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 will include activating the emergency notification system utilizing email, text messaging and telephone voice messaging, desktop alerts; messages displayed on electronic message boards on campus; or messages on the university web page of La Sierra University. Phone numbers and email addresses identified by students or employees in official University registrar or employee records will be included in the emergency notification system. The University will also post updates during a critical incident on the University web page at www.la sierra.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 Health Services, Campus Security, Counseling Center and Residence Halls; Facilities Department and 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 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, Campus Security will activate the 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 University 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
Policy and Procedure

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

Administrators

The system has the following five administrators:

- Security
- Risk Management
- Public Relations
- Student Life
- President/Provost

- IT serves as the primary administrator for managing and maintaining the files with RAVE.
- All emergency messages will be released by an Administrator, Security or Risk Management.
- Public relations will notify the campus for messages relating to system test 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 or safety coordinators.

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 10 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 in an Emergency**
- **Fire Alarm sounds: Exit building immediately**
- **Keep calm and don’t panic**
- **Take your keys, purse and coat**
- **Assist Persons with Disability. Ask how they can be helped or find safe zone then report their location to the Emergency first responder**
- **Keep clear of streets, fire lanes, hydrant areas and walkways**
- **Stay a minimum of 100 feet 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 comprehensive program of regular inspection, testing and maintenance of University premises to ensure compliance with applicable fire and life safety codes and standards, conducting regular 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 to train departments in emergency response procedures. Scheduling fire drills is a joint activity that is the responsibility of the Safety Committee and the Campus Safety & Security.

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

<table>
<thead>
<tr>
<th>Type of Occupancy</th>
<th>Required Drills</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Assembly</td>
<td>Yes</td>
<td>None specified</td>
</tr>
<tr>
<td>Classroom</td>
<td>Yes</td>
<td>Annually</td>
</tr>
<tr>
<td>Residence Hall</td>
<td>Yes</td>
<td>Annually</td>
</tr>
<tr>
<td>Mercantile</td>
<td>Yes</td>
<td>None specified</td>
</tr>
<tr>
<td>Business (if &gt; 500 occupancy)</td>
<td></td>
<td>Annually</td>
</tr>
</tbody>
</table>

*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 are 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 by Facilities 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.
Sierra Towers Assembly Areas: Parking lot, 100 ft. from building.
South Hall Assembly Areas: Mall in front of building, 100 ft. from building
DEANS: (One dean is always on call with a cell phone).
Responsibilities: Begin evacuation of building
- Locate the source of the fire alarm
- Notify Security (of fire alarm: 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 Security and/or Director Facilities

SECURITY:
Responsibilities: ASCI monitor all the fire panels’ campus wide;
- ASCI notify Security to follow up on the fire alarm and building status.
- Security notify the Physical Plant on-call technician for additional assistance with fire panels
- Guide Emergency Vehicles to building in fire alarm mode
- Interface with Fire Department

PHYSICAL PLANT:
Responsibilities: Turn off alarm when directed to
- Reset pull box, sprinkler, and panel
- Check smoke detector and refer problems to
- Communicate with the ASCI Security Inc., Fire Detection System Monitoring Center, (949-900-3152) for additional information and/or assistance
- Keep Exit signs in working order per NFPA specification
- Maintain fire extinguishers per NFPA specification
- Interface with Fire Department for Fire Watch Requirement

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
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, which 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 01/05/2015)
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 are monitored by a third party vendor. On-campus residence halls are also equipped with fire-rated smoke/fire doors designed to impede the spread of smoke and fire. Sierra Towers, the seven story hi-rise residence hall is also equipped with smoke-control and reduction mechanisms designed to further minimize 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.

Once a fire alarm signal is received by the third party vendor, the fire department is dispatched to the campus, the Security communicate with RFD on the actual location of the sounding alarm. 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 list of the specific fire alarm and suppression systems on-campus residence properties, please 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 annual safety training for all new Residence Assistants (RA) 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 for discussions and training 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: (see Campus Security report) https://lasierra.edu/security/statistics/