



## **Carver College Emergency Notification Plan**

Carver College has enjoyed a history of relative peace and safety but realizes an emergency situation can arise at any moment. In the event of an emergency, it is important that the campus community, along with surrounding areas, be notified of the situation. Carver will, without delay, determine the content of a notification and initiate a notification system to the community apprising them of the emergency unless notification will endanger a person or compromise efforts to assist a victim or resolve the situation. Below is the emergency notification plan developed by Carver College.

Carver security personnel, faculty, or staff member closest to the situation will determine whether the incident is a significant emergency. If it is determined that a significant emergency exists, the Campus Police and the Vice President of Student Affairs will be notified during daytime operational hours and Carver security will be notified if the incident occurs in the evening. After daytime operational hours, Carver police and security will notify the Vice President of Student Affairs. If the Vice President of Student Affairs is unavailable, the Vice President of Finance will fulfill all duties of the Vice President of Student Affairs as outlined in this Emergency Notification Plan.

The Vice President of Student Affairs will determine the content of the notification and initiate the system to disseminate the message. On-campus notification consists of personal relay of information along with an amplification system. The appropriate off-campus parties will be notified by telephone. All on-campus personnel will evacuate to the field located behind the McNeal Administration Building unless otherwise indicated in the emergency notification.

The persons filling the above-mentioned roles for 2010-2011 are as follows:

- Vice President of Student Affairs – Jeff Easley
- Vice President of Finance – Terry Alexander
- Carver Security Personnel – on campus at time

The Emergency Notification Plan will be publicized to the on-campus community in conjunction with the annual emergency response test. This test may be either announced or unannounced and will be documented in the minutes of the Safety Committee.