

U.S. Department of Homeland Security: <http://www.dhs.gov/index.shtm>

Ashland County Office of Homeland Security: <http://www.ashlandcounty.org/ema/>

## **CAMPUS ALERTS/EMERGENCIES**

The Safety Services department forwards a copy of the incident summary for the previous week to the University's newspaper, The Collegian, for publication. When there is no immediate threat to the safety of the campus community, yet notification of security/safety concerns are warranted (i.e. patterns of theft) an "Advisory" may be issued with the incident summary. Safety Services may also post paper bulletins in conspicuous locations (i.e. notices in residence halls, library, etc). In all situations involving an advisory or alert (timely warning), the AU Safety Services department is considered the primary responder and reports made for the purpose of issuing an "Advisory", or "Alert" (or Timely Warning), should be made with the AU Safety Services department.

In situations where there may be an immediate threat to the campus community, the AU Safety Services department will initiate without delay (upon confirmation of a threat and if doing so does not compromise efforts to contain an emergency) security/safety "Alerts", or "Timely Warnings", using the following resources:

### **Text Messaging/Voicemail**

The AU Safety Services department can issue text messages to members of the campus community in the event a timely warning, or "Alert" is warranted. Text messaging is not used for event announcements and other marketing information. Text messaging requires registering your cell phone number with the Ashland University's notification system. To register for this service, go to <http://www.ashland.edu/students/campus-life/support-services/safety-services/emergencies/emergency-contact-system>. This is a free service. Phone notices to certain administrative departments phones can also be sent simultaneously with the text messages.

### **Public Broadcast & Internal Intercoms**

Two public address speakers (horns) are located on the main campus. These horns allow broadcasted weather sirens as well as voice and customized messages. The AU Safety Services have access to use this system in the event a security/safety alert is warranted.

An internal intercom system is currently operational in Bixler Hall and the seminary academic and administrative buildings and is an available resource for AU Safety Services to alert building occupants.

### **Radio/TV Messages**

Ashland University may also use local and/or regional media outlets to broadcast emergency information. This resource would be initiated through the AU Public Relations office.

## **Electronic Message Boards/Web Page**

Emergency alerts can be displayed on electronic message boards throughout campus. An outside message board is located near the Hawkins-Conard Student Center. Electronic displays are located in the lobbies of several campus buildings. Alerts may also be posted to the AU web page at <http://www.ashland.edu>. The web alerts can be posted by the AU Safety Services, Public Relations or the Information Technology office.

Depending on the circumstances, AU Safety Services and Public Relations may use any one (or all) available resources to issue alerts. Members of the campus community are encouraged to monitor the above resources for instructions regarding their response.

### **Resources:**

Safety Services	off campus (419) 207-5555	on campus 5555
Public Relations	off campus (419) 289-5007	on campus 5007

## **Preparedness**

The Ashland University Emergency Operations Plan was established to facilitate an effective response to emergency situations, or events, that impact the campus community. Administration of the plan is a collaborative effort of the AU Compliance Committee and the AU President's Cabinet. The plan addresses preparedness, response and recovery. The plan is formally reviewed each year. Reviews may be by a tabletop, functional, or a full exercise. Exercises may be incorporated with the Ashland County emergency response since the county will assume command during a regional emergency. Unless notification would compromise efforts to contain an emergency, or instructed by local law enforcement, Ashland University will employ AU available resources to notify the campus community of an immediate threat or dangerous situation (see above resources). The primary Incident Commander for AU Emergency Operations is the Vice President of Facilities Management and Planning.

## **Evacuations/Shelter-in-Place**

After reviewing the threat to the campus community, the Ashland University Incident Commander may issue an order of evacuation of the campus. In the event of a regional emergency, an AU representative may be dispatched to the Ashland County Emergency Operations Center so proper channels of communication are established. Evacuation procedures will vary depending on the scope of the emergency (i.e. partial or full evacuation). In some situations "shelter-in-place" may be the most appropriate response to an emergency. Instructions regarding the response members of the campus community should take will be communicated using the methods noted above. The notices will originate from the AU Safety Services department under the direction of the Incident Commander.

If a building(s) evacuation is issued, instructions will be provided as to the location of the assembly area for building occupants. If instructed to evacuate (and time permits) back up critical data secure your area and lock doors behind you (if safe to do so). For regional emergencies that require an evacuation of the entire campus, members of the campus community who have access to a vehicle are encouraged assist others who may not have transportation. Those without transportation will be instructed to locate to an assembly location to await further instructions.