



Fullerton College Campus Safety

MEMORANDUM

TO: Fullerton College Employees

FROM: Steven S. Selby, Director of Campus Safety

DATE: February 8, 2010

SUBJECT: CALLING CAMPUS SAFETY FOR ASSISTANCE

Welcome back to the start of a new semester at Fullerton College. I would like to take this opportunity to inform some of the staff and remind others on how to call Campus Safety for assistance. Assistance may be either routine or emergent.

ROUTINE BUSINESS PHONE NUMBER:

The general business phone number is **714-992-7080**. This will connect you to the recording of general campus safety information. If you immediately press "0", you will be connected to a person on the front desk or, during late night/weekend hours, to an officer's radio.

The routine business line should be used for non-emergent requests such as opening or locking a door, needing general information or perhaps helping a student solve a problem with being locked out of their car or a dead battery. Please do not call the emergency line for routine business requests. There is an emergency button on the Cisco desk phone. Please do not use the emergency button on your desk phone to conduct routine business.

EMERGENCY PHONE NUMBER:

The emergency phone number for Campus Safety Dept. is **714-992-7777**. The emergency phone number is also printed on the first page of the Fullerton College Emergency Response Guide which is in every building on campus. If you have an emergency, call the emergency phone number for assistance.

For a life-threatening medical emergency, first call 911 for fire paramedics and then call the Campus Safety Department emergency phone number. If your life is being threatened by an armed assailant, first call 911 for Fullerton Police Department and then call the Campus Safety Department emergency phone number.