



**Emergency Notification Protocol  
for Neighborhood & Apartment Coordinators**

**Examples of when to call Campus Safety & the RD/RLC duty phone:**

- Student death
- Situation is or was life threatening
- Medical emergency (ambulance needed)
- Significant damage or potential damage to a building
- Fire
- Fight or physical assault
- Sexual assault
- Suicide attempt or gesture
- Gas leak
- Situation where building may need to be evacuated
- Mental health emergency/crisis
- Drugs
- Police or ambulance at building
- Significant vandalism
- Policy violation where you need assistance

**Examples of when to call Campus Safety:**

- After hours facility emergency
- Power outage (not a fuse)

**Examples of when to call the RD/RLC duty phone:**

- Situation could be in the local or college newspapers and/or picked up by the media
- Situation where you need advice to handle a confusing or tense situation
- Missing student