

La Sierra University

Emergency Notification Systems and Procedures

In the event of a serious incident which poses an immediate threat to members of the La Sierra University community, the University has various systems in place for communicating information quickly to those individuals. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the students or employees occurring on campus, some or all of these methods of communication may be activated. These methods of communications may include activating e2Campus, an emergency notification system utilizing email, text messaging and telephone voice messaging; messages displayed on electronic message boards on campus; or messages on the home page of La Sierra University website. Phone numbers and email addresses of parents or other persons identified by students or employees in official University registrar or employee records as emergency contact persons will be included in the e2Campus emergency notification system and they may receive emergency messages as well. The University will also post updates during a critical incident on the La Sierra University home page at www.lasierra.edu.

Serious threats of this nature may involve weather, health or personal safety situations. Based on the nature of the emergency the responsibility for assessing the severity of the threat begins with the administrative staff of the Student Life Department, which includes the Student Health Services, Campus Security, Counseling Center and Residence Halls; Facilities Department, Office of Risk Management. Upon a determination by Student Life, Facilities or Campus Security that a significant threat exists the administrative staff of the appropriate department will immediately inform the University Crisis Management Team, who will promptly make a decision regarding emergency notification. The Executive Director of Public Relations from the Office of the Vice President for Marketing and Communications will generally have the responsibility for preparing and disseminating emergency messages and updates. In the event of confirmation of a threat involving imminent risk to personal safety the administrative staff of the Campus Security may activate e2Campus emergency notification system immediately, prior to notifying the Crisis Management Team.

Many factors are considered when assessing a situation to determine whether to activate one or more of the emergency communications systems and if so, the content of the message and whether to send the emergency message to all or some of the campus community. Among the factors to be considered is the nature and anticipated duration of the emergency situation and whether the emergency applies to a particular building, segment of the population or to the entire campus. The Crisis Management Team or the Director of Campus Security will make a decision without delay, taking into account the safety of the community, determine the content of the notification and initiate the emergency notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The University Crisis Management Team plans, publicizes and conducts a test of the emergency response and notification system at least annually and maintains a record documenting each test, including a description of the exercise, the date, time and whether it was announced or unannounced.

Emergency Notification System: e2CAMPUS Policy and Procedure

The University utilizes a mass communication system for emergency notification by using e2CAMPUS as its campus wide utility system. The system will be governed by the following policies:

Administrators

The system has the following five administrators:

Risk Management	Christine Bartholomew
Security	Doug Nophsker
Student Life	Sue Curtis/Yamileth Bazan
President/Provost	Randall Wisby / Warren Trenchard
Public Relations	Larry Becker

- Risk Management will serve as the primary administrator for managing and maintaining the files with e2Campus. All emergency messages will be released by an Administrator, Risk Management or Security.
- Public relations will notify the campus of test to the system and any official press release.
- If an Administrator is unavailable, alert messages will be released in descending order from above.
- The list of Administrators may form subgroups as needed, e.g. messages could go only to vice-presidents.

Use of System

- The system shall be used for emergency messages to campus community, e.g. safety, health, environment, campus closures.
- The system shall not to be used for reporting sports scores and/or events, or other non-emergencies.
- The president/provost makes the determination of threat or emergency.
- In the absence of the president/provost, the vice president makes the determination.

Emergency Call Box Operation



For your safety there are 5 Emergency call box locations around campus.

All call box activations are investigated regardless of a response.

Campus Security will respond, even if you don't speak.

1. When emergency assistance is needed, press the "**Push For Help**" button until the switch is activated and the **green** light comes on, then release. The **blue** light above the call box will come on.

2. Once the **red** panel call received light is illuminated, push and hold the call button talking in a normal voice. State your emergency. After you are through speaking,

release the button to listen.

3. Follow the dispatcher's instructions.

While on the line, assistance will be dispatched to your location.

Do not leave the area unless your physical safety is in danger.

If you are being followed, chased, or threatened, activate a call box and keep moving to the nearest occupied building, activating other call boxes as you pass.

The call boxes are for **EMERGENCY USE ONLY!** They should be used during situations such as crimes in progress, fires, medical emergencies, or threats to personal safety.

EVACUATION PROCEDURE

- **CALL 9-1-1 FOR EMERGENCY**
- **FIRE ALARM SOUNDS: EXIT BUILDING IMMEDIATELY**
- **KEEP CALM AND DON'T PANIC**
- **TAKE YOUR KEYS, PURSE AND COAT**
- **ASSIST PERSONS WITH DISABILITY IF POSSIBLE OR PLACE IN SAFE ZONE AND REPORT LOCATION TO THE EMERGENCY FIRST RESPONDER**
- **KEEP CLEAR OF STREETS, FIRE LANES, HYDRANT AREAS AND WALKWAYS**
- **STAY 100 YARDS AWAY FROM THE BUILDING**
- **TRIAGE KIT: LOCATION LISTED ON EVACUATION MAP OF EVERY BUILDING**
- **CLOSE VAULTS AND DOORS BEFORE LEAVING THE BUILDING**
- **MEET AT THE ASSEMBLY AREA NEAR YOUR BUILDING**
- **** DO NOT RE-ENTER THE BUILDING, UNTIL THE ALL CLEAR SIGNAL BY EMERGENCY PERSONNEL OR SECURITY**

Fire Safety

The Office of Risk Management and the Facilities Department administers an aggressive program of regular inspection, testing and maintenance of University premises to ensure compliance with applicable fire and life safety codes and standards, conducting regular egress drills and providing a variety of educational and training programs in fire safety and prevention techniques for students, faculty and staff. All residence halls meet or exceed local and national fire safety codes and are equipped with modern fire alarm systems including smoke detectors and sprinkler systems.

Fire/Evacuation Drill Frequencies

Conducting a fire drill is one way you can help to educate your department in emergency response procedures. Scheduling fire drills is a joint activity that is the responsibility of the safety committee or contact and Public Safety.

The following table provides information regarding the areas where fire drills are mandatory and their required frequency.

<u>Type of Occupancy</u>	<u>Required Drills</u>	<u>Frequency</u>
Public Assembly	Yes	None specified
Classroom	Yes	Annually
Residence Hall	Yes	Annually
Mercantile	Yes	None specified
*Business	(if > 500 occupancy)	Annually

*Includes classroom buildings, labs, offices, etc.

Fire Evacuation Plan--Residence Halls

1. When the fire alarm occurs, each resident shall proceed to the proper evacuation assembly area. Assembly areas are located on numbered light polls outside the residence hall. Evacuation routes are posted on the room door along with the assembly point for that room. A residence hall "Fire Assistant" will take record and report any missing person to the Resident Assistant. Residence hall residents shall remain at the assembly area until given permission to return to the residence hall by the Resident Assistant.
2. Each Resident Assistant will do a room-to-room check in their assigned area before leaving the floor and building. Once their area is completely evacuated, they will report to the assembly area to compare record sheets with the Fire Assistant. The RA will report back to the Dean at the fire command center that their areas is clear or which rooms have missing residents. The RA will remain at the Fire Command Center until the building has been cleared for re-occupancy. After the fire alarm has been reset the RA will go to the Assembly area to release the resident to return to the residence hall. Should smoke or fire be encountered, they are to discontinue their check, leave the building immediately, and proceed to the assigned assembly area. Should the residents need to be relocated to temporary shelters during the evacuation; the RA and Fire Assistant will lead the residents to the shelter and take record. The RA will report back to the dean any missing people; the Fire Assistant will remain in the temporary shelter with the residents.
3. Each Resident Assistant shall select a resident on his hall to serve as a "Fire Assistant." The RA and Fire Assistant will have a copy of the fire procedures for residence hall evacuation, laminated sheet of the residence hall rooms they are responsible for checking, a flash light, and a clipboard with red and green marking pens.

Once the fire department arrives, they are in charge of the fire scene and will direct university personnel. After an evacuation, re-entry will not take place until it is approved by the fire department officer, or in their absence the Dean, Dean's Assistant or Campus Security officer. Re-entry is not permitted until the fire alarm is reset.

Fire drills will follow the same procedure except that the fire department may not be on the scene. After a fire drill, the Dean, Dean's Assistant, or Campus Security officer will give permission to re-enter the building after the fire alarm has been reset.

Angwin Hall Assembly Areas	Mall in front of building,	100 ft from building
Calkins Hall Assembly Areas	Mall in front of building,	100 ft from building.
Gladwyn Hall Assembly Areas	Mall in front of building,	100 ft from building.
Sierra Towers Assembly Areas:	Parking lot,	100 ft from building.
South Hall Assembly Areas:	Mall in front of building,	100 ft from building

SIERRA TOWERS FIRE ALARM PROCEDURE

(high rise-7 floors building on campus)

DEANS: (One dean is always on call with a cell phone).

Responsibilities: Begin evacuation of building
Locate the source of the alarm
Notify Security (letting them know if the alarm is false or a real problem)
Ask Security to contact Physical Plant
Communicate with the Fire Department on scene
Communicate with RA's, students, and desk director
Respond to any problems or special needs

Other: Train Residence Assistants and Desk Directors
Conduct Fire Drills with Campus Safety Director

SECURITY:

Responsibilities: Notify Physical Plant and Fire Department
Guide Emergency Vehicles to building

PHYSICAL PLANT:

Responsibilities: Turn off alarm when directed to
Reset pull box, sprinkler, and panel
Check smoke detector and refer problems to
D.C. Electronics, phone number (686-2029)
Keep exit signs in working order
Maintain fire extinguishers
Interface with Fire Department

Other: Conduct Fire Drills
Communicate with deans any new fire regulations
Interface with Fire Marshal regarding codes and regulations

RESIDENCE ASSISTANTS:

Responsibilities: Evacuate building
Confer with front desk to determine which floors have been cleared
Crowd control
Head count-student accountability

Other: Post evacuation plan in each student room
Report any non-working signs, fire equipment

CUSTOMER SERVICE REPS:

Responsibilities: Locate problem on indicator at the desk
Page dean on duty if not in residence hall
Clear lobby and assist with crowd control
Fill out Fire Alarm Report
Confer with RA's on phone to coordinate floor
Evacuations
Confer with deans concerning evacuation, problems

PROCEDURES DURING A FIRE ALARM

1. Students begin to leave building when alarm sounds
2. CSR checks fire alarm indicator
3. CSR contacts dean on duty
4. Residence Assistants and dean confer with desk to coordinate floor evacuation
5. Evacuation of building by residence hall personal
6. Dean/RA checks location of alarm to determine if false or real
7. Alert security to reason for alarm and for Physical Plant to be notified
8. During evacuation deans and RA's confer with desk to see which floors have not been evacuated yet
9. Students use both exits and go to assigned areas
10. CSR clears lobby and directs students outside
11. RA's clear all floors, bathrooms, study rooms, basement, TV room, chapel, fitness room, guest rooms, phone rooms, laundry rooms
12. After check is complete RA's and deans meet in the lobby
13. RA's assist in crowd control and conduct head count using roster
14. Deans stay in lobby and communicate with Physical Plant, Fire Department
15. Physical Plant turns off alarm when safe to do so as directed by fire department
16. Once cleared by Fire Department allow students to enter building

OTHER INFORMATION:

*Residence Assistants are trained in fire extinguisher use, CPR, and first aid.

*All rooms in the building are checked during an alarm (student rooms, bathrooms, study rooms, laundry rooms, basement, TV room, fitness room, guestrooms, chapel, and dean's apartments)

*Accountability is checked with a roster of students at two assigned assembly areas.

*In the event there are handicapped residents in Sierra Towers RA's will receive prior notification and be required to assist them first in evacuation. The Residence Hall deans will follow up and make sure that any disabled persons are evacuated.

*In the event there is a disabled person on one of the upper floors, whom is unable to exit the building without assistance, place them in the emergency stairwell entry hallway. Put them as close to the window as possible and alert a dean, security, or any emergency personnel.

(Fire Alarm Procedures 9/03/04)

Fire Safety in On-Campus Residence Halls

Fire alarm and suppression systems:

All on-campus residence halls are equipped with fire alarm and sprinkler systems which meet and in many cases exceed state and local building and fire safety codes. The fire alarm systems in all on-campus residence facilities consist of horns and strobe lights alerting residents to an alarm and are also remotely monitored at the Campus Security Office in Calkins Hall, via the university's computer-enhanced campus-wide alarm monitoring system. On-campus residence halls are also equipped with fire-rated smoke/fire doors designed to impede the spread of smoke and fire. Regular and frequent inspections are conducted by the Campus Security, Facilities, Safety Coordinators/Deans and Residential Life staff who report fire hazards in residence halls and facilitate prompt resolution. Sierra Towers, our hi-rise residence hall are also equipped with smoke-control and reduction mechanisms designed to further minimize the spread of smoke and fire.

Upon receipt of a fire alarm, the Security staff is immediately dispatched and the Riverside Fire Department is notified. La Sierra on-campus housing consists of a variety of configurations, including traditional dormitory style buildings. Each facility is equipped with the fire and life safety systems required by the building codes. More extensive fire sprinkler systems than required by building codes have been installed in older facilities. Fire safety equipment is reviewed regularly to identify locations where enhancements such as additional sprinkler and smoke detection systems beyond those required by building codes are appropriate and plans for such enhancements are integrated into the university's annual facilities maintenance project plan. For a detailed explanation of the specific fire alarm and suppression systems in any of La Sierra on-campus residence facilities contact the Director of Facilities at Physical Plant.

Policies on Rules for electrical appliances, smoking and open flames:

Only a limited number of appliances approved by Underwriters Laboratories are permitted within the Residential Life system. Prohibited personal items include: plastic milk crates and stackable storage containers that are not fire resistant, non-metal waste baskets, candles, Incense, halogen lamps, sun lamps, immersion heaters, and space heaters. Certain additional cooking appliances are prohibited in traditional dormitory-style rooms but may be permitted in the apartment style facilities. The use of extension cords are limited and only if they bear the UL label, never to run cords under rugs or across doorways, and to use cords appropriately designed for the electrical load.

Fire Safety Training and Evacuation Plans for Residence Hall Staff and Residents:

The City of Riverside Fire Department provides training for all new Residence Assistants during the annual RA training just prior to the beginning of the academic year. This training includes instructions that all residents and staff are to evacuate immediately upon activation of any fire alarm. The Office of Risk Management reviews evacuation plans annually for all on-campus residence halls and provides the Director of Residential Life with updated evacuation plans for each on-campus residence hall. These plans are distributed to Residential Life staff who discusses the plans with residents. Fire evacuation drills are scheduled at least once a quarter and include guidance from Campus Security and the Residence Life staff so the evacuating residents know where to safely assemble once outside the building. Residents in on-campus housing are also provided with a variety of informational fire safety literature during the fall semester as periodic reminders of practicing sound fire safety principles.

Fires in On-Campus Residential Facilities:

Statistical Report-Security: