

Emergency Response and Evacuation Procedures

Roberts Wesleyan College and Northeastern Seminary takes the safety and welfare of the students, faculty, staff and visitors very seriously. In the event of a property threatening or life threatening situation, the proper community authorities (police/fire department) would be notified as well as the Roberts Wesleyan College Emergency Response Team (ERT).

Roberts Wesleyan College and Northeastern Seminary partners with two local police agencies (Monroe County Sheriff's Department and Ogden Police Department) for any criminal, health or safety issues exceeding the limitations of a Campus Safety officer. Roberts Wesleyan College and Northeastern Seminary 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.

In the event of an emergency situation, Campus Safety would notify the proper authorities through 911 giving as much information known at the time while requesting their assistance. Depending on the severity of the situation, Campus Safety would notify the Vice President for Administration and (or) the Director of Human Resources alerting them of the current situation on campus and informing them of notifications made. From this alert to the ERT a decision will be made as to what notification is needed to those on campus.

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 options for mass notification instituted around campus are 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 be created by the ERT to appear on all computers currently connected to the intranet. A campus wide E-mail distribution list has also been set up to notify students and staff of situations and while also giving them any needed directions. This communication would have some delay for actual contact but a small percentage would see this notification as well.

Once the authorities are on campus, Campus Safety will work to assist these agencies. The ERT will stay in communication with Campus Safety and these authorities to put out internal as well as external communications as needed.

A test of this system will be scheduled at least annually and it will be recorded if there was advance notice to the participants. A debriefing meeting with ERT members will be scheduled after the drill to discuss the event.