

# Emergency Response and Evacuation

In the event a situation arises on campus that, in the judgment of the Campus Security Authority constitutes a significant emergency or dangerous situation involving immediate threat to the health or safety of students or employees, the campus community will be notified immediately. The College will, without delay, and considering the safety of the community, determine the content of the notification and will initiate the institution's notification system, unless the notification will, in the professional judgment of the Campus Security Authority and other members of the campus management team, compromise the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The decision to notify the campus community and/or family members of an emergency shall be decided on a case by case basis. After an assessment of the situation, the Campus Security Authority will confirm that there is a significant emergency and will determine who to notify, determine the content of the notification, and initiate the notification system. In the event the emergency poses a health risk to the campus community, the Campus Security Authority will confer with the Dean of the Nursing Program determine if there is a significant health emergency and will determine who to notify, determine the content of the notification, and initiate the notification system. If the community at large may be affected by the College emergency, the Campus Security Authority will disseminate the pertinent information following the media guidelines.

When a determination has been made that an emergency notification should be issued, the Campus Security Authority will inform the campus community and/or family members by taking all appropriate steps to ensure timely notification of all members. Options for the notification of students, faculty, staff and family members include email, voicemail, text messaging, the College website, and written bulletins. Such notifications may include, but are not limited to, the following information: type of emergency, date, time and location of the emergency, and extent of damage and/or risk associated with the emergency.

Once emergency notification has been given, all students and employees must exit the building immediately and in an orderly manner, following the emergency exit routes posted in various locations throughout the building. Once outside the building, assemble at least fifty (50) feet away from the exit. Remain at that site and report to a designated staff member so that all persons may be accounted for. Only when an emergency or law enforcement official gives the "all clear" message may individuals return to the building.

The institution shall conduct a test of its emergency response and evacuation procedures on an annual basis. Tests may be announced or unannounced. Students, faculty, and staff will be trained on procedures to follow when responding to an emergency evacuation, by email and announcements given in classes and in staff and faculty meetings.

The College shall maintain documentation of annual emergency response and evacuation tests, which includes a description of the exercise, date and time of the exercise and whether it was announced or unannounced.

In the event of a student specific emergency, the administration will attempt to contact the student's emergency contact as listed in their student file. Upon the resolution of a campus incident, the College will notify the appropriate individuals affected by the same manner that it issues the alert.