



Emergency Response, Notification and Evacuation Policy and Procedure

Department Policy: Finance & Facilities

Effective Date: August 10, 2010

Background

As a portion of the Higher Education Reauthorization Act, Congress enacted the Student Right-To-Know and Campus Security Act (CSA) in 1990. Congress has amended the CSA on three separate occasions. In 1998 the law was renamed the Jeanne Clery Disclosure of Campus Security and Policy and Campus Crime Statistics to the Clery Act. In 1999 the Higher Education Opportunity Act was signed that expanded the Act. South Central College is committed to compliance with the regulatory guidelines of the Clery Act. As a portion of that commitment, South Central College publishes annually statistics and information regarding campus crime statistics. This statistical analysis can be accessed through the college catalog, web site, or by hard copy through the Security Director.

Purpose

This procedure establishes emergency response, notification and evacuation procedures for South Central College at the Faribault and North Mankato Campuses.

Scope

This procedure applies to all South Central College employees, students, and visitors on campus.

Definitions

Policy

Emergency Notification Response/Actions

The President of South Central College or designee is ultimately responsible to initiate any type of warning or test of any warning notification system. The President or designee shall to the best of their ability validate any warning notification and determine the appropriate segments of the South Central College community to receive the emergency information. The President or designee shall be made fully aware of the type of situation requiring the warning notification such that accurate and timely information is disseminated through the proper warning broadcast system. Only in cases where the President or designee shall determine that an initiation of the notification system will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, deviate from making such notification.

Types of warnings and notifications may include but are not limited to, Imminent Hazard, Personal Safety/Crime Alerts, Community Wide Notifications, Weather Related Cancellations, and Incident Related Information Release.

Regulation

Clery Act: 34 CFR Part 668 (Published at Federal Register 55945, October 29, 2009)

Procedure

Reporting an Emergency

People reporting an individual emergency while on campus should dial 911 from any phone for assistance. Employees of South Central College reporting a campus wide emergency situation shall dial "6" from any internal phone during regular business hours. During non-business hours 911 should be used for any emergency.

Methods of Internal/External Notification

The President or designee shall by understanding the type of incident recognize the method(s) which will best communicate the message. The following are available methods for both internal and external communication/notification.

Star Alert Emergency Notification System
Campus-Wide Email
Internal Alarm Systems
Internal Public Address System
Internal Public Monitors (Closed Circuit TV)
Critical Incident Team Emergency Communications Network/Policy
Public Information Officer (PIO)

Protective Options

The President or designee by understanding the type of incident shall recognized the potential or need for protective measures. The following are available methods for protection.

Shelter in place
Evacuation to a predetermined safe location (North Mankato Campus=Pepsi Cola Warehouse/Faribault=Faribault High School)
Evacuation from campus/location determined by circumstances or personal need
Lockdown

Testing Notification Systems

During the course of each school year the President or designee shall ensure that the Security Director and/or maintenance staff performs regular testing of the emergency warning and notification systems within the college. Testing shall occur on an annual basis for procedures such as lockdown/lockout, fire, tornado and other emergency situations as deemed appropriate. In each of the emergency tests, appropriate forms of notification shall be utilized. Monitoring of warning/notification effectiveness will guide actions in future testing of emergency warning and notification systems.

Approved By: Administrative Team – 8/10/10

Amended Date

Related References, Policies and Procedures

Responsible Position/Department

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|---------------------------------|---|
| President/Administrative Team: | Determine need for warning/notification; communicate warning/notification |
| Critical Incident Team Members: | Determine need for warning/notification; communicate warning/notification |
| Security Director: | Communicate warning/notification |
| Maintenance Staff: | Communicate warning/notification |