

Administrative Series—2000

**EMERGENCY RESPONSE/EMERGENCY COMMUNICATION/TIMELY WARNING**

Procedures which provide information regarding individual response to emergencies such as earthquake, fire, medical emergencies, building evacuation etc., are posted throughout Chemeketa Community College facilities.

The college will without delay take into account the safety of the campus community when determining the need to communicate, the method of communication and the content of the emergency communication. If in the judgment of responsible authorities emergency notification would compromise response efforts the communication may be delayed.

Salem campus: 1. Either by investigation or confirmed notification the **Public Safety office** will be primarily responsible for confirming actual or the threat of an emergency situation. Depending on the nature of the situation the **Public Safety office** has the discretion to activate emergency notification systems such as the public address system or emergency text messaging. Initial emergency messages provide instruction for directed activities such as evacuation, lock down, severe weather, etc.

2. With the passage of time the **public information officer and/or the college administrator in charge** will determine the need for, content of and the means of communication to disseminate information to the appropriate audience. With the passage of time the means of communication may expand to the larger communities and in addition to public address and emergency text may include web page updates, messaging to email accounts, TV, radio notification, press releases, etc. These communications will typically provide more detailed information and instruction.

Yamhill Valley Campus: 1. The **dean and/or their designee** in conjunction with the Public Safety Officer are primarily responsible for confirming emergency situations. The **dean and/or their designees or Public Safety Officer** may initiate emergency communications using the public address system. Additional communications will be conducted in a similar process to the Salem campus. The Salem campus Public Safety office will be notified as soon as possible of the event.

2. With the passage of time the **public information officer and/or the college administrator in charge** will determine the need for, content of and the means of communication to disseminate information to the appropriate audience. With the passage of time the means of communication may expand to the larger communities and in addition to public address and emergency text may include web page updates, messaging to email accounts, TV, radio notification, press releases, etc. These communications will typically provide more detailed information and instruction.

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Outreach and  
other college  
locations:

1. The **dean and/or their designee** are primarily responsible for confirming emergency situations. This may or may not occur in conjunction with local law enforcement or other emergency response personnel. The **director and/or their designee** may initiate emergency communications using the public address system. Additional communications will be conducted. The Salem campus Public Safety office will be notified as soon as possible of the event.
2. With the passage of time the **public information officer and/or the college administrator in charge** will determine the need for, content of and the means of communication to disseminate information to the appropriate audience. With the passage of time the means of communication may expand to the larger communities and in addition to public address and emergency text may include web page updates, messaging to email accounts, TV, radio notification, press releases, etc. These communications will typically provide more detailed information and instruction.

Evacuation:

1. When notified by an alarm or public address system of the need to evacuate, all occupants must leave through the nearest possible exit. Many areas of our campuses have Building Evacuation Coordinators (BEC's). The **BEC's** will direct the evacuation and/or identify and assist individuals with disabilities. Once outside of a building, the **BEC's** will provide additional information regarding the emergency. The **BEC's** exercise a mock evacuation at least bi-annually. Any planned evacuation drills will be announced that all alarms or other notifications to evacuate shall be treated as a real emergency until notified differently. The **emergency preparedness committee** will maintain documentation relating to each evacuation and exercise and there participants.
2. The college has implemented procedures for assisting individuals with disabilities in preparing for emergency building evacuation. Evacuation guidelines, tips and plan development information can be obtained at [http://www.chemeketa.edu/earncertdegree/advising/disability/evacuation plan/](http://www.chemeketa.edu/earncertdegree/advising/disability/evacuationplan/)

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Timely  
Warnings:

1. Public Safety is primarily responsible for issuing timely warnings. Timely warnings are to communicate prevention strategies for the college community when an incident has occurred or a pattern of risks identified. Timely warnings may be disseminated by any of the communication means noted above.

August 21, 2014

*Adopted by College Executive Administration*

Revised by College Executive Administration