



## **TITLE: ADMINISTRATIVE PROCEDURE NO. 5028**

### **EMERGENCY MESSAGES TO STUDENTS**

Oklahoma City Community College has no central paging system or other reliable method of delivering messages to students. Emergency messages, however, will be delivered by staff from the college Information Center or campus security. "Emergency messages" will be defined as those having to do with the health or safety of a student or a student's family member.

In order to request the delivery of such a message, the requestor should contact the college Information Center or Administrator of Extended Services. Once the staff person has determined the nature of the emergency, the message will be taken in written form. The staff person will then determine the student's schedule and deliver the message to the appropriate class. If the student is not on campus and the message is not deliverable, the staff member will make a return call to the requestor with the information that the message was not delivered.

Effective: 01-02-1991