

## Student Organizations and Club Emergency Protocol

Implementation of emergency protocol for student organizations traveling to conferences and meeting off MATC property is below. This revised protocol is being implemented due to the recent improvements to the college phone system where as voice mail message create an email to be heard by the addressee.

Effective in the Fall Semester 2013 all advisors must call in prior to departure:

- For all conference/meeting off campus the exact names of all of those traveling
- On the day of the trip there may be a few changes after the Prior of Approval for Travel is completed and approved
- The number to call is [414-297-7930](tel:414-297-7930)

In the event of an accident and/or emergency:

- The advisor would first obtain immediate medical attention to address the situation
- Contact the Office of Student Life [414-297-6870](tel:414-297-6870) immediately for further guidance
- MATC accident report will require to be completed upon return to campus
- For urgent matters (possible code of conduct violations) contact the Office of Student Life at [414-297-6870](tel:414-297-6870) for guidance