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1. STATEMENT OF POLICY

Westminster College (Westminster or the College) is committed to developing and administering a comprehensive emergency management program for the College community. It is the policy of Westminster to create a culture of preparedness so that emergencies, if they arise, are managed efficiently and effectively. Creating a culture of preparedness is a team effort involving staff, faculty, students, and external agencies as appropriate.

By this policy, the College adopts the Emergency Management Plan (Plan). The Plan supports the College's ongoing risk and threat assessment operations, emergency preparedness provisions, and business continuity and recovery plans to provide prompt and effective response for the protection of College students, faculty, staff, and campus visitors in an emergency. The Plan establishes procedures and an organized structure to guide the College in responding to significant foreseeable emergencies on the College campus, or property owned or operated by the College. It also establishes evacuation procedures for a variety of scenarios. While no plan can absolutely prevent any damage during an emergency, this College has developed this Plan to coordinate the resources, facilities, and personnel of the College, and other external agencies as appropriate, for an effective response to any foreseeable emergency.

The following statement is a summary of the College’s Plan. For the full Emergency Management Plan, see https://westminstercollege.edu/emergency-management-plan.

Emergency Management Authority and Organizational Structure

During an emergency, the President, or their designee, has ultimate emergency responsibility and authority for officially declaring a campus-wide emergency or disaster, determining whether or not campus activities will be cancelled, 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 Chief Risk Officer/General Counsel; thereafter, the Vice President of Finance and Administration; and thereafter, the Chief Student Affairs Officer; and thereafter, the next most senior available administrator.

The President has designated the Director of Campus Security, or their designee, 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 Emergency Management Plan may be activated according to different response levels as described below in Table 1. In the event of a Level 3, Level 2, or Level 1 response, the 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. This assessment may involve the President or their designee,
the Emergency Management Executive Team (EMET), and/or the Emergency Operations Group (EOG). If this assessment results in a determination that the emergency requires a notification to the campus community, they will:

a. Determine the content of the notification.
b. Determine the appropriate segment or segments of the campus community to receive the notification.
c. Initiate the notification, unless issuing a notification will, in the judgement 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 College’s emergency communication systems and methods, described below, to notify the campus community of the emergency.

The Incident Commander will notify the Director of Risk Management and Compliance, who serves as the Emergency Operations Center Manager during an emergency, that the President has activated the Plan. Together, the Incident Commander and the Emergency Operations Center Manager will lead a coordinated emergency response effort. The Incident Commander and the Emergency Operations Center Manager will assemble the Emergency Management Executive Team (EMET) and the Emergency Operations Group (EOG). The EMET provides executive leadership, advice, and counsel to the President on high-level emergency management and recovery decisions for the College. The EOG provides tactical response with particular duties and leadership roles based on their areas of expertise. The Emergency Operations Center Manager will oversee the management of the Emergency Operations Center, including development, implementation and review of strategic decisions, and post-event review.

The President, in consultation with the Incident Commander and the Emergency Operations Center Manager, has the sole authority to declare an end to any state of emergency or disaster.

<table>
<thead>
<tr>
<th>NIMS Level</th>
<th>Description</th>
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<tbody>
<tr>
<td>NIMS Level 4</td>
<td><strong>Limited Activation.</strong> Response to a small-scale incident that would require only the responding staff to mitigate the problem.</td>
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<tr>
<td>NIMS Level 3</td>
<td><strong>Partial Activation.</strong> Response to an incident that would require assessment by individuals with responsibilities under the Emergency Management Plan, such as the Emergency Operations Group or Emergency Management Executive Team due to the involvement of additional resources, extensive contact with internal departments and external agencies, and the potential for the incident to expand rapidly.</td>
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</tbody>
</table>
NIMS Level 2 | **Full Activation.** Response to a large-scale incident which requires activation of the Emergency Operations Center (EOC) for centralized decision-making.

NIMS Level 1 | **Relocation Activation.** Response to a large-scale incident that significantly impacted the campus environment, requiring the activation of an EOC at an alternative location, determined based on the specifics of the incident.

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**Emergency Communication Systems and Methods**

The first step in being prepared for an emergency is to learn how you will be notified of and updated about a significant emergency; and then to learn and remember key actions you may be directed to take by College officials.

Westminster uses several different systems and methods of communication to alert students, faculty, staff, and others of a significant emergency. It is important that you become familiar with these communication tools and ensure that your contact information is kept current so that the College can stay in touch with you. These include, as appropriate to the type and scope of emergency:

- Brief urgent messages communicated via email, voicemail, and text message using the College’s Emergency Notification System (ENS) Regroup.
- Campus loudspeaker system broadcasts emergency messages and instructions to the campus at large.
- Information is also posted as follows:
  - College Website ([www.westminstercollege.edu](http://www.westminstercollege.edu))
  - College Facebook page ([www.facebook.com/westminsterslc](http://www.facebook.com/westminsterslc))
  - Social media ([https://twitter.com/westminsterslc](https://twitter.com/westminsterslc))
  - Broadcast media: local radio, television, and online media outlets
  - Other methods (bullhorns, flyers, building runners, personal emails, and phone calls).

In case of a significant emergency, some or all of these systems will provide information about the nature of the emergency, what to do, and where to get additional details. Emergency updates and further information will be provided by postings to the listed websites, emails, or texts to the College community, and other methods as needed. Also, be sure to develop an emergency communications plan with your family and friends to keep them informed of your situation during an emergency.
**Actions to Take**

For all emergencies other than active shooter, two immediate strategies are used to protect people: Evacuate and Shelter-in-Place.

- **Evacuate** means to immediately leave a potentially hazardous location (building, area of campus, entire campus, Salt Lake City, etc.) due to an imminent or impending threat to life or health.
- **Shelter-in-Place** means to go and/or stay indoors when a situation occurs that may be a threat to life or health. Generally, this means you will be instructed to go and/or stay indoors, lock doors/windows, and stay away from doors/windows. Remain there until you are notified by Public Safety or College emergency communications systems that it is safe to leave.

In the event of an active shooter, the College follows the Run-Hide-Fight strategy.

- **Run-Hide-Fight** means to run if there is an escape path; find a place to hide if you cannot get out safely; and, as a last resort and only when your life is in danger, fight.

More details on these strategies are available in Appendices A, B, and C to the Emergency Management Plan.

**People Requiring Additional/Special Assistance**

People who have certain disabilities or impairments (specifically including, but not limited to, those limiting hearing, visual, and mobility functions) may require special or additional assistance during an emergency. These individuals are encouraged to inform College administrators designated to respond to requests for disability accommodations, and/or resident advisers, roommates, classmates, co-workers, friends, faculty, and supervisors, of what special assistance they may require to receive effective emergency communications notices; and to respond to emergency situations so that interactive, advance planning can be done to see that such individuals receive emergency communications; and to provide special or additional assistance in an emergency. College administrators designated to address disability accommodations requests, by those individuals who self-identify, should include consideration of effective emergency communications and emergency response assistance in the accommodations process, as relevant to the disability.

In an emergency, all members of the College community should help those around them who may need additional assistance, whether by virtue of a disability, impairment, or otherwise. Members of the College community should report to College personnel or emergency responders the condition and location of any person unable to leave a building or area being evacuated. More specific guidance on evacuation and other emergency responses for persons needing special assistance can be found in Appendices A, B, and C.
Accounting for Individuals Following an Emergency

It is important to report to your designated assembly area so that the College can attempt to account for all members of the College community.

As quickly as possible, depending on the nature and scope of the emergency and the feasibility of meeting at the designated assembly area(s), faculty of classes that were in session, workplace supervisors, residence life staff, and designated building guardians will account for their students and staff known or presumed to have been in the building/area, and report missing and/or presumed missing individuals to Campus Patrol or emergency officials. As it is safe to do so, Campus Patrol or other designated individuals will conduct a search of the building/area for any sheltering, entrapped, or injured occupants.

If you leave campus after evacuating a building or area without reporting to your designated assembly area, please try to email or call the faculty of your class that was in session at the time of the evacuation, your supervisor, residence life staff, or your dean, as appropriate, to advise them that you are safe and of your location.

2. RESPONSIBLE ADMINISTRATOR

The Director of Campus Safety is responsible for regular review of the Emergency Management Plan and for structuring and executing training and tests of the emergency management procedures on an annual basis, to affirm their efficacy. The Director of Campus Safety shall maintain documentation of a description of the test, the date and time of the test, and whether the test was announced or unannounced.

3. RELATED POLICIES

- 502 Emergency Management Plan and Appendices
- Emergency Support Function Annexes

4. HISTORY

<table>
<thead>
<tr>
<th>Date of Last Action</th>
<th>Action Taken</th>
<th>Authorizing Entity</th>
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<tbody>
<tr>
<td>August 8, 2018</td>
<td>Emergency Management Plan UPDATED</td>
<td>Policy Governance Committee</td>
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<tr>
<td>October 24, 2017</td>
<td>Emergency Management Plan UPDATED</td>
<td>Policy Governance Committee</td>
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<tr>
<td>April 27, 2017</td>
<td>Final Emergency Management Policy ADOPTED</td>
<td>Policy Governance Committee</td>
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<tr>
<td>February 28, 2017</td>
<td>Interim Emergency Management Policy ADOPTED</td>
<td>Policy Governance Committee</td>
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5. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: /s/________________________________________

Dr. Bethami Dobkin, President