

Emergency Notification Information

SCAD Hong Kong

Police: 999
 Fire: 999
 Medical Emergency: 999
 SCAD security: 912.525.4500
Associate director of student success:
 office 2253.8018
 cell 5361.0901
 On-call manager: 5361.0890
 Counseling and student support services:
 office 2253.8018
 cell 5361.0901
 Hazardous materials spill: 2253.8001

	Notification
Bomb Threat	Immediately call 999, then the associate director of student success (2253.8018).
Death of a Student	Contact the associate director of student success (2253.8018) if you become aware of the death of a student.
Death in a Student's Immediate Family	Contact the associate director of student success (2253.8018) if you become aware of a death in a student's immediate family.
Emotional Emergency	During business hours, immediately refer the situation to counseling and student support services (2253.8018). After business hours, the on-call manager should be contacted (5361.0890). He or she will then contact a counselor.
Fire	Immediately activate the fire alarm and call 999, then call the associate director of student success (2253.8018) while evacuating the students from the building.
Intruder or Firearm(s) Possession	When any individual is carrying a weapon in public, on campus, or other proximity to campus buildings, university personnel should immediately call the police (999) and the associate director of student success (2253.8018). University personnel will not attempt to speak to any person with a weapon.
Medical Emergency	If the student is seriously injured or has a seizure, college personnel should contact 999 and then the associate director of student success (2253.8018).
Robbery/Assault	Call the police (999), then encourage the student to contact the associate director of student success (2253.8018).
Sexual Assault/Rape	If any assault and/or rape occurs on campus, and this has been reported to university personnel - if there is imminent danger, contact the police first (999) and then report incident to the associate director of student success (2253.8018).
Theft	If you are made aware that a student or staff member has had something taken from them, assist that person with contacting the associate director of student success (2253.8018) and the police (999).
Missing Student	Contact the associate director of student success (2253.8018) to report a student about whom you are concerned or whose whereabouts are unknown.
Hazardous Materials	Call 999, then call physical resources (2253.8001) to arrange for cleanup response.