



MONTHLY FAST FERPA FACT - DECEMBER 2006

HOW DO I HANDLE EMERGENCIES?

If non-directory information is needed to resolve a crisis or emergency situation, the College may release that information if the College determines that the information is necessary to protect the health or safety of the student or other individuals. A record must be made of the disclosure. Factors that are considered before making a decision to release such information include (1) the severity of the threat to the health or safety of those involved; (2) the need for the information; (3) the time required to deal with the emergency; and (4) the ability of the parties to whom the information is to be given to deal with the emergency.

The College has developed procedures that balance the student's privacy and handling emergency situations. Typically, the phone call or contact with the College is referred to the Office of the Registrar. The above factors are determined and if non-directory information is released, the disclosure is recorded on the student record. This documentation is important in the event the College is challenged in releasing non-directory information. In the event that an employee of the College outside of the Office of the Registrar releases non-directory information, notify the Office of the Registrar immediately so the record of release is documented.

Most emergency contacts the College receives relate to family members who are ill or are in an accident and the student needs to be notified.

Many calls are received to simply deliver informational messages to students. These situations are not considered emergencies. The College does not advocate in delivering informational messages to students while they are attending their class.