical Emergency Instructions

In the case of any medical emergency in the classroom, the instructor determines if the illness or injury is potentially life threatening. If unqualified to ascertain the condition, the instructor must assume it is an emergency and send a responsible person to call 9-911. The instructor should remain with the seriously ill or injured student until qualified medical help arrives and transports the student to a medical facility.

After the student has been transported, the instructor should go to the medical facility (a responsible designee could go so a class or activity is not cancelled) to assist with information and remain there until the medical staff can provide a condition report. The instructor should immediately call and inform the appropriate V.P. and Department Chair of the emergency. At that time, the supervisor will make contact with the parent/guardian/family or relatives.

The instructor's responsibility in the emergency is completed when: 1) the student is under medical care in a facility or has been released; 2) the parent/relative has arrived at the facility and/or has been informed of the student's condition by the doctor; 3) the V.P. and appropriate Department Chair have been informed of the condition and care given.

Following the emergency, a written detailed report of the emergency is required from the college employee as documentation of the incident and to determine if emergency assistance could be improved.

IP 4.01 Evening Security Phone Number

The cell phone number for Security is 520-7454. This number is available from 7:00 p.m. to 3:00 a.m. during the Fall and Spring Semesters. Over the summer months, the number is available from 6:30 p.m. to 11:30 p.m. Security calls outside of these hours should go to the local police station by dialing 9-911.

IP 4.02 After Hours Physical Plant Calls

The after hours emergency call procedure must be followed in the listed order. Employees are not authorized to call a Physical Plant employee after hours unless there is interior/exterior damage to a campus building or grounds and/or situation which may cause harm to staff or students.

Employees may call the Physical Plant Office:

- From 6:00 a.m. to 5:00 p.m. – 521-6642
- For urgent/emergency purposes call – cell phone 520-7443.
- Weekends 7:00 a.m. to 4:00 p.m. – 520-7443

(After dialing the pager number, the employee must enter his/her call back phone number, wait for three confirmation beeps, and then hang up. A physical plant staff member will call you back within a few minutes.)

In the event an employee is unable to reach anyone on weekends by using the cell phone or pager number, the following persons should be called in the following order:

- Rick Myers – 522-0827
- Lyle Rose – 522-1039
- Wendy Zimmerman – 522-7139

If the employee cannot reach someone by using any of the above numbers, and the emergency cannot otherwise be handled, or is not life threatening, call in the following order:

- Laura Speaker – 554-1784
- Judy Giacomini – 521-9645

If the employee cannot reach help by using any of the above numbers and the emergency cannot otherwise be handled, or is life threatening, the employee may call 9-911.

IP 4.03 Precautionary Measures in Dealing with Codes of Conduct on the NJC Campus – Student, Employee, Clients

Codes of conduct typically proscribe both academic and social misconduct, whether or not the misconduct violates civil or criminal laws, and whether or not the misconduct occurs on campus.

Social misconduct may include disruption of an institutional function (including teaching, community service, professional development, student learning) and abusive or hazing behavior. It may also encompass conduct that occurs off-campus, particularly if the misconduct also violates criminal law and the college can demonstrate that the restrictions are directly related to its educational mission or the campus community's welfare.

Sanctions for code violations may range from warning to various intermediate actions. The NJC Operating Procedures Manual spells out what is expected of NJC employees. The Student Handbook also points to expected behaviors.

Events and examples of the past few years coupled with recent notable behaviors have given rise to taking precautionary actions in the workplace so as to head off and/or circumvent extreme violent or harassing behaviors. We are all aware of extreme examples in the workplace i.e., department of transportation, post office, etc. Of course, we don't expect to see such extremes at NJC. However, you should understand that NJC has had its own instances of concern.

To that end please consider the following suggestions in times of need:

1. First contact the Department Chair and/or supervisor in the area if timely.
2. Depending on the severity of the circumstance, situation, etc., call the police 9-911. A civil standby can be obtained from the Sterling Police Department by calling 522-3512. An escort service by the Police can also be requested by calling this number.
3. If the situation is immediate, impulsive and warrants handling to summon the police dial 9-911. Non-emergencies are handled by calling 522-0223.
4. Please feel free to call our own NJC Security. They can be reached at: Security Cell Phone 520-7454; Security during business hours at 521-6642; or Rick Myers can be reached at 521-6643.
5. Dr. Bolton would like to be informed of the action as well at 521-6607.