



AP 3507 Emergency Notifications

References:

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 34 Code of Federal Regulations Part 668.46

Rogue Community College (RCC) utilizes the following procedure to provide emergency notifications regarding events or incidents on campus to include active shooters, campus lockdowns, campus evacuations, viral outbreaks, natural or man-made disasters or any incident that may threaten the safety and security of the college community.

This procedure applies to all the RCC District locations. The RCC Director of Risk Management and the Assistant Director of Risk Management are the primary positions tasked with the Emergency Notification process. Secondary responsibility is assigned to the Director of Marketing and Communications. In the event that the Risk Management Department and the Director of Marketing and Communications are unavailable the following positions may also issue Emergency Notifications:

President
VP of People, Culture, and Safety
VP of Student Learning and Success
VP of Operations and Finance

Once the determination has been made by the Director of Risk Management or designee that an emergency notification needs to be initiated and if time permits, the Director of Risk Management or designee will review the content of the message with the VP of People, Culture, and Safety.

The notification may be sent to the College community through the College's emergency notification systems, including email, text, phone calls, and digital reader boards. The same message may be posted on the College's website and social media accounts.

If additional information related to an incident is provided to the college Risk Management Department, RCC will determine on a case-by-case basis whether to issue a follow up message.

Rescinds Procedure Number: None

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