BBCC ADMINISTRATIVE PROCESS

Title: Emergency Notification & Warning Plan	**AP 7704**	**Implementing Board Policy:** BP 7700
Originating Department: Safety & Security	**Originated:**	**Effective Date:** 5/4/15
Previous Revisions:	**Approved:** _Terence H_ President	

1.0 Purpose

1.1 Big Bend Community College (BBCC) is committed to ensuring the campus community receives timely, accurate, and useful information in the event of an emergency situation on campus or in the local area that poses a risk to the health and safety of campus community members. To support this commitment, BBCC has invested in several multi-modal forms of communications that allow administrators to distribute notices in the event of a critical incident or dangerous situation.

1.2 This procedure establishes the emergency notification and warning program at BBCC. This program is commonly referred to as the "BBCC CAMPUS ALERT" emergency notification system. This document, in aggregate, constitutes BBCC's Emergency Notification and Warning Plan.

1.3 This procedure does not include guidance or use for non-emergency events such as ASB activities or notifications of instructor-initiated class cancellations.

2.0 Authority/References

- Implementing Board Policy 7700.
- U.S. Public Law 110-315, Higher Education Opportunity Act (HEOA)
- 20 USC § 1092(f), Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)
- 34 CFR § 668.46(g), Institutional Security Policies and Crime Statistics RCW 38.52, Emergency Management
- International Association of Campus Law Enforcement Administrators (IACLEA), accreditation standard 16.3.2
- Homeland Security Presidential Directive 5 (HSPD-5), National Incident Management System (adopted by BBCC Board of Trustees 9/11/07).

3.0 Scope

3.1 This policy applies to the entire BBCC community on the campus in Moses Lake and surrounding areas covered by Clery Geography (if applicable).

4.0 Definitions

4.1   Clery Geography: For crimes that are identified in the Clery Act, Clery geography includes on campus, on public property within or immediately adjacent to the campus, and in or on non-campus buildings or property that your institution owns or controls. *See AP 7710 for detailed information regarding BBCC compliance with the Clery Act.*

    4.1.1   On Campus: Includes any buildings and facilities owned or controlled by BBCC, which are within the same reasonably contiguous geographic area and used to meet or support the institution's educational purpose. This includes residence halls, administrative buildings, buildings that house classrooms, labs, shops, childcare centers, support facilities, undeveloped property, and parking lots. Specifically, this includes any facility or address of:

        7200   - 7500 Andrews St NE, Moses Lake
        6500   - 6800 26 Ave NE, Moses Lake
        6501   -7600 - 8000 Bolling St NE, Moses Lake
        7500   - 7900 Chanute St NE, Moses Lake
        7501   - 6500 - 6600 28 Ave NE, Moses Lake
        6800   - 6900 30 Ave NE, Moses Lake
        6801   Any address on Campus Parkway NE, Moses Lake

    4.1.2   Non-Campus: Includes buildings and facilities that are near campus or are either owned or controlled by BBCC, such as fraternities, sororities, cooperative housing facilities, rented classrooms and other administrative facilities that are used for student activities.

    4.1.3   Public Property: This area can be described as public streets that run through the campus, or form the border of campus. If portions of the bordering streets were not accessible because of a fence or other obstructions, then those portions would not be included in the annual report. BBCC does not have any obstructions that would exclude a portion of its bordering streets from inclusion in the annual report.

    4.1.4   Off-Campus: BBCC does not own or control any off-campus housing or off-campus student organization facilities.

4.2   Disaster: A disaster is defined as an event, expected or unexpected, involving shortages of time and resources, that places life, property, or the environment in danger and that includes and goes beyond the regular 9-1-1 Police/Fire/Medical response beyond 24 hours. A disaster will often have a period of recovery following the incident that may return to a pre-incident state for the college or define a new definition of normal conditions for the college.

4.3   Emergency: An emergency is defined as an event, expected or unexpected, involving shortages of time and resources, that places life, property, or the environment in danger and that includes and goes beyond the regular 9-1-1 Police/Fire/Medical response for up to 24 hours.

4.4 Emergency Management: The coordination and integration of all activities necessary to build, sustain and improve the capabilities to prepare for, respond to, recover from, or mitigate against threatened or actual disasters or emergencies, regardless of cause.

4.5 Large-scale event: An event that has the potential to impact the normal business operations of the institution and that generally requires emergency planning, with joint oversight and emergency plan approval by administration, and includes coordination with associated college departments and/or other college units or external partners as needed.

5.0 Responsibilities

5.1 **Director of Campus Safety and Security:** The Director of Campus Safety and Security will provide oversight, management, and coordination of the College's emergency notification and warning system. He/she shall ensure compliance with all applicable federal, state, and local laws pertaining to emergency notification and warning requirements. He/she shall initiate a "BBCC CAMPUS ALERT" for any immediate or imminent threat to the campus community stemming from a threat of a natural or technological hazard. He/she shall disseminate a "BBCC CAMPUS ALERT" emergency message via delivery methods under his/her operational control.

5.2 **Public Information Officer:** The PIO shall participate in the emergency notification and warning system. The PIO shall disseminate a "BBCC CAMPUS ALERT" emergency message via delivery methods under its operational control, and respond to inquiries from the media and the public.

5.3 **Big Bend Technology (BBT):** BBT shall participate in the emergency notification and warning system. BBT shall disseminate a "BBCC CAMPUS ALERT" emergency message via delivery methods under its operational control. BBT will also maintain the technological and IP-based functions and capabilities of the system.

6.0 Concept of Operations

6.1 If Campus Safety or administration confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the BBCC community, Campus Safety and at least one Vice President will collaborate to determine the content of the message.

6.2 Some or all of the systems described below will be used to communicate the threat to the BBCC community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

6.3 Campus Safety will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to Campus Safety, law enforcement or fire and emergency medical services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

6.4 In the event of a serious incident that poses an immediate threat to members of the BBCC community, the college has various systems in place for communicating

information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone (individuals can sign up for this service on the Campus Alerts web site), and, through the KACE system, emergency messages that pop-up computer screens when logged into the college system. BBCC will post updates during a critical incident on the BBCC web site *www.bigbend.edu.*

6.5 Four criteria must be considered to determine message content, which communications will be utilized, and who authorizes activation of the system:

6.5.1 Hazard Type

- What is the hazard?
- What is the impact to the College? (Minor, major, catastrophic)
- What is the potential for the situation to worsen?
- Is the situation under control?
- Is there a mandate to disclose under the Clery Act? (Timely warning, emergency notification). See section 8.0 below.

6.5.2 Life Safety

- What is the potential for death?
- What is the potential for serious injury?
- What is the potential for minor injury?
- What is the potential for the incident to reoccur?

6.5.3 Property Protection

- What is the potential for damage?
- What is the potential for disruption to normal course of business?
- What is the potential for the incident to reoccur?

6.5.4 Urgency

- How soon does the message need to go out? (Seconds, hours, days)
- Is there time for approval?

7.0 Notifications Required by Federal Law

7.1 **Emergency Notifications:** Under the Clery Act, BBCC is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An "immediate" threat means an imminent or impending threat, such as an approaching forest fire, as well as a fire currently raging in one of our buildings.

7.1.1 BBCC will immediately notify the campus community upon confirmation of an emergency or dangerous situation. Some examples of significant emergencies or dangerous situations are:

- Fire in a building
- Outbreak of meningitis, norovirus or other serious illness

4

- Severe weather conditions
- Earthquake
- Gas leak
- Utility emergency impacting any portion of the campus
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill

7.2 **Timely Warning:** Under the Clery Act, BBCC is required to immediately notify the campus community upon confirmation of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of a timely warning regarding a criminal incident(s) is to enable people to protect themselves and will be issued as soon as the pertinent information is available. A timely warning for any Clery Act crime that occurs on BBCC's Clery geography that is:

- Reported to campus security authorities or local law enforcement agencies; and
- Is considered by the institution to represent a serious or continuing threat to students and employees.

7.2.1 Timely warnings are not limited to violent crimes or crimes against persons. Timely warnings can be issued for threats to persons or to property.

7.2.2 The decision to issue a timely warning rests with the Director of Campus Safety and Security in consultation with the President and Vice Presidents and investigating law enforcement officials (if applicable).

7.2.3 Timely warnings are decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

7.2.4 The warning will include all information that would promote safety and that would aid in the prevention of similar crimes, and will include information about the crime that triggered the warning.

7.2.5 Timely warnings may be issued in a variety of methods, depending on the circumstances of the crime. These can include:

7.2.5.1 BBCC Campus Alert System (Campus-wide E-Mail, Text Messages, Twitter, Facebook and RSS- capable devices) – Disseminated by the Campus Safety Office, Big Bend Technology Department or the Office of Public Information.

5

7.2.5.2 Printed Notice – when appropriate may be posted at campus locations affected by the emergency.

7.2.5.3 Website Posting – public safety issues of on-going concern to the campus community are posted on the Campus Safety Office web site, www.bigbend.edu/safety.

7.2.5.4 Social Media – public safety issues of on-going concern to the campus community are posted on the BBCC Facebook page and Twitter feed.

7.2.5.5 Local Media – may also be provided information when the risk of harm in a particular incident can reasonably be expected to extend to off-campus areas.

7.2.6 Timely warnings are not limited to violent crimes or crimes against persons. Timely warnings can be issued for threats to persons or to property. For example, it's possible to have a rash of dormitory burglaries or motor vehicle thefts that merit a warning because they present a continuing threat to the campus community. A number of incidents involving the possession of "date rape" drugs may also trigger the need for a warning.

7.2.7 The Family Educational Rights and Privacy Act (FERPA) does not preclude an institution's compliance with the timely warning provision of the campus security regulations. FERPA recognizes that information can, in case of an emergency, be released without consent when needed to protect the health and safety of others. In addition, if institutions utilize information from the records of a campus law enforcement unit to issue a timely warning, FERPA is not implicated as those records are not protected by FERPA. (4 CFR 99.31(b)(6) and 99.36)

7.2.8 Clery Act crimes are listed below in this subsection. Definitions for each crime are found in BBCC AP 7710, Campus Crime Report (Clery Act).

8.0 Notifications Required by College Policy

8.1 Clery allows colleges the flexibility to issue notifications for other incidents or crimes that may impact the campus community. For the protection and knowledge of employees and students, BBCC includes the following types of notifications as part of its emergency response procedures:

8.1.1 Power or utilities outages impacting college operations;

8.1.2 Campus closures due to severe weather or other reason;

8.1.3 Incidents occurring near (adjacent to BBCC's Clery geography) which may impact college operations and/or the health and safety of people, such as emergencies at Job Corps, Grant County International Airport; Moses Lake School District facilities; or nearby businesses or industries.

8.1.4 Other incident or emergencies not described above but which may pose a risk to the campus community.

9.0 Pre-Approved Scenarios, Testing, and Messages

9.1 The following emergency scenarios and associated BBCC CAMPUS ALERT messages are preapproved and eligible for immediate activation.

9.1.1 Dangerous Situation/Hazardous Condition

       9.1.2   Severe Weather Alerts

       9.1.3   Testing

           9.1.3.1 Testing shall occur at a minimum 10 times per year.

9.2   Details regarding each scenario and the associated message text follow in this document.

10.0 Disseminating emergency information to the campus and larger community

10.1   BBCC utilizes the Campus Alert System to notify students, employees, parents and communities outside the campus. Campus Alerts are sent out via campus email, text message, Facebook and Twitter, as well as RSS-capable devices and webpages.

10.2   All messages are open information and anyone can see them. Because messages are posted to social media and webpages, it is likely local media and citizen viewers will see the messages and re-broadcast the messages through their broadcast methods.

10.3   The College Public Information Officer will be notified when Campus Alerts are broadcast and will prepare to answer media inquiries.

11.0 Emergency Notification Messaging Guidelines

11.1   Text messages should not be longer than 160 characters.

11.2   Tweets may not be longer than 140 characters.

11.3   Email, Facebook and homepage messages should generally be the same message.

11.4   Each message should consist of the following three components:

       11.4.1 Alerting – calling the user's attention to the issue at hand

       11.4.2 Informing – what is happening, and what the user should and should not do

       11.4.3 Reassuring – be aware of the degree of sensitivity as to the audience.

Appendix 7704.1 PRE-APPROVED SCENARIOS FOR INITIATING EMERGENCY MESSAGES

DANGEROUS or HAZARDOUS SITUATION or CLERY COMPLIANCE

SCENARIO	DEFINED AS	INCLUDES (BUT NOT LIMITED TO) INCIDENTS SUCH AS
DANGEROUS SITUATION: Verified by college officials, and involving an immediate threat to the health or safety of students or employees occurring on or near the campus.	Any human-caused situation, generally of a criminal nature, occurring or imminent, that poses an immediate threat to the health and safety of individuals on campus.	Active shooter, suicide bomber, hostage situation, civil unrest, aircraft crash on or near campus, terrorist attack, credible bomb or terrorist threat, suspicious device found.
SIGNIFICANT EMERGENCY: Verified by college officials, and involving an immediate threat to the health or safety of students or employees occurring on or near the campus.	Any natural or technological situation, such as a hazardous materials spill, occurring or imminent, that poses a threat to the health and safety of individuals on campus.	Gas leak, chemical spill, biological hazard, radiological hazard, geological hazard, extreme weather
Received via	- Emergency phone call - Campus Security Officer - Law Enforcement Officer - Fire Authority - Emergency Manager	
Urgency	Immediate	
Threat to Life	Potentially fatal, serious or minor injury to individuals.	
Delivery Methods Clery: warning must be reasonably likely to reach the entire campus community. Therefore, timely warnings must be issued in a manner that gets the word out quickly.	BBCC Campus Alert System triggered: - BBCC email - Subscriber-registered text message devices - Subscriber-registered additional email - BBCC Facebook Page - BBCC Twitter Feed - On-campus RSS capable displays - On campus Alert Beacons - Computer Desktop Alert	
Who can physically activate the BBCC Campus Alert System	- Director of Campus Safety and Security - Director of Information Technology - Director of Public Information - Web and Multimedia Specialist - Trained BBT staff - Trained Administrative Staff	
Message content Clery: Warning should include all information that would promote safety and that would aid in the prevention of similar crimes. You must include information about the crime that triggered the warning.	The warning will include all information that would promote safety and that would aid in the prevention of similar crimes, and will include information about the crime that triggered the warning.	

SCENARIO	DEFINED AS	INCLUDES (BUT NOT LIMITED TO) INCIDENTS SUCH AS
Severe Weather which poses a risk to the health and safety of students and employees.	Any natural or technological situation, such as severe weather, a hazardous materials spill, occurring or imminent, that poses a threat to the health and safety of individuals on campus.	Chemical spill, biological hazard, radiological hazard, geological hazard, extreme weather (complete list below)
Received via	• ATOM feed into the Campus Alert System	
Urgency	Immediate	
Threat to Life	Potentially fatal, serious or minor injury to individuals.	
Delivery Methods	BBCC Campus Alert System triggered: • BBCC email • Subscriber-registered text message devices • Subscriber-registered additional email • BBCC Facebook Page • BBCC Twitter Feed • On-campus RSS capable displays • On-campus Alert Beacons	
Who can physically activate the BBCC Campus Alert System	• Director of Campus Safety and Security • Director of Information Technology • Director of Public Information • Web and Multimedia Specialist • Trained BBT staff • Trained Administrative Staff	
Message content	Automatic from National Weather Service.	
Types of Events which will trigger an automatic notification	The following NWS alerts which may impact the Moses Lake area: 1) 911 Telephone Outage 2) Ashfall Warning 3) Blizzard Warning 4) Child Abduction Emergency 5) Civil Danger Warning 6) Civil Emergency Message 7) Dust Storm Warning 8) Earthquake Warning 9) Evacuation Immediate 10) Excessive Heat Warning 11) Extreme Cold Warning 12) Extreme Wind Warning 13) Flash Flood Warning 14) Flood Warning 15) Freeze Warning 16) Hard Freeze Warning 17) Hazardous Materials Warning 18) Heavy Snow Warning 19) High Wind Warning 20) Ice Storm Warning 21) Law Enforcement Warning 22) Local Area Emergency 23) Nuclear Power Plant Warning 24) Radiological Hazard Warning 25) Severe Thunderstorm Warning 26) Severe Thunderstorm Watch 27) Shelter In Place Warning 28) Storm Warning 29) Tornado Warning 30) Tornado Watch 31) Volcano Warning 32) Winter Storm Warning	