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	Title: Emergency Notification and Timely Warning Procedure			

Emergency Notification and Timely Warning Procedure

EXECUTIVE SUMMARY

The safety and security of the learners and collaborators of Nightingale 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.

This policy is in support of the *Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542)* amended in 1998 as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. This is generally referred to as the Clery Act.

PRIMARY USERS

- College President & CEO
- Vice President of Operations
- Director of Nursing Education Services
- Manager of Learner Support Services
- Director of People Services
- Manager of LCAS
- Receptionist
- Specialist, Communications and Public Relations

AVAILABLE RESOURCES


- College Catalog
- Emergency Response Handbook

STILL NEED HELP? CONTACT:


- Emergency Committee Chair or Co-Chair
- Manager of LCAS
- Director of Nursing Education Services
- Manager of Learner Support Services
- Receptionist

PROCEDURE

- 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 students or staff.
- Examples of "immediate threat" include:
 - Outbreak of meningitis, norovirus, or other serious illness.
 - Approaching tornado, hurricane, or other extreme weather conditions.
 - Earthquake
 - Gas leak
 - Fire
 - Terrorist incident
 - Armed intruder
 - Bomb threat
 - Civil unrest or rioting
 - Explosion
 - Nearby chemical or hazardous waste spill

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- Official confirmation of a significant emergency will be made by a campus official (College President & CEO, Vice President, Partnerships and Business Development, Vice President, Finance, Director, Nursing Education Services) using the following:
 - When notified that an emergency may be imminent, 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.
- Upon confirmation of a significant emergency by a College official, the College will:
 - Notify learners and staff using the following: verbal communication; email and text messages; posted bulletins in entrances, exits, and classrooms; and other means.
 - Direct learners and staff to a safe location.
 - Notify learners and staff when the emergency is over.
- 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 to contain, respond to or otherwise mitigate the emergency.
- 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, or
 - Otherwise mitigate the emergency.
- The following members of the College administration will be responsible for carrying out these procedures:
 - College President & CEO
 - Vice President of Partnerships and Business Development
 - Vice president of Finance
 - Director of Nursing Education Services
 - Director of Learners Support Services
 - Director of People Services
- The College will disseminate the emergency information to individuals and/organizations outside of the campus community using various means including, but not limited to; radio and/or TV alerts, posting bulletins in

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public locations, newspaper alerts, and other means.

- The College will test the emergency response and evaluation procedures on an annual basis. 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.
- The following situations may not require an emergency response under the Clery Act:
 - Power outage
 - Snow closure
 - String of larcenies.
- Anyone with information College President & CEO, Vice President, Partnerships and Business Development, Vice President, Finance, Director, Nursing Education Services.

DEPARTMENTAL RESPONSIBILITY


- Nursing Education Services
- Admissions
- Marketing
- Operations
- Finance
- Financial Aid
- Library and Learning Resources
- Learner Advising and Life Resources
- Learner, Career and Alumni Services
- Registrar
- Information Technology
- People Services

RELATED DOCUMENTS

- Emergency Response Handbook

OTHER INFORMATION

N/A

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