**Policy Statement Regarding XX University**

**Emergency Response and Evacuation Procedures**

This policy statement summarizes the University's emergency response and evacuation procedures, including protocols for emergency notifications in those situations that represent a significant emergency or dangerous situation affecting the health and/or safety of the University community. This policy statement complies with the Emergency Notification requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act of 2008 and applicable Department of Education regulations.

**Emergency Response Plan:**

The University has an Emergency Preparedness Committee that is responsible for the overall direction and planning for emergency situations on campus or those that occur in the local or regional area affecting the campus. Under the direction of the EPC, the University has developed a comprehensive, all-hazards Emergency Response Plan that outlines steps the University will take to prevent and mitigate, prepare for, respond to, and recover from a full range of likely hazards the University may face. A summary of the University’s emergency response procedures is located at [www.syncmyride.edu](http://www.syncmyride.edu). Included at this web page is detailed information regarding the University’s emergency notification policy, including how to enroll in the mass notification system to ensure you receive emergency notices on University and personal phones.

To ensure these plans remain current and actionable, the University will conduct an emergency management exercise, at a minimum once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The University conducts after-action reviews of all emergency management exercises.

In conjunction with at least one emergency management exercise each year, the University will notify the community of the exercise and remind the community of the information included in the University's publicly available information regarding emergency response procedures.

**Emergency Notification System:**

The University is committed to ensuring the campus community receives timely, accurate, and useful information in the event of an emergency situation on campus or in the local area that poses a risk to the health and safety of campus community members. To support this commitment, the University has invested in several multi-modal forms of communications that allow administrators to distribute notices in the event of a critical incident or dangerous situation.
Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:

The Department of Public Safety and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to the Department of Public Safety Communications Center or upon discovery during patrol or other assignments.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of the campus community, first responders will notify supervisors in the Department of Public Safety or other authorized University office to issue an emergency notification.

The University’s authorized representatives, including supervisors in the Department of Public Safety, individuals assigned to Environmental Health and Safety, representatives of the University’s Emergency Medical Service, officials in the Office of Communications, and/or other members of the University’s senior administration, will immediately initiate all or some portions of the University’s emergency notification system. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the University may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the University will issue the emergency notification to the campus community or applicable segment of the community.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:

Campus and local first responders on the scene of a critical incident or dangerous situation that poses an immediate threat to the health or safety of the campus community will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The University may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the University mass notification system, the University will also post applicable messages about the dangerous condition on the University homepage to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of or the entire campus, University officials will distribute the notification to the entire campus community.
Determining the Contents of the Emergency Notification:

The office responsible for issuing the emergency notification (usually the Department of Public Safety communications officers) will, with the assistance of campus and local first responders, determine the content of the notification. The University has developed a wide range of template messages addressing several different emergency situations. The communications officers (or others issuing the alert) will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. Those issuing the notification will use the following guidelines when determining the contents of the emergency message.

1. The first message is intended to **Alert** the community or appropriate segment of the campus community of the dangerous condition and the actions they should take to safeguard their and their neighbors safety. Messages distributed in this stage of a rapidly unfolding critical incident will generally be short, precise, and directive. Examples include: “The campus is experiencing a major power outage affecting the following buildings: Brown, Red, White, and Yellow Halls. All occupants of these buildings should immediately evacuate and meet at the designated building rally point.” “There is a chemical spill at Brown Hall. The chemical released is extremely hazardous if inhaled. Occupants of Brown Hall should immediately evacuate the building through the northeast exits. Follow the directions of fire personnel who are on scene.”

2. The second message is intended to **Inform** the community or appropriate segment of the campus community about additional details of the situation. This message is generally distributed once first responders and the Emergency Operations Center has additional information about the dangerous situation. Examples include: “The power outage affecting Brown, Red, White, and Yellow Halls was caused by a cut power line. PSE&G are responding along with Facilities personnel to repair the damage. We expect the outage will last until 2:00 p.m. Refer to the University homepage for additional information or dial xxx-xxxx.

3. Finally, the third message is the **Reassure** notice that is generally distributed once the situation is nearly or completing resolved. The purpose of this message is to reassure the community that the University is working diligently to resolve the dangerous situation. It can also be used to provide additional information about the situation and where resources will be available.

In those cases where there are no pre-determined template messages in the system, the individual issuing the alert will send develop the most succinct message to convey the appropriate message to the community. The goal is to ensure individuals
are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

*Procedures Used to Notify the Campus Community:*

In the event of a situation that poses an immediate threat to members of the campus community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event for emergency notification to all or a segment of campus community. These methods of communication include the mass notification system [NAME], the University’s email system, campus PA system and/or emergency messages that scroll across computer screens. The University will post updates during a critical incident on the homepage. Individuals may also call the University’s emergency line (xxx-xxxx) for a pre-recorded message about the emergency situation. If the situation warrants, the University will establish a telephone call-in center staffed by University specialists who are trained to communicate with the campus community during an emergency situation.