



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)

1<sup>st</sup> 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>

**Distribution:** Distributed Electronically via College's Internet  
Hard Copy Distribution to Cabinet

Natalie J. Harder, Ph.D.  
Chancellor