

Essex County College College Regulation

REG 1-10 EMERGENCY COLLEGE-WIDE ANNOUNCEMENT

Purpose:

To set forth the process by which the public address system and electronic emergency alert system will be used for College-wide announcements.

Application:

1. The College-wide public address system is to be used primarily for emergency announcements only.
2. Its use shall include communicating safety precautions to the College community, announcements on closings, and such other announcements that the College, in its discretion, deems necessary to communicate.
3. The Director of the Department of Public Safety is empowered to authorize special announcements for emergent situations occurring on campus.
4. All requests to use the Public Address System to locate individuals due to emergency will be referred as follows:
 - a. At the Main Newark Campus:
Monday-Friday, 8:30 a.m. to 5:00 p.m.
Office of the Dean of Student Affairs

Monday-Friday, 5:00 p.m. to 10:00 p.m.
Saturday, 9:00 a.m. to 4:00 p.m.
Office of Evening and Weekend Services
 - b. At the West Essex Campus
Monday-Friday, 8:30 a.m. to 10:00 p.m.
Saturday, 9:00 a.m. to 4:00 p.m.
Office of Academic Affairs
 - c. At the Public Safety Academy
Monday-Friday, 8:30 a.m. to 5:00 p.m.
Office of Community
and Continuing Education.
 - d. At all other times contact the Department of
Public Safety.

All non-emergent requests to use the Public Address System shall be referred to the Dean of Student Affairs for determination.

Responsible Official(s):	Reference(s): N.J.S.A. 18A: 64S-12(o)
Regulation History: App. 11/92, Rev. 10/01, 7/11, 3/17	Attachment(s):