

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: **Emergency Response and Evacuation Procedures**

TIU POLICY #: **P-730**

STATUS: **Approved, September 2013**
 Updated, May 2016

I. PURPOSE:

The purpose of this policy is to clarify notification procedures in the event of a confirmed significant emergency or dangerous situation that poses an immediate threat to the health or safety of students and/or employees on campus.

II. SCOPE:

This policy applies to all campuses of Trinity International University (University).

III. POLICY:

The University is required to broadcast an appropriate notification in the event of a significant emergency without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a 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. Campus Safety and Security Services or the Communications Office is primarily responsible for identifying an emergency situation and issuing the appropriate emergency notification. If a representative from one of those departments is not present or is non-functional as a result of the emergency, then the highest-ranking present administrator will be responsible to issue the appropriate warning.

Examples that may require an emergency notification include the following:

- Approaching severe or extreme weather
- Fire
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion

The emergency notification process involves the receipt of the information, the confirmation of a significant emergency or dangerous situation, the verification of this information, and the evaluation of the information. Once these steps have taken place, the following actions are set in motion:

1. Confirm that there is a significant emergency or dangerous situation.
2. Determination about whether the entire campus community, or just an affected portion, will receive the emergency alert notification.
3. Compilation of the content of the emergency alert message.
4. Activation of an Emergency Notification.

At a minimum, the following individuals will routinely be involved in making these determinations/decisions:

- Safety and Security Manager (or designate)
- Vice President for University Communications (or designate)
- A member of the University Leadership Team

As deemed appropriate, this warning will be extended to the Village of Bannockburn, the Lake County Emergency Service and Disaster Agency, and the Illinois Emergency Management Agency.

Emergency notifications will transmit brief messages to as much of the University population as quickly as possible. The notification will be made without delay and taking into account the safety of the community. An exception is made when the issuing of a notification will compromise efforts in assisting a victim, or otherwise mitigate the emergency. It will further instruct the recipients to take a certain course of action, and will inform recipients about the location of the issue (if known). Details of various specific actions to be taken are located in the University Emergency Manual. The manual can be accessed from any University computer by clicking on the 'Emergency Triangle' on the desktop.

Emergency Notifications will be disseminated in any or all of the following methods:

- University text messaging alert system (RAVE)
- Mass email
- Popup computer message
- University telephone speaker alert
- University website emergency alert page
- Outdoor speaker activation

The emergency notification system will be tested annually at a minimum. Tests may or may not be announced, including publication of its emergency response and evacuation procedures. All tests will be documented with a description of the exercise, the date, the time, and whether or not the test was announced. The University will publicize its emergency response and evacuation procedures in conjunction with at least one test per calendar year

This emergency notification system will be used to enact full or partial evacuations, lock-down of the campus, warning to seek shelter, and the initiation of the University's Emergency Operations Plan.