La Sierra University  
Campus Closure Policy and Procedure

Introduction
When it becomes necessary to close the campus to normal operations, a number of factors will influence whether all or part of the campus will be affected. These factors include, but are not limited to, the risk of injury or death to people, property damage, and disruption to essential utilities.

Purpose
The purpose of this policy is to establish general guidelines for personnel involved in a campus closure and to assist Emergency Management personnel in closure and/or evacuation of the campus in response to an emergency or potential safety hazard.

Authority
In accordance with Title 5, California Code of Regulations, sections 41302 and 42402, the University President or designee is the only person(s) who may direct a campus closure.

Policy
It is the policy of La Sierra University that whenever there is an immediate or potential danger to life (including health and/or safety) or property, the University will take every possible action necessary to protect life and property. Those actions may include partial or complete campus closure and evacuation of all or some persons or any other actions in accordance with this policy and the Business Emergency Action Plan.

Closure Definitions

Unplanned Event
An unplanned event is an event that has occurred, and which affects all or a portion of campus normal operations, without notice. (*Notice* refers to documented approval by an authorized University representative.) An unplanned event may or may not necessarily pose an apparent threat to life or property.

Planned Event
A planned event is an event that will occur, and which affects all or a portion of campus normal operations, with notice. A planned event may not necessarily pose an apparent threat to life or property.

Emergency
An emergency is a sudden, generally unexpected occurrence that requires immediate attention and affects all or a portion of normal campus operations. An emergency generally involves an apparent threat to life or property.

Essential Personnel
Essential personnel are employees designated by the University President or Provost) who, by virtue of their employment responsibilities, provide services essential to the protection of life and property when a planned or unplanned event or emergency occurs that affects all or a portion of the persons at the university or any university property. This category is exclusive of staff asked by their supervisor to work their usual schedule during an emergency.

VOTED: Executive Committee (EX-10010704)
Procedures for Unplanned Events and Emergencies

Initial Response

If an emergency or unplanned event occurs that threatens the safety of persons or property, the Campus Security Department should be notified immediately. The Campus Security Department will ensure the most rapid response of necessary resources. Campus Security personnel will conduct or coordinate with other personnel a rapid needs assessment and communicate the findings to the appropriate designated authority to further ensure that the campus administration receives the information necessary to evaluate the need to close all or a portion of campus. University Relations will announce the closure, then Facilities and Campus Security departments will close the campus. It should be noted that some unplanned events or emergencies may dictate the need for a Campus Security Officer to exercise his/her officer powers to direct persons to evacuate or remain in buildings that are directly affected by criminal or non-criminal incident for safety and evidence preservation purposes. The Facilities department will make the necessary changes regarding building lockdowns, HVAC changes and custodial changes. Under extenuating circumstances, the campus may be closed to students and the public but remain open to faculty and staff.

Notification

When an unplanned event or emergency occurs, the senior Campus Security Officer on duty will notify the following university officials as soon as possible in the following order:

1. Incident Command Director
2. Business Emergency Action Team (BEAT)
3. University President or Provost

Campus Closure

The decision to close the entire campus or any portion of the campus when an emergency or unplanned event occurs shall be made by the University President or Provost. In most cases this decision will be made on the basis of information and recommendations received through consultation with the Business Emergency Action Team, Campus Security Department, and/or other Emergency Management personnel (safety building coordinators). General activities will be disrupted; business operations will be limited and not as usual.

When campus closure is authorized and/or a campus emergency is declared, the Business Emergency Action Team will direct the Incident Command Director to implement campus closure procedures in accordance with the Business Emergency Action Plan.

Distribution: All Faculty and Staff