When to call ED and proper chain of command

There are certain incidents that occur when an RD is on Duty that require the notification of the Director or Director of Residential Life. Those incidents that require immediate notification are:

- When a person leaves campus as a result of a 9.41
  - 9.41 is a designation of classification and removal of a person for mental health evaluation by university police
- A person leaves the campus by ambulance
- A person is arrested by University Police, Cobleskill Village Police, or State Police
- We have a smoke or fire condition (call immediately after evacuating the building)
- We have utilities (power, water, heat) disruption with either no brief restoration time or an unknown restoration time
- Resident is arrested and removed from campus property by University Police or other law enforcement agency
- Any other situation that develops in which knowledge about is required during the night or before arriving on campus the next morning.

When notifying the Director of Residential Life be prepared with the following information:

- Name of Student(s)
- Student’s Date of Birth
- Campus Address of Student(s)
- 800# of Student(s)
- Details of incident

When to Call Ed - Live-in staff must notify Ed whenever:

- A person leaves the campus in handcuffs
- A person leaves the campus as a result of a 9.41 or 9.45 (call immediately if the person is under 18)
- A person leaves the campus on a stretcher (call immediately if the person is under 18)
- We have a smoke or fire condition (call immediately after evacuating from the building)
- We have utilities disruption with either no brief restoration time or an unknown restoration time (call immediately)
- Any other situation develops which we (or Steve) might need to know about either during the night or before arriving on campus the next morning.

In situations where we must be notified but an immediate call is not warranted, a voice mail to our desk phone is OK.