

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

4027P EMERGENCY RESPONSE, NOTIFICATION, AND EVACUATION PROCEDURE

Purpose: This procedure establishes emergency response, notification and evacuation procedures for Northland Community & Technical College.

Scope: This procedure applies to all Northland Community & Technical College employees, students, and visitors present on campus facilities and grounds.

Emergency Reporting: Individuals should report all emergencies by contacting the campus receptionist or *by calling 9-911 from any college telephone or 911 from any cellular phone.*

Responsibility for Emergency Response and Notification: Upon notification of a college or campus disaster or emergency, the college receptionist will immediately contact local emergency response agencies, such as law enforcement, fire department, EMS, etc., as well as the President and Senior Administrators.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, Northland Community & Technical College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the StarAlert notification system. StarAlert communication will be utilized unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency Communication

The College Safety Officer will continue the notification process as is deemed appropriate for the incident. This notification process may include any or all of the following actions:

- Send a WENS text message to all contacts registered with WENS.
- Notify the Emergency Operations Center Team.
- Send a campus-wide e-mail message to all college e-mail addresses.
- Post emergency information on the emergency Web site www.northlandcollege.edu/safety.

Upon notification of local law enforcement agencies, the local law enforcement agencies may take over incident command. However, it is recognized that any number of circumstances may cause this responsibility to fall to the President's Office, Communications Office, or another designated office. Notification messages will be released as the incident or situation dictates and as time permits.

Emergency Testing: Northland Community & Technical College will test the notification systems at least annually. The College Safety Officer will monitor the effectiveness of the test and conduct appropriate follow-through activities.

Emergency Publications: At a minimum this policy shall be publicized as follows:

1. A link in the annual College Crime and Security Report;
2. At www.northlandcollege.edu/safety;
3. New Employee/Student Orientation;
4. Publication in the Northland Community & Technical College Emergency Action Plan.

Other Emergency Response Efforts:

- Depending on the nature of the reported emergency, the police will initiate the securing of buildings, either electronically or by notifying other Northland Community & Technical College offices and departments, such as Physical Plant personnel, and request the exterior doors to their assigned buildings be secured.
- Depending on the nature of the reported emergency, college offices and departments should implement the Northland Community & Technical College All Hazards Emergency Operations Plan, such as evacuation plans, if it is safe to do so.

Date of Adoption:	12/9/10
Date of Implementation:	12/9/10
Date and Subject of Revisions:	4/9/19 – Changed WENS to StarAlert