

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Handling of Personal Emergencies for Students	<u>Number</u> 304
Related Policy:	Student Rights and Responsibilities – 6Hx20-3.010	<u>Page</u> Page 1 of 1

I. Purpose

To provide emergency information to students in the classroom.

II. Procedure

- A. All incoming calls or requests to locate students concerning any emergency are referred to the Public Safety Department central dispatch on the Pensacola campus.
- B. The Public Safety Department makes a determination as to the seriousness or legitimacy of the emergency.
- C. In the case of death, serious injury, or sickness of family members, the Public Safety Department will notify the appropriate campus administrator prior to locating the students in class and give them the message.
- D. If the emergency message does not meet the guidelines for a delivery by a College Public Safety/Police officer in Section C., then the Public Safety Department will consult with the President, regarding the message.

Responsible Official:	Chief of Police
President's Signature:	Date: 09/11/2025

