The following procedures apply:

1. As soon as possible upon the occurrence of an emergency, the highest-ranking Campus Police supervisor or officer shall begin the appropriate procedures to contain the emergency and to safeguard persons and property to the maximum extent possible.

   The President shall be immediately apprised of the situation in order to determine the necessity for a declaration of a state of emergency for the campus. If the President cannot be reached, these individuals shall be called in the following order until one can be contacted:

   Vice President for Academic Affairs  
   Vice President for Administrative Services  
   Assistant Vice President for Administrative Services  
   Director of Human Resources  
   Chief of Campus Police

2. Depending on the seriousness and type of emergency, everyone may be required to leave the campus except those individuals authorized to handle the emergency.

3. Only those individuals who have been assigned emergency response team duties will be allowed to enter the immediate area of the emergency. All other personnel shall remain well clear of the affected area and continue with their regular duties unless instructed to do otherwise.

All emergency operations shall be directed by the President of the College or designee. In the absence of the President and the designee, the emergency operations will be directed by the highest ranking College official available.
Emergency operations shall be coordinated by the highest ranking College official and the highest-ranking Campus Police supervisor or officer who is available. All coordination efforts will be combined with the emergency service agencies that have also responded to the emergency or disaster.

**Emergency Response Team**

The members of the Emergency Response Team are the following:

- **Emergency Director:** President or designee
- **Emergency Coordinator:** Chief of Campus Police
- **Campus Police:** Campus Police Staff
- **Campus Police Assistants:** Building Captains and Assistant Captains
- **Public Information:** Director of Communications
- **Damage Control:** Maintenance personnel

The President (or designee) directs the emergency response effort; works with the Emergency Coordinator and others in assessing the emergency and preparing the College's specific response; declares a campus state of emergency and ends such when appropriate; and informs and conducts liaison activities with the Emergency Coordinator, the faculty, staff members, and the responding emergency service agencies.

The Chief of Campus Police directs all aspects of the College's emergency response; initiates immediate contact with the President or designee and other appropriate College employees; begins an assessment of the condition of the College due to the emergency; takes necessary action to maintain safety and order; designates the notification of other members of the Emergency Response Team; conducts liaison activities with the President, other members of the Emergency Response Team, and the responding emergency service agencies; insures that appropriate notification is made to off-campus staff as required; and prepares and submits a report of the emergency and the final outcome.

Campus Police staff notifies the Chief of Campus Police; takes immediate and appropriate action to protect life, property, and College records; provides traffic control, access control, and perimeter and internal security as required; and assists the Chief of Campus Police, the other members of the Emergency Response Team, and the emergency service agencies throughout the emergency.

The Building Captains and Assistant Captains shall be notified when an emergency affects their area of authority. They are responsible for a specific facility and will respond appropriately after notification of the emergency.

The captains and assistant captains are responsible for the following:
Evacuating all persons in their specific building away from the emergency site and assisting persons with disabilities in the evacuation process

1. Checking their specific building to be sure that all persons are out once the evacuation has been completed
2. Securing their specific building until the emergency has been resolved and preventing unauthorized reentry during the emergency;

3. Ensuring that the evacuees stay in the assembly areas until the emergency is resolved and overseeing the orderly return to their specific building after the emergency has been resolved

4. Assisting the Chief of Campus Police, the Campus Police officers, and the emergency service agencies.

The Director of Communications or designee establishes a liaison with the news media for dissemination of information as requested by the President; establishes a liaison with the local radio and television services for public announcements; arranges for photographic and audio-visual services; advises the President and Chief of Campus Police of all news concerning the extent of the emergency affecting the campus; and prepares news releases for approval and release to the media concerning the emergency.

Maintenance provides equipment and personnel to perform shutdown procedures, hazardous area control, barricading, damage assessment, debris clearing, emergency repairs, and equipment and facility protection, etc.; provides vehicles, equipment, and operators for movement of personnel and/or supplies; obtains assistance from local utility services if required; obtains emergency power/lighting if required; surveys available facilities and relocates essential services and functions; and provides for storage of vital records at an alternate site if the situation so dictates.

### College Notification System

The College electronic mail system is the primary means of emergency notification at the College. This system is intended for the immediate transmission of specific information regarding emergencies to all affected areas of the campus.

Building fire alarm activations will be the communicating means to notify all persons within a building that is the scene of the emergency.

Portable radios will be a secondary means of communicating with staff members who are working outside of the buildings on campus. **Important:** during bomb threat situations, all radios are to remain silent until otherwise advised.

During an emergency, campus phones must be restricted to official notification only. Faculty and staff members shall immediately cease all routine internal and external telephone communications in order to free all lines for emergency command and control.