

Faculty Procedures for Hurricanes and other Emergency Situations

1. The College will remain open during all emergency situations so that we can provide students such vital services as food, shelter, safety, trash removal, communication, etc. Everyone will be notified in the unlikely event of an emergency so severe that it requires the evacuation of students from campus.
2. Classes will be held unless individual faculty members cannot make it into campus safely.
3. If a faculty member is not able to travel safely to campus, he or she should leave a message for students on his or her office phone by following the procedures below. Be sure students have the phone number that provides access to your mailbox so they can access the number from cell phones or off campus. For most faculty members, this number ends with 4xxx.
 - a. From off campus, dial (704) 637-4240. When the system answers, press # and your mailbox number (4xxx). Enter your telephone message password.
 - b. A voice will say "executory!" Press 57.
 - c. If you have previously recorded a message, you will now hear that message followed by a list of options. Choose 3 and record your new message for emergency purposes.
 - d. At the beep, leave a message. You may want to say something like this:
"Hello, this is Professor Blue at 7 a.m. on Thursday morning, September 18. My 8:00 a.m. class, Hurricanes and You, is cancelled for today because of the severe flooding that prevents me from driving to campus. Be sure to read chapters 8 and 10 for next Tuesday's class. I will see you then."
 - e. Press # to return to "executory!"
4. In addition, please phone Tonia Black-Gold (home: 704-782-7735; cell: 704-792-7081). She will make sure that class cancellations are listed on the main College web page and on the central telephone message system.
5. If a faculty member does not have a campus telephone, she/he should call either Edith Bolick (home: 704-636-2354; cell: 828-612-8159) or Ann Dunn (704-633-0351). They, in turn, will leave a message for evening students on the Lifelong Learning message center.
6. Please share this procedure with students in your classes. In addition, you may want to include your office voice mail number on course outlines.

(Source: Dean's Office, Sep 10, 2003)