

## Emergency Response Communications and Evacuation

As required by federal law under the Higher Education Opportunity Act (§485(f)(1)(J); 20 U.S.C.S. §1092(f)), The University of North Florida (UNF) has established the following procedures to address emergency situations requiring immediate notification of the campus community and potential evacuations.

UNF employs separate procedures that govern timely warnings of campus crimes that are sent to the campus community. This policy applies only in situations where the Incident Commander (IC), Crisis Management Team (CMT) or other appropriate authority determines that there is an immediate threat of danger to the campus community and/or an evacuation is necessary.

### Immediate Notification

Immediate notification will be used in those situations (e.g., severe weather, fires, hazardous material incidents, workplace violence, etc.) involving an imminent threat to the health or safety of students, employees or visitors on campus. During such an event, the University will employ an alert system that may include any or all of the following: voicemail, email, the University's website, the University's hotline, indoor and outdoor public address systems, local media and other available communication channels (which may include campus computer and TV monitors). The University will generally provide follow-up information to the larger community as appropriate via the University's website.

### Emergency Response

The IC, UPD, CMT and/or local authorities are responsible for determining whether there is an imminent threat, significant emergency or dangerous situation. Once confirmed, the UPD shall determine the appropriate segment or segments of the campus community to receive the alert message and initiate the emergency communication and appropriate response/evacuation.

The UPD will take into account the safety of the community, determine the content of the immediate notification and initiate the alert system, unless issuing an alert, will in the professional judgment of the IC, CMT or other responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency situation.

The CMT will notify the Public Information Officer (PIO) of any emergency or dangerous situation, and all public inquiries will be directed to such office.

The University President, and other pertinent faculty/staff members, will also be notified of any emergency or dangerous situation/evacuation and, as appropriate, consulted in making any such determinations.

## Alert System

The University maintains multiple systems for alerting students, employees and visitors about campus emergencies. This includes a system which provides text and voice messages to the campus community. To receive these notifications, students and employees are strongly encouraged to register their cell phones, text devices, PDAs and land-line phones by logging into <http://mywings2.unf.edu> and choosing the Employee Services and Personal Information tabs.

## Testing

The UPD, in conjunction with the Departments of Environmental Health & Safety (EH&S) and Public Relations are responsible for testing the University's emergency communications, response and evacuation procedures. This includes testing the indoor and outdoor public address systems and mass notification systems. These tests/exercises may be announced or unannounced. The UPD and EH&S are responsible for maintaining documentation for each test or exercise, including description, date and time of the test/exercise, and whether it was announced or unannounced. The University will publicize its emergency response policy to all current students and employees in conjunction with at least one of the tests/exercises per year.

## Evacuation

If an emergency announcement is made to evacuate a building or group of buildings, designated Building Supervisors will assist with this process. In addition, the UPD will assist with campus evacuations. University buildings are also equipped with directories indicating locations of rooms, corridors and exits. The CMT is responsible for determining if the emergency or dangerous situation is sufficient to warrant a building or campus evacuation and notifying building occupants and the campus community of such.

The President of the University shall have the authority to close all or portions of the University and its campus. In making such a decision the President will also determine particular groups of employees, if any, who should remain on campus to provide essential services.