



## **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

This procedure applies to all the Rogue Community College District locations.

Rogue Community College utilizes the following procedure to provide emergency notifications regarding events or incidents on or in the vicinity of the 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.

RCC Risk Management is the primary department tasked with the Emergency Notification procedure. Secondary responsibility is assigned to the Community & Government Relations Coordinator. In the event that the Risk Management Department and the Community & Government Relations Coordinator is unavailable the following positions may also issue Emergency Notifications:

- President
- Chief Human Resources Officer
- VP of Academic Affairs
- VP of Student Affairs
- VP of Operations and Finance
- Administrator in Charge in the Absence of the President

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 College President and/or the Chief Human Resources Officer

The notification will be sent out to the College community through the College's emergency notification system which may include, based on the individual incident, the email system, via phone call, via text message to everyone who has enrolled in the system, via college owned phones and via intercoms/loud speakers. The same message may be posted on the College's website and social media accounts. All emergency notifications will be initiated without delay unless the notification will, in the professional judgement of responsible officials, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

In the event that 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. The follow up message may be communicated through a variety of different options including email, phone call, news release, etc.



The college Risk Management Department is responsible for sending out an email reminder within the first five days of each quarter to all current faculty, staff and students explaining the emergency notification system and the process for registering.

The college Risk Management Department is responsible for communicating the location and contents of the College Emergency Operations Plan (EOP) to all faculty, staff and students and for conducting at least one drill annually that tests the emergency notification system in combination with an emergency drill/exercise that is outlined in the College EOP.

In the event that an emergency notification is initiated, Rogue Community College will notify the local community through the following steps:

The College website and social media accounts will be updated.

The Community & Government Relations Coordinator will communicate with a pre-determined list of community news organizations who will then release that information via their media outlets.

**Rescinds Procedure Number: None**

**Approved: October 30<sup>th</sup>, 2018**