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December 2011

3.305 Emergency Response and Evacuation

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Emergency Response and Evacuation Policy 3.305	
Business Management Policies		Effective date: November 6, 2010	
Policy History:	Approved by:	Resolution #	Date:
REVISED	Chancellor	N/A	April 1, 2013
	Board of Governors	11.6.10:9	November 6, 2010
Revised (Non-substantive):	N/A	N/A	May 2, 2017
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of General Counsel	General Counsel	603-277-0131	University and All Campuses

I. Introduction and Purpose

The purpose of this policy is to outline the procedure for each campus of Antioch University regarding publication of the campus' Emergency Response and Evacuation Procedure on its website.

II. Procedure

Each campus of Antioch University shall create and post on its website an Emergency Response and Evacuation Procedure, including the following information: (See Attachment A Emergency Response Procedures under the Clery Act for Antioch University)

- A. That students and employees shall notify campus security personnel of any significant emergency that may pose an immediate threat to the health or safety of students and/or employees on campus. (A campus must post security personnel pursuant to the Law Enforcement Statement Policy # 3.307.)

- B. That the Provost or designee will determine if a serious crime, natural disaster, or other emergency poses an immediate threat to the health and/or safety of students and/or employees.
- C. If there is such a threat:
 - 1. That the Provost or designee will determine the contents of the notification and who will be notified (unless the Provost determines that immediate notification would significantly compromise the response or assistance efforts, in which case they may delay notification.)
 - 2. The manner by which the campus will immediately notify those who may be affected by the situation, including but not limited to network email; public address system; website; in-person notification; and text messaging.
- D. That testing of the Emergency Response and Evacuation Procedure shall take place on at least an annual basis using announced or unannounced tests. During such testing, each campus will publicize its emergency response and evacuation procedures. After each such test, the campus shall post a description of the exercise, date, time, and whether it was announced or not.
- E. Each campus of Antioch University shall keep its Emergency Response and Evacuation Procedure up-to-date on its website. All revisions shall be sent for approval to the General Counsel prior to posting.

Policy Cross Reference

Law Enforcement Statement and Cooperation	Policy # 3.307
Workplace Violence	Policy # 4.503

ATTACHMENT "A"



Emergency Response Procedures under the Clery Act

April 2013

1. When Is An Emergency Response Required?

Under the Clery Act, 20 U.S.C. §1092(f), each campus or unit is required to immediately notify the campus community upon 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.*** An "immediate" threat includes both an imminent or impending threat, such as an approaching fire in the neighborhood, as well as a fire currently burning in a building. The message that we are required to give for a significant emergency or dangerous situation involving an immediate threat to health or safety is called an "emergency response" or "emergency warning" under the Clery Act.

The following would trigger an emergency response to the campus community:

- Armed intruder
- Bomb threat
- Terrorist incident
- Civil unrest or rioting
- Outbreak of serious illness such as meningitis or norovirus
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Explosion
- Gas leak

- Nearby chemical or hazardous waste spill

2. Who Has Authority to Send an Emergency Response?

The Chancellor and Provosts have the authority to send an emergency response, or to designate someone to send an emergency response on their behalf. Those responsible for sending emergency responses should become familiar with the following procedures for sending an emergency response.

3. The Ph.D. Program Is On Campus. What Should I Do?

In addition to notifying one's own campus, the Provost or designee must also notify the Ph.D. program students and employees when that program is in residency on that campus. It is not sufficient to notify the Ph.D. Provost of the emergency. Provosts have send access, i.e. the ability to send to the entire list, for the Ph.D. program (see section 7 below.)

4. What Should The Emergency Response Say?

Each emergency warning under the Clery Act should have five components:

- a. A **title** that immediately captures the recipient's attention;
- b. The **date and time**;
- c. A **short description** of what happened or is happening including the specific location and any physical descriptors of persons involved;
- d. **Specific instructions** for recipient; and
- e. Information about which **external authorities** have been contacted.

5. Hypothetical Emergency Response Format for Gmail

Subject: AUNE Emergency Alert!

January 17, 2013; 10:45 am

There is an armed shooter in the Community Room, described as a Caucasian male age 22-28, 5'11", 180 pounds, wearing a green t-shirt and jeans.

Shelter in place in an interior windowless room. Do not use the main parking lot. Call 911 for emergency. Email dcarus@antioch.edu if you have any further information.

AUNE has contacted police for the City of Keene and the State of New Hampshire.

6. What Instructions May Be Given In the Emergency Response?

You may instruct the campus community to do any of the following:

- Evacuate (specify the areas to be evacuated);
- Lockdown;
- Use (or do not use) a particular exit;
- Move to a tornado shelter;
- Shelter in place in interior windowless room;
- Shut windows;
- Do not drink the water;
- Do not drive;
- Do not use elevators;
- Stay calm;
- Call #XX or email XX@antioch.edu with further information;
- Dial 911 for emergency.

7. How to Send An Emergency Response Via Gmail

To send an emergency response via Antioch Gmail:

- a. Login to Gmail;
- b. In the “To” field enter mailing list name, such as: ausb.all@antioch.edu;
- c. If the Ph.D. program is on the campus, also include plc.all@antioch.edu;
- d. Include the Chancellor and General Counsel (rtodd@antioch.edu);
- e. Enter the subject (“AUXX Emergency Alert!”);
- f. Enter the message (see paragraphs 4 and 5 above) and send;
- g. Be sure to send additional message(s) when you receive new information.

8. Mailing List Names

Each of these lists includes all relevant students and employees:

Los Angeles:	aula.all@antioch.edu
Midwest:	aum.all@antioch.edu
New England:	ane.all@antioch.edu
Ph.D.:	plc.all@antioch.edu
Santa Barbara:	ausb.all@antioch.edu
Seattle:	aus.all@antioch.edu
Central:	aucentral@antioch.edu

9. Biannual Testing of the Emergency Response Procedures

Each campus must test these emergency response procedures twice per calendar year and report any difficulties or deficiencies to the Director of Administrative Applications and the Associate General Counsel.

10. Clery Act Policy

More information about campus responsibilities under the Clery Act are in the Emergency Response and Evacuation Policy, Antioch University Policy 3.305:

http://aura.antioch.edu/cgi/viewcontent.cgi?article=1009&context=policies_300_3x