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1. INTRODUCTION

Federal regulations associated with the Jeanne Clery Act require every college and university to have and disclose emergency response and evacuation procedures that would be used in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. These procedures describe how Westminster College (College) will respond to an emergency on campus.¹

2. EMERGENCY PROCEDURES

A. Emergency Operations Plan

The College maintains an Emergency Management Plan (Plan) that provides directions and procedures detailing how to respond to campus emergencies. An emergency addressed by this Plan includes any significant, unplanned event with the real potential to cause death or significant injury to students, faculty, staff, or visitors, or that can significantly disrupt College operations, causing physical or environmental damage, or presenting other threats to College's facilities. Examples of the emergencies addressed by the Plan include:

¹ These procedures should be read in conjunction with the Clery Act Compliance Policy. Capitalized terms used and not otherwise defined in these procedures are defined in the policy.
• Active shooter
• Bomb threat
• Civil Disturbance
• Death of a Student, Faculty, or Staff Member
• Earthquake/Aftershocks
• Explosion
• Fire
• Flooding
• Food-borne Illnesses or Incidents
• Hazardous Materials Incident
• Infrastructure Failure
• Pandemics and Infectious Diseases
• Snow or Ice Storm
• Suspicious Packages/Mail
• Tornado /High Winds
• Violent Campus Intruder

A formal review of this Plan will occur annually by the Director of Risk Management and Compliance. In addition, the Director of Risk Management and Compliance Plan will review and update the Plan as necessary, based on issues or concerns identified by drills, exercises, actual emergencies, and/or changes necessitated by regulatory developments, agency guidance, organizational structure, technological changes, etc.

B. Emergency Responsibility and Authority

During an emergency, the President has ultimate emergency responsibility and authority for activating this Plan and reviewing all strategic decisions. In the absence of the President, responsibility for the College’s emergency response will be carried out by the Provost; and thereafter, the Vice President of Finance and Administration; and thereafter, the Associate Vice President for Student Affairs and Dean of Students (Dean of Students); and thereafter, the next most-senior available administrator.

The President is assisted during an emergency by an Emergency Management Executive Team (EMET) that provides executive leadership, advice, and counsel to the President on high-level emergency management and recovery decisions for the College. The EMET is comprised of the President, Provost, Vice-President for Finance/Administration, and General Counsel.

The President has designated the Director of Campus Security as Incident Commander to oversee the management of all emergency activities, including development and implementation of strategic decisions. The Incident Commander is the ultimate internal authority for all emergency response efforts involving the College in a particular emergency.
The Incident Commander will utilize the College’s emergency communication systems and methods, described below, to notify the College community of the emergency.

The Incident Commander will notify the Director of Risk Management and Compliance, who serves as the Emergency Operations Center Manager (EOC Manager) during an emergency, that the President has activated the Plan. Together, the Incident Commander and the EOC Manager will lead a coordinated emergency response effort. The Incident Commander and the EOC Manager will assemble the EMET and the Emergency Operations Group (EOG).

EOG is involved in tactical management of the response and recovery under direction of the Incident Commander and the management of the EOC Manager. The EOG is comprised of the Chief Risk Officer, EOC Manager, Executive Director of Communications, Dean of Students, Executive Director of Human Resources, Associate Provost for Information Services, and Dean of Nursing and Health Sciences.

C. Emergency Notification System

Westminster College uses Blackboard Connect as its Emergency Notification System (ENS) to notify immediately the College community, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, occurring on the campus. The system disseminates messages via email, voicemail, and text messaging to faculty, staff, and student cell phones, providing pertinent information regarding crisis or time sensitive events, breaking developments, instructions, and appropriate response measures. The announcement may include information regarding situation type, location of occurrence, and any other available information.

D. Assessment of Emergency

In an emergency, the President and Incident Commander will undertake an assessment of the situation to confirm that a significant emergency or dangerous situation, involving an immediate threat to the health or safety of students or employees, is occurring on campus. If they determine there is an emergency, the College will, without delay and taking into account the safety of the community: (1) determine the content of the notification; (2) determine the appropriate segment or segments of the College community to receive notification; and (3) initiate the notification system, unless issuing a notification will, in the judgment of the Incident Commander, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Incident Commander will utilize the ENS to notify the College community of the emergency.
3. TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

A. Annual Testing

The College will test the emergency response and evacuation procedures, on at least an annual basis, in the fall semester. These tests may be announced or unannounced. Annual testing will include at least the following:

- College-wide testing of emergency response and evacuation procedures under an earthquake scenario
- College-wide testing of emergency response and evacuation procedures under one other incident scenario (e.g., fire, bomb threat, explosion) on a rotating basis
- College-wide training of the Run-Hide-Fight response to an active shooter scenario
- College-wide testing of the ENS system

B. Publicizing Emergency Response and Evacuation Procedures

In conjunction with at least one test per calendar year, the Director of Risk Management and Compliance will publicize the College’s emergency response and evacuation procedures.

C. Record Keeping

The Director of Risk Management and Compliance will maintain documentation for each test. The documentation will include: (1) a description of the exercise, (2) the date of the exercise, (3) the time of the exercise, (4) whether the exercise was announced or unannounced, and (5) performance of the ENS. These records will be retained by the Director of Risk Management and Compliance for a period of seven years.

D. Participation Required

The College requires all occupants to participate in testing the emergency response and evacuation procedures. Individuals who ignore fire alarms and required evacuations may face disciplinary charges.

4. RESPONSIBLE ADMINISTRATOR

The Director of Risk Management and Compliance is the administrator tasked with discharging the College’s responsibilities to implement these procedures, and is responsible for structuring and executing training and tests of the emergency response and evacuation procedures on an annual basis to affirm their efficacy.
## 5. HISTORY

<table>
<thead>
<tr>
<th>Date of Last Action</th>
<th>Action Taken</th>
<th>Authorizing Entity</th>
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</thead>
<tbody>
<tr>
<td>April 17, 2017</td>
<td>Procedures for Emergency Response and Evacuation (4/14/17) APPROVED</td>
<td>Policy Governance Committee</td>
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<tr>
<td>March 10, 2017</td>
<td>Interim Procedures for Emergency Response and Evacuation (3/10/17) APPROVED</td>
<td>Policy Governance Committee</td>
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## 6. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: ____________________________________________

Stephen R. Morgan, President