



## **EMERGENCY MANAGEMENT, RESPONSE & EVACUATION**

Our Lady of the Lake University of San Antonio is an institution of higher learning that may be subject to minor or major disruptions due to occurrences beyond the control of the institution. The disruption or emergency will be responded to as the situation necessitates. The institution will provide service, as practical, during periods of emergencies and disruptions. The institution will communicate with the University community as listed in the procedures that address the specific emergency description. The President or designee shall make the determination to close the entire institution, suspend or postpone classes, curtail activities, or make the University available for community support, as stated in the University's Emergency Response Management Plan.

In the event of an emergency, all members of the University community are instructed to contact University Police; the University's designated "first responders," who will handle the situation according to their established protocols and procedures. If a determination is made that the situation is of such a severe nature as to warrant institutional involvement and response, University police will notify a police supervisor. A police supervisor will notify the Chief of Police who in turn will notify the appropriate member of the Emergency team to assemble immediately at a designated location.

### **Emergency Notification System:**

Based on the initial responding officer's assessment of the situation, he/she will determine if an immediate threat to the OLLU community exists. Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to students, faculty, or staff occurring on campus, the Office of the Chief of Police or his designee will, without delay, notify the campus community. The Office of the Chief of Police or his designee will take into account the safety of the university community when determining the content of the notification and will initiate appropriate mass notification systems, unless in the professional judgment of The Chief of Police or his designee, the notifications will compromise efforts to assist victims or to contain, respond, to or otherwise mitigate the emergency. The types of incidents that may cause an immediate threat to the OLLU community could include but are not limited to emergencies such as:

- An active shooter on campus,
- Hostage/barricade situation,
- A riot,
- Suspicious package with confirmation of a device,
- A tornado,
- A fire/explosion,
- Suspicious death,

- Structural damage to an OLLU owned or controlled facility,
- Biological threat (anthrax, etc.),
- Significant flooding,
- A gas leak,
- Hazardous materials spill, etc.

The University Police Chief or Marketing and Communications staff or their designee shall disseminate the Emergency Notification on behalf of OLLU. OLLU works with the Blackboard Connect-ED Emergency Notification System as its primary method of notification to broadcast brief emergency messages to affected segments of OLLU's population determined by the Chief of Police as quickly as possible in case of an emergency. When disseminating the Emergency Notification, OLLU will use one or more of the following means of dissemination, depending upon the technology available and the campus.

- Phone Speakers
  - The Emergency Notification may be distributed through the desk top phone speakers.
- Loud Speakers
  - The Emergency Notification may be distributed through speakers installed where there are no desk top phones. (Mall Area, Residents Halls, UWAC, Convent, etc.)
- Electronic Mail (Email)
  - The Emergency Notification may be distributed to students and employees by email to ollusa.edu email addresses.
- Text Message
  - The Emergency Notification may be distributed by text message to individuals through the OLLU's message alert service.
- Twitter
  - The Marketing and Communications staff may disseminate the contents of the Emergency Notification through OLLU's Twitter account to the extent that tweeting is an option.
- Facebook
  - The Marketing and Communications staff may post the contents of the Emergency Notification on the official OLLU Facebook page to the extent that posting is an option.
- Website
  - The Marketing and Communications staff may post information to the OLLU main website at [www.ollusa.edu/alert](http://www.ollusa.edu/alert) to the extent that posting is an option.
- Local Media
  - The Marketing and Communications staff may prepare a news release that contains the contents of the Emergency Notification and may transmit the news release to all appropriate media outlets, The OLLU Police and OLLU Marketing and Communications also regularly post information on Facebook and Twitter sites to reach external partners.

The Office of Information and Technology manages a number of televisions on campus that regularly post information and bulletins. Emergency notifications can be displayed on these televisions when needed.

OLLU will not issue an Emergency Notification if, in the professional judgement of responsible authorities, the alert will compromise efforts to:

- Assist a victim,
- Contain the emergency,
- Respond to the emergency,
- Or otherwise mitigate the emergency.
- Testing

In order to assess and evaluate the emergency response plans and capabilities, OLLU will hold, once a year, an announced or unannounced:

- Drill,
- Exercise,
- Or Follow-Through Activity
- Documenting Tests

To meet Clery Act requirements, OLLU will document each test with the following components:

- A description of the test,
- The date the test was held,
- The time the test started and ended,
- Whether the test was announced or unannounced.