



EMERGENCY NOTIFICATION, RESPONSE AND EVACUATION PROCEDURES

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| Authority: | Chancellor |
| History: | Revised August 21, 2012; Revised May 24, 2011; Established August 21, 2009 |
| Source of Authority: | UNC Code, Appendix 1, Section XV |
| Related Links: | UNCW Police |
| Responsible Offices: | UNCW Police, University Relations, Environmental Health & Safety |

I. Purpose

These procedures are established in compliance with the Higher Education Opportunity Act (§485(f)(1)(J); 20 U.S.C.S. §1092(f)) to provide emergency response, notification and evacuation procedures for campus.

II. Scope

These procedures apply to all university members and visitors to campus.

III. Reporting Emergencies

Individuals should report all emergencies by calling 911 from any telephone, whether cellular, landline or campus extension, by pushing the emergency intercom button or the bluelight emergency phone buttons (Emergency Call Boxes), which are available at various locations on the campus properties. False alarms or abuse of the notification system is a violation of campus policies as well as North Carolina law.

IV. Responsibility for Emergency Response and Notification

A. Generally, the UNCW Police Department (UPD) is responsible for providing immediate emergency response to and investigating reports of criminal actions and/or initiating or providing assistance to other agencies and departments for other types of emergencies occurring on property owned, leased and managed by UNCW.

B. Once a confirmed significant emergency or dangerous situation involving immediate threat to the health or safety of students or employees is occurring on campus, the campus community shall be notified, unless UPD determines and

pronounces that issuing an immediate notification would place the community at a greater risk or would compromise efforts to contain the emergency. Any delay in notification shall be for as short a time as possible. It is anticipated that initial notifications will be the responsibility of UPD. However, it is recognized that any number of circumstances may cause this responsibility to fall to University Relations or, in some cases, another designated office(s) / department (s). Additional messages may be released by UPD as the incident or situation dictates and as time permits. In situations where the initial emergency notification was made by UPD, University Relations has responsibility for broadcasting further messages to the UNCW community. The Chief of Police, or designee, shall notify University Relations of the incident and shall notify that office when UPD has transferred responsibility for further notifications to them. UPD will work to continue to update and brief University Relations staff on incident developments, advising on the content and timing of further communications.

C. The initial message shall be brief and direct to notify the community and advise on, such as whether to seek shelter, secure doors, avoid or evacuate a location(s) or take other action as needed. Any of following emergency communications, as well as others as deemed appropriate, may be utilized depending on the type and nature of the emergency:

1. Seahawk Siren System – used for emergencies requiring shelter in place to stay safe. The siren will be utilized during sudden emergencies, such as tornadoes, hazardous materials incidents, or active shooters.
2. University’s emergency notification system, which sends the message to all UNCW email addresses and sends voice and text messages to cell phone numbers voluntarily provided by students, faculty and staff. This system also has the capability of populating social media, RSS and CAP.
3. Campus Intercom System – The campus intercom system may be used to notify persons indoors in a manner similar to the Seahawk Siren System. It may be used to provide shelter in place or evacuation information as necessary for a variety of emergencies. The active listening function of this system will only be used by law enforcement in actual emergencies.
4. In-person communication by one individual to another person or group of persons.

D. University Police and University Relations shall test the notification systems no less than annually and its effectiveness will be monitored by Environmental Health & Safety emergency management function.

E. At a minimum this policy shall be publicized as follows:

1. Annually in the Campus Crime and Security Report

2. At <http://www.uncw.edu/emergencyandsafety/index.html>
3. New Student Orientation
4. Publication in the UNCW Emergency Action Plan