


|  | ADMINISTRATIVE PROCEDURE MANUAL | | |
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PURPOSE

The purpose is to establish procedures and responsibilities for immediate communication and prompt evacuation or securing of College facilities in emergencies, if necessary to ensure the safety and well-being of life and the protection of property.

PROCEDURE

(1) **Definitions** - For the purpose of this APM only:

- A. **Emergency Authority** - Campus President, Vice President, or Designee in writing.
- B. **Campus Communications Emergency Team** – Team comprised of the Emergency Authority, Director of Administrative Services and Campus Security Officer in Charge. (CCET)

(2) **Evacuation**


Emergency Authority (EA) or designee shall appoint primary, secondary and backup marshals as necessary and as defined in the College’s disaster emergency planning manual, to assist with evacuations of facilities for which they are responsible. These appointments should cover all hours of facility operation.

EA or designee shall develop a campus specific emergency evacuation plan and communicate the plan to designated marshals and other appropriate staff. Campus plans should include but not be limited to evacuation procedures related to fires, bomb threats, natural and human-made disasters, riots, hostile intruder, substantiated terrorist threat, and hazardous material incidents.

Should an emergency evacuation be necessary, employees shall be responsible for directing students to the nearest exit and for assisting disabled individuals out of the building or to a designated area of rescue assistance. In case of fire, do not use elevators in the affected area. Everyone with the exception of security and designated emergency personnel will evacuate the building and proceed to a safe distance from the building as far from the entrance as possible so as not to interfere with the arrival of emergency equipment. A recommended safe distance is no less than 200 feet.

(3) **Securing the College**

This procedure will be initiated in the event of a potentially dangerous incident or threat. Personnel shall follow the instructions of law enforcement, campus security, or as provided by the EA or their designee through campus emergency notification systems.

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When this procedure is initiated, unless directed otherwise, personnel should remain in their office or classroom with doors closed and locked, lie on the floor in the event gunshots are heard or if the intruder may be carrying a firearm, and remain in place until the incident is resolved. Employees and students should not bunch up while lying on the floor and should make every effort to spread out while seeking cover in the classroom or office. The foregoing shall not preclude alternative decisions should the situation and sound judgment present a better course of action.

(4) Emergency Notification

Each EA shall ensure their facilities have the technical means and established procedures to:


1. Immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency;
2. Publicize emergency response, securing the facilities and evacuation procedures on an annual basis in a manner designed to reach students and employees; and
3. Test and document emergency response and evacuation procedures on an annual basis.

Depending on the nature of the emergency, the EA will collaborate with the CCET prior to issuance of a notification.

The College Risk Manager will test the Emergency Notification Text Messaging System (ENS) annually and document this test.

(5) Facility Procedures

Upon a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on College property, the EA shall determine the segment or segments of the College community to receive a notification, determine the content of the notification, and initiate the notification system. The College, through its EA, will, without delay, and taking into account the safety of the College community, determine the content of the notification and initiate the system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to constrain, respond to, or otherwise mitigate the emergency. All technical means installed at a facility shall be incorporated into College procedures if appropriate to create substantial redundancy and maximum penetration of immediate emergency communications. Such means may include Voice Over Internet Protocol phones (VOIP phones), the College's text message and e-mail notification system, fire system speakers and displays, public announcement systems, campus television and digital displays, and verbal direction by security officers. College VOIP phone announcement capability, text message and e-mail notification system, and fire alarm speakers and displays may be used

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for emergency purposes including evacuations, hostile intruder, terrorist attack, substantiated terrorist type threat, riot, sudden natural or human-made disaster, or school closing due to hurricane or other types of inclement weather.

EA's shall ensure an annual test of emergency response procedures and systems on a campus wide basis, including at least CCET procedures and one emergency communication system, for example ENS, VOIP, etc. during Fall Term, no later than October 31st and document the test conducted. The tests may be announced or unannounced. For each test the EA will document a description of the exercise, the date, the time, and whether it was announced or unannounced. This documentation shall be forwarded to the College Risk Manager who will make it available upon request by the U.S. Department of Education.

While faculty may restrict use of cell phones in their class, they shall ensure that a method of receiving emergency immediate notification is available during class.


(6) Responsibility and Use of the Emergency Notification Systems

An EA or designee has the authority and ability to send an immediate notification as necessary using a variety of systems.

1. **VOIP Phones** - The College's primary means for emergency immediate notification on its facilities are VOIP phones. It is the College's intent that all Campuses work toward maximum possible penetration of this capability in its classrooms, offices, and other areas where personnel congregate or meet. The College President, EA's, or their designees shall authorize transmission of campus-wide messages using the VOIP phones. Public address and fire alarm announcement systems may be used to augment VOIP notifications where the capability exists.
2. **Text Messaging and E-Mail** - The College's secondary means for emergency immediate notification on its facilities is through a contracted service to deliver mass notification using text-messages and e-mails.

The Director of Risk Management shall be the overall system administrator. The Associate Vice President of Purchasing and Auxiliary Services shall serve as backup.

The College President, EA's, and their designees shall have the authority to use this system to draft and transmit emergency mass notifications College-wide or, alternatively, only to those who have enrolled to receive notifications for their campus or centers. EA's or their designees may create and use "private" groups for non-emergency communication with their employees, except that such use shall only be related to disaster preparation and response, or security issues.

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Campus DAS's, Center Executive Directors, or EA designees shall be trained and assigned as administrators for the public group established for their specific campus or center. Additionally, they shall have the capability to create and manage private groups, for use as described above.

Enrollees shall be given the option to receive text-messages, e-mail, or both. Student enrollment shall be voluntarily. Employees shall be encouraged to enroll at least to receive e-mail notifications. A link has been established in the College's Artemis portal to the vendor's web site for enrollment. Upon enrollment a text message or e-mail shall be immediately sent to the enrollee to validate the account is working properly. Validation is required to activate the account. Enrollment shall be for one year, unless an individual opts out earlier. Individuals shall receive a 30 day email notice prior to expiration.

Enrollees shall have the opportunity to select the group(s) when they initially sign up, or to change their group enrollments at any time. There are several groups from which to select. If no specific group(s) is selected the enrollees will be placed in the College-wide notification group and will receive only College-wide notifications. They are encouraged to be specific with their group selections. All enrollees shall receive College-wide notifications.

The Director of Risk Management shall coordinate with the Director of Students with Disabilities to train and authorize individuals to create and maintain a special group in each designated facility for visually impaired students and employees that enroll in the voice notification option available in the ENS or similar system.

3. **Additional Communications** - In order to disseminate emergency information to the larger community, the EA shall contact the Director of Marketing at 632-3387; if unavailable, the secondary contact shall be Media Relations at 632-3311 or (904) 608-0415.

Adopted Date: October 28, 1980

Revision Date: December 3, 1993, January 7, 2003, December 1, 2009, October 2, 2012