

EMERGENCY NOTIFICATION, RESPONSE AND EVACUATION PROCEDURES

I. Purpose

These procedures are established in compliance with the Higher Education Opportunity Act (§485(f)(1)(J); 20 U.S.C.S. §1092(f)) to provide emergency response, notification and evacuation procedures for campus.

II. Scope

These procedures apply to all university members and visitors to campus.

III. Reporting Emergencies

Individuals should report all emergencies by calling 9-5555 from any campus telephone, 402 559-5555 via cellular phone or by using the bluelight emergency phones which are available at various locations on the campus (LINK TO MAP). False alarms or abuse of the notification system is a violation of campus policies.

IV. Responsibility for Emergency Response and Notification

- A. Generally, the UNMC Security Department is responsible for:
- providing immediate emergency response to criminal actions
 - documenting the results of investigations of criminal actions and
 - providing assistance to local law enforcement authorities on campus.
- B. Once a confirmed significant emergency or dangerous situation involving immediate threat to the health or safety of students or employees is occurring on campus, the campus community shall be notified. In certain instances the Omaha Police Department may determine that issuing an immediate notification would place the campus community at a greater risk or would compromise efforts to contain the emergency. Any delay in notification shall be for as short a time as possible. It is anticipated that initial notifications will be the responsibility of UNMC Security Dispatch. Additional messages and information may be released as the incident or situation dictates and as time permits. In situations where the initial emergency notification was made by UNMC Security Dispatch, UNMC Public Relations or other designated office / department has responsibility for broadcasting further information and updates to the UNMC community. The UNMC Security Director will notify the Incident Commander(s). The Incident Commander will determine who will be responsible for follow up information.
- C. The initial message shall be brief and direct so as to notify the campus community on what action is needed. Any of the following emergency communications methods, as well as others as deemed appropriate, shall be utilized depending on the type and nature of the emergency:
- University's emergency notification system which includes: Computer crawler/pop up transmitted via RSS feed, SMS Text messages to cell phones and pagers and email.
 - Telephone Notification System - telephone groups

- Web site postings on campus and department homepages
 - Mass broadcast media such as radio and television
 - Email
 - In-person communication by one individual to another person or group of persons.
- D. UNMC Security Dispatch shall test the notification systems no less than annually and its effectiveness monitored by the Safety Manager and Business Continuity Project Manager.
- E. At a minimum this policy shall be publicized as follows:
1. Annually in the Campus Crime and Security Report
 2. New Student Orientation
 3. Publication on the Safety Department Website.

V. Other Response Efforts

- A. For Tornado Warning those on campus should go to a designated safe area. Follow departmental procedures.
- B. Depending on the nature of the reported emergency, UNMC Security shall activate the Campus Lockdown plan.
- C. Depending on the nature of the reported emergency, university offices and departments should implement the departmental emergency response protocols, such as evacuation plans if it is safe to do so.
- D. UNMC Security and administration (through the Incident Command System) will work with local police, fire and emergency management officials to facilitate a building or campus evacuations (partial/total) should the need arise.

For information regarding this policy contact UNMC Safety Manager

Reviewed by UNMC Safety Leadership Team
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