

	<b>Nightingale College Policy</b>		<b>Learner Support Services</b>	
	<b>Effective Date:</b>	<b>01 October 2014</b>	<b>Last Revised:</b>	<b>07 July 2023</b>
	<b>Title: Emergency Notification and Timely Warning Procedure</b>			

## Institutional Policy

### 1. Purpose (Executive Summary)

The safety and security of the learners and collaborators of Nightingale College (the College) is of the utmost importance. Therefore, the College has instituted policies and procedures to provide emergency notification and timely warnings to all learners and collaborators, noting that the College does not own or operate any facilities that are accessed by learners for learning activities.

### 2. References

- College Catalog <https://nightingale.edu/catalog/cover-page.html>
- Emergency Response Handbook:  
[https://nightingale.edu/\\_resources/documents/Emergency-Response-Handbook-FINAL-August-2023.pdf](https://nightingale.edu/_resources/documents/Emergency-Response-Handbook-FINAL-August-2023.pdf)

### 3. Definitions

**3.1 Institutional Policies** -- Institutional policies are those policies which receive final approval at the policy committee level for inclusion in the College Catalog and/or post on the Nightingale website.

### 4. Policy

The College policy regarding emergency procedures is provided in the Emergency Response Handbook, including but not limited to Ambulance, Fire, Law Enforcement, Active Shooter and weather-related emergencies.

### 5. Procedures

**5.1. Notification** – The College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving a threat to the health or safety of learners and/or collaborators at college owned or controlled locations.

**5.1.1. Examples** – Examples of “immediate threat” include but are not limited to-

- Outbreak of serious or contagious illness
- Approaching tornado, hurricane, or other extreme weather conditions
- Earthquake
- Gas leak
- Fire
- Terrorist incident

- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Chemical or hazardous waste spill

**5.1.2. Authorization to Declare an Emergency** – Official confirmation of a significant emergency will be made by a college official (President, Vice President/Provost, Assistant Vice President, Director of General Education, or Director of Nursing Education) using the following:

**5.1.2.1.** When notified that an emergency may be imminent, the College official will verify that a legitimate emergency or dangerous situation exists through various means including but not limited to: Observation, media alerts, direct communication with related local agencies, i.e., police, utility companies, health agencies, weather reports, etc.

**5.1.2.2.** Upon confirmation of a significant emergency by a College official, the College will

- Notify learners and collaborators using the following: verbal communication, email and text messages, posted bulletins in college owned or controlled locations, and other means.
- Direct learners and collaborators to a safe location.
- Notify learners and collaborators when the emergency is over.

**5.1.2.3.** The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate a notification system for the community, unless issuing the notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

**5.1.2.4.** The only reason that the College will not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so will compromise efforts to:

- Assist a victim.
- Contain the emergency.
- Respond to the emergency.
- Otherwise mitigate the emergency.

**5.1.2.5.** The following members of the College administration will be responsible for carrying out these procedures:

- Nightingale Education Group CEO
- College President
- Vice President/Provost
- Assistant Vice President
- Director of Collaborator Experience
- Director of General Education
- Director of Nursing Education

**5.1.2.6.** The College will disseminate the emergency information to individuals and/or organization outside of the College community using various means including, but not limited to radio and/or TV alerts, posting bulletins in public locations, newspaper alerts, social media settings, and other appropriate means.

**5.1.2.7.** The College will test the emergency response and evaluation of procedures on an annual basis at the Operations Support Center. The test will meet the following criteria:

- Be scheduled.
- Contain drills.
- Contain exercises.
- Contain follow-through activities.
- Be designed for assessment of emergency plans and capabilities.
- Be designed for evaluation of the emergency plans and capabilities.

**5.1.2.8.** The College is exempt from Clery Act reporting requirements as there is no physical campus.