SPST Policy: CCP 3
Emergency Notification Procedures
Adopted: 6/29/2015
Updated:

1. This policy describes notification of campus community or particular segments of the community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on one or both campuses of Saint Paul.

2. **Emergency notification system:** Saint Paul uses the e2Campus notification program to send, via text, time-critical messages to the user's cell phone and/or email. Students and employees receive immediate notice of class cancellations, campus closures, and campus emergencies. All students and community will receive an email copy of e2Campus messages via their Saint Paul email account automatically or may sign up for text messages on their cell phone. The e2Campus mass notifications is used for time-critical urgent messages issued by an e2campus power user as instructed by a senior administrator. On campus emergencies may also utilize immediate in-person notifications to evacuate or take other actions. At the beginning of fall and spring semesters, Saint Paul will notify the community about the emergency notification system, how to sign up for text messages, and where to find information about emergency responses.

3. **Notification Procedures:** Emergency reports can be received in a number of ways: through a report to one of the Campus Security Authority's; from one of Saint Paul's collaborative partners such as Church of the Resurrection, Oklahoma City University, or Avila University; via local media or local authorities. In order to ensure immediate notification, potential emergencies should be reported to the President or a Vice President of Saint Paul, who is given the authority to confirm the nature of the emergency, as well as the portion of the campus community requiring notification and/or response or evacuation. Due to the size of the Saint Paul community, normally the entire community at both campuses will be notified. The President or Vice President may seek to confirm the emergency with local authorities or a collaborative entity. The President or Vice President will then instruct the Director of Communications or Executive Assistant to send immediately an e2Campus notification about the situation and the response to be taken.

The President or Vice President will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

4. The persons responsible for initiating emergency notifications:

> a. President
> b. Vice President of Academic Affairs and Dean
> c. Vice President of Advancement
> d. Chief Financial Officer

5. **Testing of the Emergency Notification System** as well as evacuation procedures (described in SPST Policy CCP 5) will take place at least twice a year. The test may or may not be announced and will be followed by a notice detailing emergency response and evacuation procedures. At the Oklahoma City University campus, these may be conducted in conjunction with the OCU emergency system testing. The

Clery Compliance Officer will schedule emergency testing for SPST in the fall and spring or summer sessions. The Leadership Team (President, Vice Presidents, and Director of Student Recruiting Services) will be notified of the scheduled testing. Campus Security Authorities will be responsible for observing and evaluating responses, including the functioning of the e2Campus system. The Clery Compliance Officer will report results to the Leadership Team for evaluation and revision of the system. Documentation of emergency testing and evaluation will be kept in the Dean of Students secure files on the SPST server.