

SECTION 1500.19
EMERGENCY RESPONSE

The Vice President for Administrative Affairs or designee, as delegated by the president, is responsible for directing emergency management operations. The designee identifies other departments, units, and individuals responsible for providing emergency response and critical support services, and describes their respective roles and responsibilities. The president or designee assesses the danger and potential threat the event may pose to the safety of the campus community. If a significant emergency or dangerous situation is confirmed, the designee shall take into account the safety of the campus community, determine what information to release about the situation, and begin the notification process. In the event that notification may compromise efforts to assist a victim, contain the emergency, respond to the emergency, to otherwise mitigate the emergency, a notification may not be issued. The Loss Control Committee shall create and maintain an emergency response plan.

LRSC has a variety of ways of disseminating emergency information to the larger community, including, but not limited to:

- Public Media
 - Local radio and television stations are notified of any disasters or emergencies occurring on the campus.
 - The Director of Marketing & Communications coordinates connections with all major media outlets to provide emergency notifications.
- Mass Calling and Notification
 - The emergency notification system allows designated personnel to send a recorded voice message, e-mail, and text message simultaneously from a remote site. This message will be sent to the entire campus community and will contain important information about the emergency. When the system is activated, one or more of the following alerts are sent depending on the contact information the recipient has provided.
 - Voice Call - Individuals who have provided their phone numbers are called and a prerecorded voice message is played.
 - Email - An email is sent to all individuals who have provided email addresses.
 - Text message - Individuals who have provided cell phone numbers are sent a text message.
- Warning Sirens
 - Warning sirens are strategically placed in and around the City of Devils Lake to sound in the event of a tornado warning. The sirens are tested on this system every Wednesday at 6:00 p.m.
- Building Evacuation Alarms
 - Every campus building has an evacuation alarm. Buildings may also be equipped with a voice public address system by which instructions may be given.
- LRSC Website
 - The Director of Marketing & Communications will update the LRSC website with pertinent information and instructions in the event of a disaster or emergency.

- Email Transmission
 - A mass email may be sent to the campus community with pertinent information and instructions in the event of a disaster or emergency.

The following is a list of individuals or organizations responsible for carrying out these procedures:

- President
- Vice President of Administrative Affairs
- Vice President of Academic & Student Affairs
- Director of Marketing & Communications
- Loss Control Committee

LRSC will publish a summary of its emergency response procedures in conjunction with at least one emergency notification test each calendar year.

History

Administrative Council Approved 09/28/15