**Emergency Notifications, Response and Evacuation Procedures**

Your safety is important to us. We want to be able to inform you of campus emergencies. All students, faculty and staff are encouraged to sign up for “Roberts Alert” each semester. To register for campus emergency notifications, register your mobile telephone number on the Emergency Contacts page. On the Intranet under “RWU Links” click on “Emergency Contacts.” Follow the instructions and complete the emergency contact information. This is the primary method for the campus to keep you informed of any emergency on the main campus. During any emergency situation which requires notifications on campus, you will receive an urgent Security message from 585-594-6000.

If you become aware of an emergency on campus, immediately contact Campus Safety at 585-594-7777.

The University has procedures in place that will be used to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

Campus Safety officers are on duty twenty-four hours a day, seven days a week, including holidays. Campus Safety will be the first to respond to and confirm any significant emergency or dangerous situation on campus. Depending on the severity of the situation, the Director of Campus Safety would be notified immediately (if the Director is unavailable, the responsibility would fall to the highest-ranking supervisor available as established by the Campus Safety Chain of Command).

Upon confirmation of a significant emergency or dangerous situation, external resources may be called upon for assistance. The University partners with two local police agencies (Monroe County Sheriff’s Office and Ogden Police Department) for any criminal, health or safety issues exceeding the limitations of a Campus Safety officer. The University also partners with two fire agencies (Chili and Spencerport Fire Departments) for situations requiring their assistance. The location of the incident on campus would mandate which fire service and police agency responds.

The Roberts Wesleyan University Emergency Response Team (ERT) may also be contacted to respond. Should outside police or fire authorities be summoned to campus, Campus Safety will work to assist these agencies. The ERT will stay in communication with Campus Safety and these authorities and keep students and staff updated regarding the situation.

The Director of Campus Safety, working with the Vice President of Operations & Business Development, will determine whether to initiate the notification system, the content of the notification and to what segment of the campus population should be notified. Depending on the situation, a small segment of the campus community may be notified (for example, an incident involving only residential students) or the entire campus community may be notified when there is at least the potential that a very large segment of the community will be affected by the situation or when a situation threatens the operation of the campus as a whole. As the situation progresses, Campus Safety will continue to assess the circumstances and may notify additional segments of the campus community if it is warranted.

Regardless of the situation, the University shall, without delay, and considering 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 the efforts to assist a victim or to contain, respond or otherwise mitigate the emergency.

The University’s mass notification via the Roberts Alert system uses individuals’ phone numbers through a voluntary sign up. A campus-wide E-mail distribution list has also been established to notify students and staff of situations and directions they need to follow. These communications are available via email, text, or phone; therefore, there is some delay to the actual contact.

Campus Safety also utilizes an Emergency Alert Air Horn. The air horn shall be used to advise the campus community that the campus is going into lockout/lockdown. The air horn may be used to advise of other impending emergencies (i.e.; weather related) only if preceded by a Roberts Alert.

The University may also utilize the University’s public relations team to share this information with the local media to assist with informing the public. Procedures are in place to notify local television and radio stations of any emergency announcement.

After a Roberts Alert has been issued, follow-up to the initial Roberts Alert may be issued as needed, typically by text message and email unless circumstances warrant other forms of communication as detailed above.

Lockdown/ lockout drills are conducted annually. Prior to the drill, at least (2) emails are sent to all faculty and staff publicizing the drill and specific procedures faculty and staff should take. After the drill, a debriefing is held with all persons who were present in each individual building at the time of the drill.

A drill involving the ERT is also conducted at least annually. These drills may consist of table top exercises and/or real time events. ERT members are notified in advance of the date of the drill, but not the content. A debriefing meeting with ERT members is scheduled after the drill to discuss the event.

Each semester Campus Safety performs two (2) fire drills in each dorm. Campus Safety also performs one (1) fire drill each semester and one (1) during the summer at each academic building on campus. Fire drills are timed and all occupants are expected to participate and evacuate. No prior notification is given as to the timing of the fire drills. The purpose of these drills is to familiarize occupants with evacuation procedures, the sound of the alarms, and the locations of all exits in an area. At the beginning of the fall semester, Campus Safety instructs Residence Life Staff on floor and fire exit evacuation, how to report a fire alarm activation in their residence halls and awareness of the unannounced drills. This information is shared with residents by Residence Life Staff.

Campus Safety conducts an annual test of the Emergency Alert Air Horn. Students and staff are notified in advance via email. Letters are sent to community members residing in the vicinity of the campus specifying the time, date and duration of the test. Local municipalities as well as local law enforcement agencies are advised as well.

Documentation is kept for each drill as well as a description of the exercise, the date, time and whether it was announced or unannounced.

In the event a building evacuation becomes necessary for the health and safety of visitors, students, faculty and staff, Campus Safety Officers will direct all occupants to the closest available stairway or exit, while keeping occupants calm and orderly. Elevators will not be used. When evacuating, all interior spaces will be checked. In the event that special equipment is needed for the evacuation of disabled person(s), 911 shall be contacted and the fire department will be requested to assist. During the incident, after the building is clear, Campus Safety officers will ensure that no one re-enters the building except emergency crews. If inclement weather conditions exist, arrangements shall be made to move the evacuated persons to an alternate site away from the potential danger zone that will provide shelter while the event is being addressed.

Memorandums of Understanding are in place with a local school district to be used as an alternate shelter site if necessary.