

**WALLA WALLA COMMUNITY COLLEGE
EMERGENCY NOTIFICATION
ADMINISTRATIVE POLICY 3530**

I. Policy Background/Purpose:

Walla Walla Community College is committed to the safety and security of all members of the college community. In order to provide timely and accurate notifications to the college community, Walla Walla Community College has implemented the following policy regarding emergency notifications.

II. Definitions:

Emergency Action Plan (EAP) – A plan required by Washington Industrial Safety and Health Act of 1973 to facilitate and organize the College’s response to a variety of emergency situations.

III. Authority:

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

IV. Scope/Responsibilities:

This policy applies to the Walla Walla Community College campuses in Walla Walla, Washington and in Clarkston, Washington. Walla Walla Community College operates college programs at the Coyote Ridge Correctional Facility in Connell, Washington and at the Washington State Penitentiary in Walla Walla, Washington. Both of these locations are under the control of the Washington State Department of Corrections who has the authority to determine all policies and procedures for these facilities.

V. Policy:

Walla Walla Community College utilizes the following procedures 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.

1. Campus Security and Environmental Health and Safety is the primary department tasked with the emergency notification procedure. Secondary responsibility is assigned to the College Technology Services Department and the College Office of Admissions and Registrar.
2. Once the determination has been made by the Executive Director of Campus Security and Environmental Health and Safety that an emergency notification needs to be initiated and if time permits, the Executive Director of Campus Security and Environmental Health and Safety will review the content of the message with the College President and the Vice President of Administrative Services.
3. The notification will be sent out to the College community through the College’s email system, via phone call, and via text message to everyone who has enrolled in the system. The same message will be posted on the College’s website and social media accounts. Walla Walla Community College has the ability to notify specific College campuses through the emergency notification

system and will evaluate the specific emergency when making the determination on who receives the notification.

4. 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.
5. Campus Security and Environmental Health and Safety 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.
6. Campus Security and Environmental Health and Safety is responsible for communicating the location and contents of the College Emergency Action Plan (EAP) 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 EAP.
7. In the event that an emergency notification is initiated, Walla Walla Community College will notify the local community through the following steps:
 - a. The College website and social media accounts will be updated.
 - b. The College Public Information Officer will communicate with a pre-determined list of community news organizations who will then release that information via their media outlets.

Referenced Policies/Procedures: N/A

Policy Contact: Vice President of Administrative Services

Approved by: Dr. Derek Brandes, President

Date Originally Approved: 3 /6/18

Last Reviewed/Revised on: