

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Campus Safety and Security
Subject:	Emergency Procedures
Date Issued:	December 2, 2005
Date Revised:	April 2014
Approved By:	

I. Policy

This policy outlines the guidelines for basic emergency procedures implemented to protect lives and property through effective use of college and community resources. Emergency procedures have been developed to ensure the College can effectively respond in the event of an emergency.

II. Purpose

Luther is concerned about safety in the event of an emergency on campus. The College takes action and makes decisions to avoid unnecessary risks to persons and property.

III. Scope

The policy applies to all faculty, staff, students and others who are on the College campus.

IV. Terms and Definitions

- Emergency Procedures Guide – The guide provides information and directions for the various types of emergency possibilities that may potentially occur on campus. A copy can be obtained from the Welcome Center in Dahl Centennial Student Union, Human Resources or online: <http://www.luther.edu/safety/emergency/>.
 - Major emergency – a situation which affects an entire building or buildings and which may disrupt the overall operation of the College. College administration crisis response actions and off-campus emergency services will probably be required.
 - Minor emergency – a situation which presents a danger or potential danger but does not threaten the overall function of the College.
 - Emergency Response Team
 - o Vice President & Dean for Student Life
 - o Director of Campus Safety and Security
 - o Chief Communications Officer
 - o Director of Facilities Services
 - o Director of Residence Life
 - o Coordinator of Campus News Services
 - o Executive Director of Library and Information Services
- The Director of the Emergency Response Team shall be the Vice President and Dean for Student Life or his/her designee.

V. Procedures and Guidelines

- A. All faculty and staff are issued a copy of the Emergency Procedures Guide.
- All faculty, staff and students are expected to read the Emergency Procedures Guide. Students can access the guide online: <http://www.luther.edu/safety/emergency/>.
 - Additional copies may be obtained at the Welcome Center in Dahl Centennial Union or Human Resources.
- B. The Emergency Procedures Guide covers the following.
- Major emergency
 - o active shooter
 - o bomb threats
 - o fire/explosion
 - o severe weather
 - o utility failure
 - Minor emergency
 - o ambulance/medical emergencies
 - o behavioral concerns
 - o chemical spills
 - o criminal activity
 - o suspicious mail
- C. Upon discovering a potential emergency, an individual should exercise their best judgment to determine whether or not they should immediately leave the area and go to the nearest phone or remain in place. One's personal safety and the safety of others must be considered. An individual should, as soon as reasonably possible:
- Call Campus Safety and Security from a campus phone at ext. 2111, (563) 387-2111 from a mobile phone or dial 9-911 (from a campus phone) to initiate an emergency call. Calls may also be directed to the campus switchboard at ext. 2000 from a campus phone or (563) 387-2000 from a cell phone.
 - Provide detailed information to Campus Security and Safety as to the potential scope and nature regarding the emergency. An individual should be prepared to provide their name, phone number and location of the emergency.
- D. Upon report of a potential major emergency, Campus Safety and Security will consult with the Vice President and Dean for Student Life or his/her designee.
- The emergency procedures will be activated based on the potential scope of the identified emergency.
 - The Emergency Response Team will notify the Emergency Communication Team of the emergency. The teams will work together to determine methods and frequency to report efforts and progress to the campus community.
 - Faculty and staff may be instructed to take specific actions that are within their scope of training and capacity to execute. Campus Safety and Security and other emergency personnel may provide additional instructions. The Emergency Resource Team may be called to provide support.
 - Campus Safety and Security will interact with outside agencies including, but not limited to, the Decorah Police Department, Winneshiek County Sheriff's Department, Decorah Fire Department, Winneshiek Medical Center, American Red Cross, and the Winneshiek County Emergency Management Agency.

- E. Upon report of a minor emergency, Campus Safety and Security will investigate the nature of the incident.
- Campus Safety and Security will collect and document information about the type, time, date and location of the emergency and other pertinent information.
 - Campus Safety and Security will respond to the location and contact the appropriate individual(s) and other resource persons capable of handling this type of incident
 - The Chief Communications Officer shall be notified of an incident as necessary and/or appropriate.