Emergency Notification Policy

POLICY: Emergency Notification			
POLICY NUMBER:	440.04.01	**CUSTODIAN:**	Special Projects Director
APV'D DATE:	06/16/2020	**Revised:**	
EFFECTIVE DATE:	06/16/2020	**REVIEW DATE:**	July 2021
REFERENCES: Employee Handbook – Inclement Weather Policy Student Handbook			

Part 1. Policy Background and Purpose.
The purpose of this policy is to outline the notification policy for staff and students of White Earth Tribal and Community College (WETCC) in the event of an unexpected closure or emergency situation that could impact safety.

Part 2. Definitions.
Closure for the Day – Notification in advance that WETCC shall be closed for the entire work and class day.

Early Closing – Notification that WETCC shall be closing early at a specific time, in which all activities after that time shall be cancelled and the campus closed.

Evacuate Building – Notification that all persons are responsible to immediately evacuate building and follow the emergency instructions.

Late Start – Notification that WETCC will open later than scheduled in which case all classes and activities shall be cancelled or start late, depending upon the time.

Lock Down – All doors shall be locked and remain locked until further notification by the designated person in charge.

Take Shelter – Imminent threat all persons affected should immediately comply.

Part 3. Responsibility.
The President or their designee is responsible for making a decision regarding an unanticipated closing or evacuation.

The Human Resources Technician is responsible to ensure all employees are aware of the notification registration process on the wetcc.edu website.

The Associate Dean of Student Services is responsible to ensure all students are aware of the notification registration process on the wetcc.edu website.

The Special Projects Director is responsible to process the notification as approved by the President or their designee.

Part 4. Policy.
Subpart A. Notifications.
Depending upon the situation, different methods may be used for notifying staff and/or students of an unexpected closure or emergency happening on campus. Basedupon the situation, the President (or their designee) shall determine which notification process will be most appropriate and any actions that are necessary.

Examples of when a notification would occur include:
- Inclement Weather such as: snowstorms, icy conditions, approaching tornados, etc.
- Emergency Incidents such as: armed intruders, bomb threats, terrorist incidents, civil unrest, rioting, serious illness outbreak, gas leak, nearby chemical or hazardous spills, etc.

When a notification is made, directions must also be provided such as:
- Stay home for the day,
- Leave early for the day,
- Late start for the day,
- Take shelter
- Move to a tornado shelter
- Lockdown
- Do not drink the water
- Do not drive
- Evacuate the building to _____
- Be alert to suspicious activity or a suspicious person
- Use (or do not use) a particular exit
- Implement other emergency procedures
- Stay calm
- Call ___*number*___ or email_____@_____with further information.

The notification shall also include the specific date and time and any other specific instructions deemed necessary, such as where to evacuate to or a description of a suspicious activity/suspect.

Subpart B. Processes.

Text Message Notification Registration: All students and employees must be made aware of the process to register for text alerts via the wetcc.edu website.

Once registered, any closures or emergency announcements will automatically be sent to the registered individual's cell phone via text message. Message and data rates may apply.

Network Email Notification: An "All Staff" and/or "All Students" email may be sent to users on the WETCC email system.

Social Media Accounts: A notice will be posted on social media accounts such as Facebook, Instagram and/or Twitter.

Radio Stations: WETCC has declared the following radio stations may be used for notifications:

KRJB-106.5, Ada
KRJM-Gold 101.5, Mahnomen
KKWE-Niijii Radio 89.9 FM, Callaway

Television Stations: WETCC has declared the following television stations may be used for notifications:

WDAY-Channel 6, Fargo
KVLY-Channel 11, Fargo

Subpart C. Notification Testing.

The Special Projects Director shall test each of the notification processes at least two times per year, preferably at the beginning of the Fall and Spring school semesters. During a test, it must be clearly indicated that a test is in process.

The Special Projects Director will maintain documentation of the test. Documentation shall be turned in to the Security Officer for maintaining a permanent file.