

BASIC GUIDELINES FOR RESPONDING TO STUDENT CRISES:

1. Whenever a Columbia College student's life or physical well-being is in imminent danger and includes behavioral extremes, contact **Columbia College Police at 786-3333**.
 - a. **CCPD** will respond to the situation, call **911**, and make arrangements for emergency room transport. (When a student is transported from campus to the hospital, **CCPD** will check with the student to ensure they have transportation back to campus. If they do not, CCPD will provide them with a card that gives them instructions for making arrangements to be transported from the hospital back to campus.)
 - b. If during business hours, CCPD will contact Student Affairs and the Area Coordinator On Call in order to provide support to the student while she is waiting for the ambulance to arrive.

2. Whenever a Columbia College student goes to a hospital emergency department:
 - a. Notify **Campus Police**.
 - b. Notify the **Area Coordinator On Call** (contact information below) who will contact the Director of Residence Life and Housing (weeknights) or the Administrator On Call (weekends), who will notify the student's Emergency Contact when the student is unconscious or has made a suicidal threat/attempt. In all other cases, students will be encouraged to grant permission for staff members to contact his/her emergency contact when transported to the hospital.
 - c. The **Administrator On Call** will contact all students, within 24 hours, of whom we are aware have gone to the hospital. This call will focus on the students' wellbeing and will also let the students know we are here to support them if they need us. (During the weekday, the Dean of Students will call students whose transport occurs between the hours of 8:30 am – 5:00 pm.)

3. Whenever a Columbia College student has a close or immediate family member who is critically injured/ill or has died, contact the **Dean of Students**. The Dean of Students will contact the **Chaplain**.

4. In the event of an illness, accident or medical emergency on campus, contact **Campus Police** (786-3333) immediately. Campus Police officers are first responders trained in first aid, adult and child CPR, and use of the AED. Campus Police officers will make an initial assessment of the situation and if necessary, summon Emergency medical care. For a non-emergency medical situation, **Campus Police** and the Area Coordinator On Call will work with the student to determine how he/she wishes to proceed in obtaining treatment or assessment. Campus Police can help to arrange transportation to a local medical facility of the student's choice.

5. Whenever an emergency vehicle is called, **Campus Police** will:
 - a. Contact the President's Office, Provost's Office, VP for Finance's Office, and the Dean's Office.

6. Whenever a student informs you of a sexual assault which has happened on campus – contact CCPD immediately (786-3333) and then the Dean of Students. If a student was assaulted off campus, ask her for permission to contact the CCPD's Victim Advocate, her AC or another Student Affairs staff member, or strongly encourage her to do so. These people will not pressure the student to file charges, but will inform the student of her rights and resources available to her, and offer support and care.

7. The Area Coordinator On Call will update the Building AC of any incidents occurring in his/her building.

<p>Area Coordinator On Call Cell Number: 803.231.9934 Area Coordinator of McNair First Year Center Area Coordinator of Upper-class Halls and Cottages Assistant Area Coordinator Student Affairs Graduate Assistants</p>	<p>Administrator On Call Cell Number: The Area Coordinator On Call will contact the Administrator On Call's personal cell phone. Provost Dean of Students Director of Multicultural Affairs and Community Resources Director of Counseling Services Director of Residence Life and Housing Director of Student Activities</p>
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