

EMERGENCY MESSAGES FOR STUDENTS

POLICY

It is the policy of Ridgewater College (the College) to take messages for students for medical emergencies such as an illness, accident or death in the family or other life-threatening situations. The College will make a good faith effort to relay the message but does not assume responsibility for messages that are not deliverable. The College does not provide message services for non-emergency situations.

History:

08.14.00 Adopted

11.25.2020 Proposed – Reviewed and Revised for Equity Compliance; Revised 04.20.2021

02.18.2025 Proposed; 11.10.2025 Revised

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PROCEDURE

- Staff look up the student's current course schedule and ask a counselor or advisor to deliver the message if the student is currently in class or attempt to leave a message with the instructor of their next class.
- The message delivered should simply be that they need to contact a certain person due to a family emergency. The details should be given by the family member.
- If the person looking for a student arrives in person, the specific location of the student should never be given out. College personnel will attempt to locate the student and deliver the message or bring the student back to the individual. Cases involving law enforcement should be directed to the Dean of Students.

History:

11.25.2020 Proposed - Reviewed and Revised for Equity Compliance; Revised 04.20.2021
11.10.2025 Revised – Formatting only.