Review History: *Reviewed by the Policy Review Committee 01/18/19.*

ELIZABETH CITY STATE UNIVERSITY
Emergency Response and Evacuation Notification Policy

Preamble

This policy statement summarizes Elizabeth City State University's emergency response and evacuation procedures, including protocols for emergency notifications in those situations that represent a significant emergency or dangerous situation affecting the health and/or safety of the University community. This policy complies with the Emergency Notification requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act of 2008 and applicable Department of Education regulations.

1. **Emergency Response Plan**

   The University's Executive Group is responsible for the overall direction and planning for emergency situations on campus or those that occur in the local or regional area affecting the campus. The University has developed a comprehensive, all hazards Emergency Operations Plan that outlines steps the University will take to prevent and mitigate, prepare for, respond to, and recover from a full range of likely hazards the University may face. A summary of the University's Emergency Operations Plan is located at https://www.ecsu.edu/campus-safety/emergency-response-and-evacuation-procedures.html on the ECSU Alert and Emergency Management web page. The ECSU Alert web page is detailed information regarding the University's response to emergency situations. Students may also enroll in the mass notification system (Blackboard Connect) through Self Service Banner to receive ECSU Alert emergency notices on personal cellular phones.

2. **Emergency Test Procedures**

   To ensure these plans remain current and actionable, the University will conduct an emergency management exercise, at a minimum once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full scale emergency response exercises. The University conducts after-action reviews of all emergency management exercises.

   In conjunction with at least one emergency management exercise each year, the University will notify the community of the exercise and remind the community of the information included in the University's publicly available information regarding emergency response procedures.

3. **Emergency Notification System**

   The University is committed to ensuring the campus community receives timely,

accurate, and useful information in the event of an emergency situation on campus or in the local area that poses a risk to the health and safety of campus community members. To support this commitment, the University has invested in several modal forms of communications that allow administrators to distribute notices in the event of a critical incident or dangerous situation. These methods include emails, text messages, siren, and social media alerts.

4. **Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System**

    University Police and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to the University Police Communication/Dispatch Office or upon discovery during patrol or other assignments.

    Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of the campus community, first responders will notify supervisors in University Police or University Relations & Marketing to issue an emergency notification.

    The Chief of Police, the University Police supervisor on duty, or University Relations & Marketing staff will immediately initiate all or some portions of the University's emergency notification system. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the University may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the University will issue the emergency notification to the campus community or applicable segment of the community.

5. **Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification**

    Campus and local first responders on the scene of a critical incident or dangerous situation that poses an immediate threat to the health or safety of the campus community will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The University may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the University mass notification system, the University will also post applicable messages about the dangerous condition on the University homepage and ECSU Alert webpage to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and

campus safety. If the emergency affects a significant portion of or the entire campus, University officials will distribute the notification to the entire campus community.

6. **Contents of the Emergency Notification**

University Police will, with the assistance of campus and local first responders, determine the content of the notification. The University has developed a wide range of template messages addressing several different emergency situations. The communications officers (or others issuing the alert) will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. Those issuing the notification will use the following guidelines when determining the contents of the emergency message.

   a. The first message is intended to **Alert** the community or appropriate segment of the campus community of the dangerous condition and the actions they should take to safeguard their and their neighbor's safety. Messages distributed in this stage of a rapidly unfolding critical incident will generally be short, precise, and directive. Examples include: "The campus is experiencing a major power outage affecting the following buildings: Brown, Red, White, and Yellow Halls. All occupants of these buildings should immediately evacuate and meet at the designated building rally point." "There is a chemical spill at Lane Hall. The chemical released is extremely hazardous if inhaled. Occupants of Lane Hall should immediately evacuate the building through the northeast exits. Follow the directions of fire personnel who are on scene."

   b. The second message is intended to **Inform** the community or appropriate segment of the campus community about additional details of the situation. This message is generally distributed once first responders and the Emergency Operations Center have additional information about the dangerous situation. Examples include: "The power outage affecting Brown, Red, White, and Yellow Halls was caused by a cut power line. PSE&G are responding along with Facilities personnel to repair the damage. We expect the outage will last until 2:00 p.m. Refer to the University homepage for additional information or dial 252-335-3266."

   c. Finally, the third message is the **Reassure** notice that is generally distributed once the situation is nearly or completing resolved. The purpose of this message is to reassure the community that the University is working diligently to resolve the dangerous situation. It can also be used to provide additional information about the situation and where resources will be available.

In those cases where there are no predetermined template messages in the system, the individual issuing the alert will send the most succinct message to convey the appropriate message to the community. The goal is to ensure individuals are aware of the situation and

that they know the steps to take to safeguard their personal safety and the safety of the local community.

7. **Procedures Used to Notify the Campus and local Community**

In the event of a situation that poses an immediate threat to members of the campus community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event for emergency notification to all or a segment of campus community. These methods of communication include the mass notification system Blackboard Connect, the University's email system, campus siren and/or emergency messages that scroll across the campus webpage. The University will post updates during a critical incident on the homepage. Individuals may also call the University's emergency line (252-335-3266) for additional information. If the situation warrants, the University will establish a telephone call-in center staffed by University specialists who are trained to communicate with the campus community during an emergency situation.

The larger community can receive emergency information from the ECSU Alert homepage at http://www.ecsu.edu/ecsualert/.