1.0 PURPOSE

1.1 Emergency and Courtesy phones are placed in the UNC Charlotte Student Union (Student Union) as a resource during emergencies and as a service to the building’s visitors and occupants.

1.2 This document may be revised to suit the needs of UNC Charlotte and the Student Union.

2.0 LOCATIONS

2.1 There are six locations in total in the Student Union.

2.2 Two locations are “emergency only” phones, indicated with a blue light on the wall directly above the phone.
   - 2.2.1 2nd level Student Government Organizations Complex past the first hallway (212D) on the wall in 212X
   - 2.2.2 Lower level Student Media near main elevators (Corridor 040)

2.3 Four locations are “dual function” emergency and courtesy phones.
   - 2.3.1 3rd floor down the left hallway (302) near room 328
   - 2.3.2 3rd floor down the right hallway (303) near room 305
   - 2.3.3 3rd floor far right of Rotunda seating (301) at intersection of hallway (360)
   - 2.3.4 2nd level meeting rooms in hallway (260) near rooms 265, 266, and 267

3.0 PROCEDURES

3.1 For the “emergency only” phones, pick up the receiver and the phone is automatically routed to Police and Public safety dispatch.

3.2 For the “dual function” emergency and courtesy phones, pick up the receiver to hear dial tone and proceed to one of the following options:
   - 3.2.1 For an emergency call hit the small circular button on the bottom right and the phone is automatically routed to Police and Public safety dispatch.
   - 3.2.2 For courtesy call dial 7-7100 for Information Center assistance, or the desired on campus extension

3.3 If any phones are not operating correctly notify Mark Shropshire mdshrops@uncc.edu.

4.0 TESTING

4.1 Police and Public Safety test the emergency phones on a regular schedule.

4.2 Student Union administrative staff may test the courtesy and emergency phones at their own discretion.
   - 4.2.1 Prior to testing, notify Police and Public Safety 704-687-2200 and state that it is part of our regular testing procedures.

Approved on: August 27, 2010