



Emergency and School Closing Notification Procedures

In the case of an emergency and/or unscheduled school closing, the College of Law will communicate information using the following methods:

- Notice on the College of Law's Web site, www.law.stetson.edu (front page);
- E-mail to student, faculty, and staff lists;
- Messages on the class cancellation hot line (727-562-7816, option 2);
- Text messages to cell phones of members of the Stetson community who have registered for this service on the College of Law intranet;
- Announcements on television and radio stations in the St. Petersburg, Tampa, and Sarasota areas.

The use of any particular method will depend on its availability at the time. The College of Law will endeavor to use all reasonably available means to communicate information. The College of Law may also use other methods as appropriate, such as departmental telephone trees, but use of other methods are based on specific circumstances and should not be relied upon as a substitute for each individual checking the sources listed above.

The College of Law encourages students and others to check the sources listed above before calling the College's main phone number, so that the main number will remain open for emergency calls.

Cross-reference: [Crisis Communications Plan](#).

Administrative policy enacted March 5, 2003; revised June 3, 2007, August 6, 2009.