



ROBERTS
WESLEYAN COLLEGE



NORTHEASTERN
SEMINARY

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 cell number on the Emergency Contacts page at <https://rwc.roberts.edu/> go to the RWC Intranet home page and look for the Emergency Contacts quick link. Follow the texting instructions and fill in the emergency contact information. This will 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. The Caller I.D. on a phone call from our emergency notification system will appear as 585-594-6000. For TEXT messages, the message will come from our toll free number (833) 237-7073.

The College 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 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). The Director (or highest ranking supervisor) will make contact with the Vice President for Student and Organizational Development (or) the Dean of Students (or) the Director of Human Services, in that order.

Upon confirmation of a significant emergency or dangerous situation, outside resources may be called upon for assistance. The College 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 College also partners with two fire agencies (Chili and Spencerport Fire Departments) for situations requiring their assistance. The location of the facility on campus would mandate which fire service and police agency responds

The Roberts Wesleyan College 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 Vice President for Student and Organizational Development (or) the Dean of Students (or) the Director of Human Services, working with the Director of Campus Safety, 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 that involves only students residing on campus) 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.

Regardless of the situation, the College will, without delay, and taking into account 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 options for mass notification instituted around campus are the Roberts Alert system using the phone numbers that individuals have voluntarily signed up for and (or) a special bulletin network that will allow a message to appear on all computers currently connected to the College intranet. A campus wide E-mail distribution list has also been set up to notify students and staff of situations while also giving them any needed directions. This communication would have some delay for actual contact. Campus Safety also utilizes an Emergency Alert Air Horn. The air horn will 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 College may also utilize local media to assist with notifications. Procedures are in place to notify local television and radio stations of any emergency announcements.

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. A drill involving the ERT is also conducted at least annually. These drills may consist of table top exercises and/or real time events. 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. One drill is done in the evening and one at night. 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 these 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 Staff and building residents on floor and fire exit evacuation, how to report a fire alarm activation in their residence halls and awareness of the unannounced drills.

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, Campus Safety Officers will direct all occupants to the closest available stairway or exit, while keeping them calm and orderly. Elevators will not be used. When evacuating, all interiors will be checked. 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.

Procedural guidelines for a campus wide evacuation are outlined in the Roberts Wesleyan College and Northeastern Seminary Emergency Response Plan. Memorandums of Understanding are in place with local school districts to be used as alternate sites if necessary.