EMERGENCY NOTIFICATIONS

Campus Security, Safety and Emergency Management
Policy Number: 5020

1.0 PURPOSE

The purpose of this Emergency Management Policy is to ensure the issuance of Emergency Notifications upon the confirmation of an Emergency or Dangerous Situation on campus that involves an immediate threat to the health or safety of Columbia Basin College's ("CBC" or the "College") Community. This policy complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act by establishing procedures for the College regarding the circumstances and delivery of Emergency Notifications in the event of an Emergency or Dangerous Situation. Emergency Notifications are intended to alert the College Community of threats to health or safety; thus, allowing the College Community to take appropriate steps to protect themselves during an Emergency or Dangerous Situation.

2.0 AUTHORITY & SCOPE

2.1 Authority: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act").

2.2 Scope: All Campus.

3.0 DEFINITIONS

3.1 College Community means all College faculty, staff, volunteers, and/or students enrolled in courses.

3.2 Emergency Notification means a communication triggered when a campus official confirms an Emergency or Dangerous Situation that presents an immediate and/or serious impact to the health or safety of the College Community.

3.3 Emergency Operation Center Response Team includes the College's President, Campus Security Lieutenant, Director for Emergency Management & Campus Security, VP of Human Resources & Legal Affairs, VP & Assistant VP of Administrative Services, VP for Student Services, VP for Instruction, Director for Information Services, Director for Residence Life, Director for Facilities Services & Capital Projects, and Campus Security.

3.4 Emergency or Dangerous Situation includes, but is not limited to: outbreak of meningitis, norovirus, or other serious illness; extreme weather conditions; earthquake; gas leak; terrorist incident; armed intruder; bomb threat; civil unrest or rioting; explosion; and nearby chemical or hazardous waste spill. Emergency or Dangerous Situations do not include power outages; snow conditions; or string of larcenies, but the College reserves the right to issue an emergency notification when it deems necessary to protect the health and safety of the College Community.

4.0 EMERGENCY NOTIFICATIONS

4.1 Reporting an Emergency
An Emergency or Dangerous Situation should be immediately reported to local law enforcement by calling 9- 911 and/or Campus Security by calling (509)-542-4777 or extension 7777 when calling from a campus telephone. When 9- 911 is dialed from a campus telephone, Campus Security is automatically notified, which eliminates the need to call Campus Security.

4.2 College Duties
The College will, without delay and through the Emergency Operations Center Response Team ("EOC"), issue an Emergency Notification immediately after the EOC confirms that an Emergency or Dangerous Situation presents a threat to the College Community's health or safety. However, the College will not issue an Emergency Notification where doing so would compromise efforts to assist the victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

4.3 What is an Emergency Notification?
An Emergency Notification is intended to notify the College Community of an Emergency or Dangerous Situation that represents an immediate threat to health and/or safety. 1.1 The College may issue an Emergency Notification via text message, email alert, public college announcement, website banner alert, fire alarm or any other means the College deems appropriate to communicate an Emergency or Dangerous Situation and mitigate the risk(s) to the College Community. The Emergency Notification should provide enough information to allow the College Community to take steps to mitigate threats to health and safety.

4.4 Contents of an Emergency Notification
Because the intent of the notification is to enable members of the College Community members to protect themselves, the notification should include information necessary to promote safety. The EOC will determine how much information is appropriate to disseminate at different points in time. Generally, an Emergency Notification should include:

1. Date and time or timeframe of the Emergency or Dangerous Situation;
2. A brief description of the Emergency or Dangerous Situation;
3. Proactive steps for the College Community to take in order to maintain their health and safety (e.g., shelter in place or avoid outdoor activities);
4. Suspect description(s) when deemed appropriate and if there is sufficient detail ; and
5. Other information as deemed appropriate by the Director for Emergency Management & Campus Security.

*The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual(s). If the only known descriptors are sex and race, that will not be included in the alert.

4.5 Officials Responsible for Confirming Emergency or Dangerous Situation
The EOC, or an EOC member, will determine whether an Emergency or Dangerous Situation exists by consulting with local subject matter experts, including law enforcement, emergency management authorities, and/or local weather professionals.

4.6 Initiating & Issuing the Emergency Notification
Upon confirming the existence of an Emergency or Dangerous Situation, the President, or the President's designee, shall engage the EOC and the EOC shall issue an Emergency Notification.

The EOC will initiate an Emergency Notification by:

1. Drafting the initial message by using one of the templates readily available in the College's emergency management binder;
2. Forwarding the proposed message to the President for authorization; and
3. Upon approval by the President, issue the Emergency Notification via text message, email alert, Emergency Notification System, fire alarm, or any other means the College deems appropriate to communicate an Emergency or Dangerous Situation and mitigate the risk(s) to the College Community.

However, any member of the EOC may issue an Emergency Notification at their sole discretion when the delay caused by seeking the President's authorization would jeopardize members of the College Community's health or safety by utilizing pre-approved messages or custom messages when needed.

4.7 Segments of College Community that will Receive Emergency Notification
The EOC will determine the appropriate segment or segments of the College Community to receive the Emergency Notification based on which segments of the College Community need information about the Emergency or Dangerous Situation. Generally, the College will send the entire College Community an Emergency Notification. If sending the Emergency Notification to some members of the College Community and not others becomes necessary then the EOC will consider: the type of Emergency or Dangerous Situation; the location; the segments of the College Community most likely to be affected; and the possibility that the Emergency or Dangerous Situation will become more dangerous.

4.8 Securing Campus in Event of Emergency or Dangerous Situation
The EOC will consult with local law enforcement or emergency management authorities about how to best secure the campus in the event of an Emergency or Dangerous Situation. Securing campus(es) may include securing the residence hall(s), evacuating a building or buildings, directing the College Community to a safe location, sheltering in place and/or closing campus(es) or portions of campus(es).

4.9 Testing the Responses to Emergency or Dangerous Situations
    4.9.1   Test announced or unannounced.

The College will test the Emergency Notification System annually and may conduct the test with or without notification to the College Community. The test will utilize a method that will attract the College Community's attention to the information disseminated.

4.9.2 Documenting Each Test.
After concluding each annual Emergency Notification test, the EOC, or the EOC's designee, will document the following information:

1. A general description of the test;
2. The date of the test;
3. The time the test started and ended; and
4. Whether the test was announced or unannounced.

All Emergency Notification test documentation shall be retained for at least seven (7) years. The Director of Emergency Management & Campus Security shall be responsible for retaining all Emergency Notification test information.

4.10 Status Updates and All Clear Notifications.
The College will issue Emergency Notification status updates as soon as practicable when new information or instructions are available. The College will issue an "All Clear" notification that indicates the Emergency or Dangerous Situation has been contained and/or resolved. All Clear notifications must be approved by the President or the Vice President for Administrative Services, or either of their designees, after local law enforcement personnel indicates the Emergency or Dangerous Situation no longer poses a risk to the College Community.

5.0 FORMS & OTHER RESOURCES
[Emergency Notification System].

6.0 HISTORY & POLICY CONTACT
6.1 Proposal Date: 09/17/2019
6.2 Promulgation Date: 10/01/2019
6.3 Responsible Administrator: Director for Emergency Management & Campus Security.