



POLICY NUMBER: SLCC-SAFE-800

POLICY AND PROCEDURES MEMORANDUM

Title: Emergency Preparedness Protocol
Effective Date: 1/28/13
Date of Last Revision:
Cancellation:
Office:

Emergency Preparedness Protocol

Executive Committee makes a determination and notifies Christine Payton, PR Director (Designee-Lana Fontenot, PR Specialist)



Christine drafts a message to be reviewed and approved by Dr. Harder, Chancellor



Christine reviews and discusses message with Chief Dwight Faul, Chief of Police (Designee-Sgt. Wayne Luquette), and Mike Charif, Director of IT (Designee-Dale Thibodeaux)



Christine sends the message to the following:

Global E-mail (SLCC employees and students)

1st Call (text and phone message)

Hotline (337.521.KNOW)

Website

Media (print and television)

Facebook

Twitter

Notebook (in class notification)

x	Reviewing Council/Entity	Approval Date	Effective Date
x	<i>Cabinet Approval</i>	<i>Jan 28, 2013</i>	<i>Jan 28, 2013</i>
x	<i>Executive Committee Approval</i>	<i>Jan 28, 2013</i>	<i>Jan 28, 2013</i>
x	<i>Chancellor Approval</i>	<i>Jan 28, 2013</i>	<i>Jan 28, 2013</i>

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Hard Copy Distribution to Cabinet

Natalie J. Harder, Ph.D.
Chancellor