

Emergency Response and Evacuation Procedures
California Lutheran University
Thousand Oaks and Oxnard Campuses
December 2009

To ensure California Lutheran University is in compliance with recent changes to the Higher Education Act of 1965 as amended by the Higher Education Opportunity Act of 2008, the following emergency response and evacuation procedures have been implemented. These procedures are separate from those required for a timely warning required in response to specific crimes under the Clery Act.

In the event of a significant emergency or dangerous situation involving an immediate threat occurring on the Oxnard or Thousand Oaks Campuses, California Lutheran University will take the following steps.

Determining If An Emergency Notification Is Warranted

1. Take steps to confirm there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of CLU faculty, staff, students, or visitors. This will be done based upon:
 - Personal observation of the event (sight or sound)
 - Report from Campus Public Safety, faculty, staff, students, administrators, or visitor to the Campus
 - Information from an outside reliable source, such as local police or fire, news media, or government entity
 - Other means that might be available
2. Upon confirmation of the event or sufficient information to indicate the emergency or dangerous situation is or has taken place, Campus Public Safety will attempt to *determine if notification would jeopardize an on-going fire or law enforcement activities, thereby causing greater harm to the Campus and its occupants or hinder efforts to contain the emergency*. This will be based upon the professional judgment of the Director of Campus Public Safety, Assistant Director of Campus Public Safety, or outside emergency service providers (fire or police) that notification would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
3. If notification is warranted, Campus Public Safety will *determine the segments of the campus community to receive immediate notification and initiate the notification process*. This will be determined by the:
 - Nature, size, and location of the event
 - Date and time of the event
 - Area that could be adversely affected
 - Information available for outside emergency services if the event happens off campus
4. Campus Public Safety, in conjunction with input from the Office of the President, the President's Cabinet or their designated representatives, will determine the content of the

notification. If time is of the essence, an initial notification will be made by Campus Public safety with a follow up notification as soon as possible containing additional information and instructions.

The initial message should contain the following:

- Who message is from
- Type of incident
- Action to be taken
- Where additional information may be obtained

If the initial message is also sent as a text message, it may be shorter due to limitations in the number of characters that can be transmitted in a single message.

Method of an Emergency Notification

One or more of the following methods to notify *the Campus community will be utilized*:

- Campus Emergency Alert System that utilized a combination of email, voice, and text messaging.
- Campus email system (clunet.edu)
- Posting of a message on the CLU emergency phone line (866-258-1810)
- CLU Web site <http://www.callutheran.edu>
- KCLU -88.3 FM

If the *larger community needs to be advised* of an emergency situation on the CLU campus, a combination of the following methods may be used:

- Campus Emergency Alert System that utilized a combination of email, voice, and text messaging.
- Campus email system (clunet.edu)
- Posting of a message on the CLU emergency phone line (866-258-1810)
- CLU Web site <http://www.callutheran.edu>
- KCLU -88.3 FM
- CLU Media Relations to contact local public media (radio, television, press)
- Request the City of Thousand Oaks utilize their emergency notification system or reverse 911 system to notify residents.

Authorized To Initiate An Emergency Notification

Authorized to carry out an initial emergency notification to the CLU Campuses and the immediate community comes from the:

- President of CLU
- Vice Presidents of CLU
- Associate Vice President, CLU Planning and Operations
- Director CLU Campus Public Safety
- Assistant Director CLU Campus Public Safety
- CLU Public Safety Officers only if delay could result in loss of life

Testing Of the Emergency Notification System

A test of the California Lutheran Campus Alert System is *conducted annually* each academic year and includes:

- *Notification to the CLU community that a test of the Campus Alert System will be conducted.*
- Request that the CLU community sign onto MyCLU and update their profile under CAMPUS ALERTS prior to the test, to include checking the accuracy of their personal contact information; i.e., home phone, personal cell phone, personal email address
- Request that the message be acknowledged when received
- Sending of a test emergency message
- *Recording the results of the test and reporting the day and time of the test in the next Annual Security Report*

Testing Of Evacuation Procedures

California Lutheran University *conducts an annual emergency evacuation drill* for each campus building that houses faculty, staff, administrators, or students during the day. The drills are supervised by Campus Public Safety and utilize the Building Emergency Wardens and require all persons in the building to evacuate to their designated evacuation staging areas. *These drills are documented and records retained by Campus Public Safety.*

California Lutheran University holds an annual exercise/training to test its Emergency Operations Plan that included members of the Emergency Operations Team. This is separate from the emergency building evacuation drills.

Each Campus resident hall conducts two emergency evacuations drills (fire drills) each academic semester that is organized by Residence Life and attended by Campus Public Safety Officers. These drills are documented by Residence Life and Campus Public Safety.