

POLICY

EMERGENCY RESPONSE, NOTIFICATION AND EVACUATION

Ridgewater College shall comply with the Higher Education Opportunity Act: New and Changed Obligations Relating to Campus Security and Fire Safety and meet the federal requirements as set forth in 34 CFR Part 668 (published at Federal Register 55954, October 29, 2009) in defining a framework for emergency response efforts.

History:

09.24.10 Adopted

PROCEDURES**EMERGENCY RESPONSE, NOTIFICATION AND EVACUATION**

These procedures apply to all Ridgewater College students, faculty, staff and all visitors to campus. Each college employee is responsible for complying with Ridgewater College policy and procedures, local policy and procedures, state laws, and federal laws. The employee's supervisor is responsible for ensuring all employees attend training on college emergency procedures and participate in drills, exercises, and emergency situations in accordance with said procedures.

Reporting an Emergency on a Ridgewater College Campus

Individuals shall report all campus emergencies by calling 911 from any telephone, whether landline or campus extension, cellular or by pushing the emergency intercom button on the emergency call box/poles which are available at various locations at each campus.

Any employee or student may initiate the internal notification process by calling Campus Assistance or a point person as listed in the Ridgewater College Emergency Procedures Manual, on the Emergency Procedures poster, or on the safety website. Campus Assistance is available during normal business hours.

Campus Assistance will notify the point person and/or College President, who will notify the College Incident Management Team (IMT) using Star Alert text messaging, the college telephone broadcast system, two-way radios or personal contact, local emergency providers, and as indicated by the incident, activate the Emergency Notification System (ENS) to the campus community. All members of the IMT carry cards with telephone numbers for office, home and cell phones of the team members for the purpose of immediate notification. Each campus has multiple VHS/UHF two-way radios. Extra two-way radios are available on each campus for use by IMT members and local emergency providers for emergency relay communication.

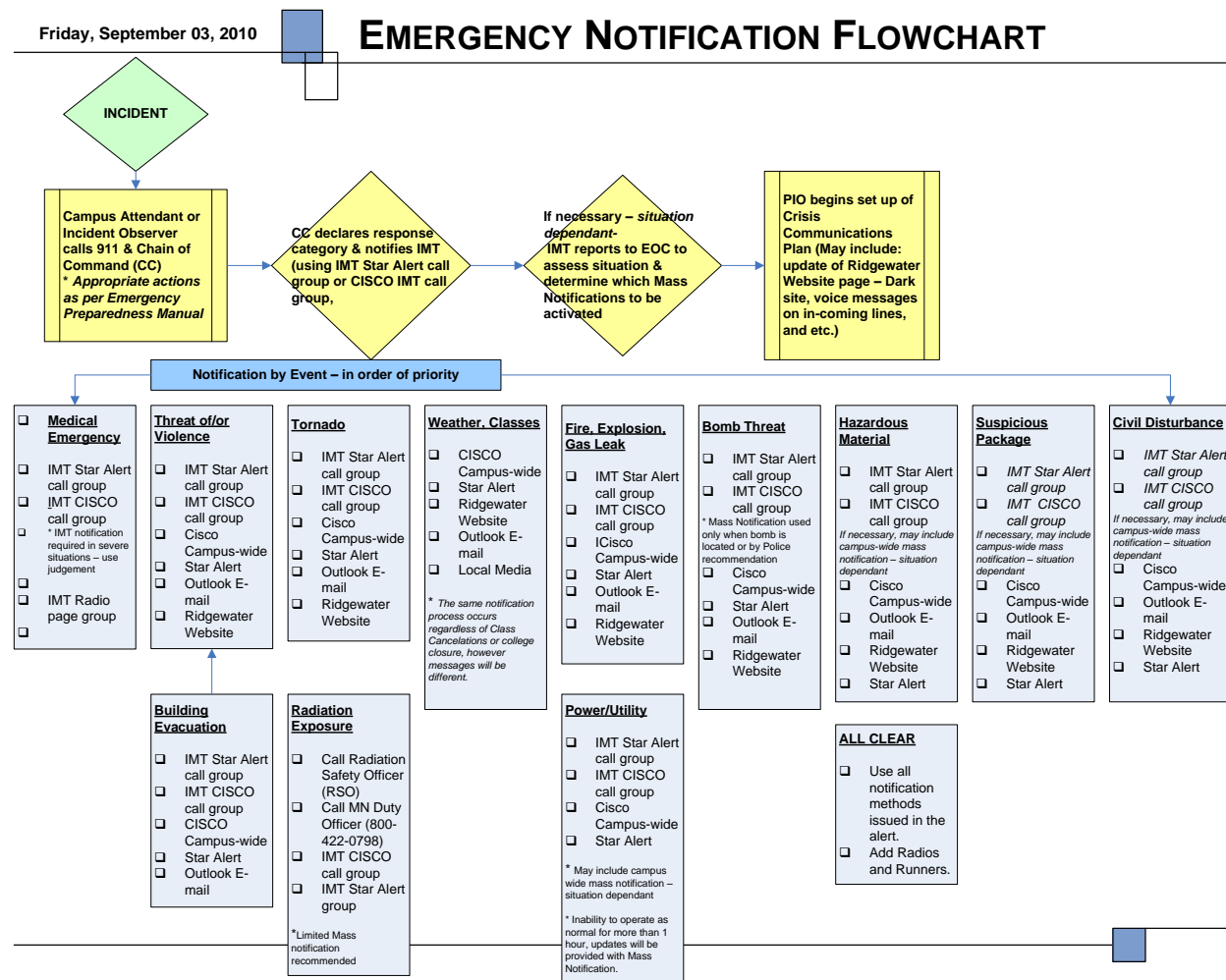
After contacting the appropriate authorities and as soon as safely possible, students and staff should file an incident report with the Safety, Health and Emergency Preparedness Coordinator.

Responsibilities for Emergency Response and Notification

Upon notification of a campus disaster or campus emergency, a member of the College Incident Management Team (IMT) will immediately contact local emergency response agencies, such as law enforcement, fire department, EMS, etc., as well as the College President and/or Vice Presidents.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the College will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

A member of the College IMT participating in the emergency mitigation efforts will continue the notification process as deemed appropriate for the incident, utilizing the flowchart and protocol that follow.



Emergency Notification Protocol

	Authorized and have access to initiate activation of MNS
CISCO Telephone Broadcast <i>Mass Notification Method</i> <i>Group Notification Method</i>	<i>Incident Management Team Members</i>
Microsoft Outlook E-Mail <i>Mass Notification Method</i> <i>Group Notification Method</i>	<i>Incident Management Team Members</i>
Ridgewater Website <i>Mass Notification Method</i>	<i>Director of Communications and Marketing, Director of Information Technology, Webmaster</i>
Star Alert <i>Mass Notification Method</i>	<i>Incident Management Team Members</i>
Voice Message on Incoming lines <i>Crisis Communication Plan Tool</i>	<i>Director of Communications and Marketing</i> <i>(Communication tool - used only when needed in rare situations; i.e., after event that might require campus closure)</i>

Ridgewater Facebook <i>Crisis Communication Plan Tool</i>	Director of Communications and Marketing <i>(Communication tool – used only when needed in rare situations; i.e., campus closure or media event)</i>
Call Center <i>Crisis Communication Plan Tool</i>	Director of Communications and Marketing Logistics, establish only as needed <i>(Communication tool – used only when needed in rare situations; i.e., after large scale or violence event with heavy media coverage)</i>
Notify Media <i>Crisis Communication Plan Tool</i>	Director of Communications and Marketing

It is anticipated that initial notifications will be the responsibility of the appropriate local law enforcement agency. However, it is recognized that any number of circumstances may cause this responsibility to fall to the President’s Office or Director of Communication and Marketing. Additional messages may be released as the incident or situation dictates and as time permits.

In situations where initial emergency notification is made by a member of the College Incident Management Team or law enforcement, the President or designee will have the responsibility for broadcasting further messages to the campus community.

Notification System Test

The College will test its notification systems at least annually. The Director of Safety, Health and Emergency Preparedness, along with Incident Management Team members, will monitor the effectiveness of the tests and conduct appropriate follow-up activities.

Publication/Communication of Policy and Procedures

This policy and procedures will be published and communicated annually in the Campus Crime and Security Report, at the College [emergency and safety web pages](#), at new student orientation, and annually at the College’s fall employee in-service.

Other Response Efforts

Depending on the nature of the reported emergency, local law enforcement will initiate the securing of buildings by notifying other college offices and departments, such as physical plant personnel, and request they secure the exterior doors to their assigned buildings.

Depending on the nature of the reported emergency, College Incident Management Team members shall implement the College Emergency Preparedness Plan and, if needed, the Continuity of Operations Plan. College employees shall implement the College Emergency Procedures Manual.

History:
09.24.10 Adopted