

Emergency Notification



Emergency Notification Policy

Allen Community College will make every effort to implement emergency notifications as soon as reasonably possible from the time appropriate personnel are aware of a campus emergency situation or incident. As soon as the college has confirmed that a significant emergency or dangerous situation exists, the college will

- Take into account the safety of the campus community;
- Determine what information to release about the situation; and
- Begin the notification process

The only reason the college would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise efforts to assist a victim; contain the emergency; respond to the emergency; and otherwise mitigate the emergency.

In the event of an emergency the following procedures will be followed to contact students, faculty, and staff:

1. Mass email to all students, faculty, and staff via allenc.edu addresses.
2. Text message to all students, faculty and staff via Emergency Notification System (ENS).

Faculty, staff, and students are responsible for providing all necessary contact information, including updates to that information. Allen Community College cannot provide communication with those who fail to provide current phone numbers and/or contact information.

Allen Community College is not responsible for problems which may arise due to cellular phone providers, internet interruptions, cell phone malfunctions, or inability to access email.

All Allen Community College students, faculty and staff will be automatically enrolled in the College's emergency notification system. Students, faculty, and staff wishing to opt out of emergency notifications can do so by contacting the Vice President for Student Affairs.

High school concurrent students must abide by the emergency notification policy of their high school and will only be notified of Allen Community College emergencies if they are taking courses at Burlingame, Iola, or Online.

Authorizing the Use of the Emergency Notification System

The following officials will authorize the use of the ENS for Allen Community College:

- President
- VP for Academic Affairs
- VP for Finance and Operations
- VP for Student Affairs
- Deans for Academic Affairs
- Director of Student Life

This policy does not supersede other college policies and procedures currently in place for nonemergency, non-threatening weather or incident institutional closures.

Emergency Notification Procedures

Use of the Emergency Notification System (ENS)

1. The ENS will be used to transmit brief urgent messages to the college community as quickly as possible.
2. The use of this system during a declared campus emergency must be authorized by a college official.
3. These individuals shall use their judgment when declaring a campus emergency.
4. These College employees will have access to the ENS and will send out the emergency notifications:
 - Vice President for Student Affairs
 - Director of Student Life
 - Director of Enrollment Management
 - Director of Information Technology

Definitions of Campus Emergencies that will activate an Emergency Notification

Emergency Notifications may be issued for, but are not limited to the following events:

- Bomb threats or other imminent violent threats
- Fires
- Natural gas leaks, hazardous spills and explosions
- Natural disasters
- Power outages and utility failures
- Campus closure
- Violent civil disturbances and demonstrations
- Violent criminal behavior; active shooter
- Terrorism incidents
- Severe Weather incidents
- Disease outbreak or serious illness

Notification Methods

Students, faculty and staff may be notified at all or some of the following methods:

- Allen Community College Email
- Text on cell phone
- Social Media
- Allen website

If needed, local radio and TV stations will be notified that an emergency is occurring on the Burlingame or Lola campus.

Emergency Notification Messages

Message texts have been created for ease of dissemination and consistency. Follow-up messages may be sent after the initial message at the discretion of the ENS activating College official. It may be necessary to send the all-clear message via the ENS. For emergencies on the Burlingame campus, Burlingame students, online students, and all employees will be notified. For emergencies on the Lola campus, Lola students, online students, and all employees will be notified

Testing Emergency Response and Evacuation Procedures

The college will annually conduct at least one scheduled drill or exercise of emergency response and evacuation procedures. The Emergency Notification Procedures and Notification system will be tested at least annually.