CP 1-12 B: Emergency Notifications

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COLLEGE POLICY: CP 1-12 B
APPROVED: December 11, 2020
EFFECTIVE: December 11, 2020
REVISED: N/A
REFERENCES: BP 1-12

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This policy is established by Dawson Community College in compliance with the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, (the Clery Act) to provide emergency response and notification guidelines for our campuses. The policy applies to all College faculty, staff, students, and visitors.

Policy

This policy covers internal electronic mass communications to Dawson Community College faculty, staff, and students in emergency circumstances. Emergency notifications are those electronic messages that are intended to inform the community regarding an ongoing emergency. Electronic messages include but are not limited to the following: text, social media, email, website messages and telephone. DCC uses email as its official form of communication. The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
Dawson Community College must exercise appropriate control over electronic communications in order to properly maintain network performance, limit the number of unsolicited email messages, and prevent desensitization that could inhibit the communication of critical information. As a result, the use College's designated emergency communication will be limited to emergency notifications and timely warnings, weather-related events, and important time-sensitive announcements (as described below). The President, the Vice President for Human Resources/Title IX Coordinator, and the Vice President for Academic or Student Affairs or his/her designee, are authorized to make any final judgment call in cases where this policy does not clearly apply or in cases when the protocol changes as the emergency situation unfolds. Any individual who is deemed in violation of this policy may be subject to disciplinary action.

Emergency Notification Procedures

Reporting Emergencies
Individuals should report all emergencies by calling the local Police Department.
- At Dawson Community College: Contact Main Office 406-377-9400
- In the case of a crime in progress, an emergency medical incident or a confirmed fire call all faculty, staff, and students are authorized to call 911 to report the incident.

General Information
Dawson Community College faculty, staff, and students are strongly encouraged to activate and maintain regular access to College-provided electronic mail accounts. Dawson Community College

faculty, staff, and students are expected to access electronic mail to obtain official College communications.

Significant Emergencies
Emergency Notifications are required to immediately notify the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. An "immediate" threat as used here encompasses an imminent or impending threat.
Examples of significant emergencies when an Emergency Notification may be issued:
- Approaching weather such as a tornado, flood, or hurricane
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil Unrest
- Explosion
- Outbreak of meningitis, norovirus, or other serious illness

Initial emergency communications will be sent immediately and will convey only the most critical information. Details will be carried on the college's website, which will be updated as circumstances dictate.

Communication Methods
The Dawson Community College Emergency Notification System allows the College to contact the members of the College community in the event of an emergency by employing any of the following available techniques: Email will still be the official communication method of DCC during emergencies.
1. Text message
2. E-mail
3. Social messaging networks
4. Video monitors
5. College website
6. Audible signals and loudspeaker systems from some of our campus buildings
7. College Marquee
8. TV and radio media
9. Person-to-person communications

The actual method(s) of communication used will be based on the particular emergency. It is imperative that contact information is accurate and up to date in order for students and staff to receive some forms of emergency notifications.
Because the intent of the notification is to enable members of the College Community to protect themselves, the notification should include information necessary to promote safety. Authorized personnel (The President, Vice President for Human Resources/Title IX Coordinator, and the Vice President for Academic or Student Affairs or his/her designee) will determine how much information is appropriate to disseminate at different points in time. Generally, an Emergency Notification should include:

1. Date and time or timeframe of the Emergency or Dangerous Situation;
2. A brief description of the Emergency or Dangerous Situation;

3. Proactive steps for the College Community to take in order to maintain their health and safety (e.g., shelter in place or avoid outdoor activities);

4. Suspect description(s) when deemed appropriate and if there is sufficient detail; and

5. Other information as deemed appropriate by the authorized personnel.

Further, authorized personnel will determine the appropriate segment or segments of the College Community to receive the Emergency Notification based on which segments of the College Community need information about the Emergency or Dangerous Situation. Generally, the College will send the entire College Community an Emergency Notification. If sending the Emergency Notification to some members of the College Community and not others becomes necessary then the authorized personnel will consider: the type of Emergency or Dangerous Situation; the location; the segments of the College Community most likely to be affected; and the possibility that the Emergency or Dangerous Situation will become more dangerous.

If there is an immediate threat to the health or safety of students or employees occurring on campus DCC will follow its emergency notification procedures and is not required to issue a timely warning based on the same circumstances. Further, if circumstances change and a Timely Warning is appropriate it may be sent. Adequate follow-up information will be provided to the community as needed.

Post Emergency Communication

The College will issue an "all clear" message to convey the College's return to normal operations to all faculty, staff and students via College assigned email accounts. A Timely Warning may not serve as the "all clear" (See table on next page for clearer understanding of when to use Timely Warning and Emergency Notification).

Authorized Users

Authorized users of the emergency notification system are:

- The President
- The Vice President for Human Resources and Advancement
- The Vice President for Academic and Student Affairs
- Director of Business Operations
- Director of Facilities
- Director of Athletics

Other users may be temporarily designated by these authorized users as required in an emergency.

Annual Testing

The emergency notification system will be tested annually. Procedures will be publicized in conjunction with the annual test. Additional testing may be conducted as part of drills and exercises, or as necessary.

SCOPE   These procedures apply to Dawson Community College.

PROCEDURES   The College President shall promulgate such procedures as may be needed to implement this policy.

History: