

**The Lutheran University Association, Inc.  
d/b/a Valparaiso University**

**Emergency Response and Evacuation Procedures  
Statement of Policy**

**Emergency Response**

Valparaiso University is committed to the safety of the campus community and has established emergency response protocols and evacuation procedures to ensure safety during natural or man-made emergencies or any event that may subject members of the University community to harm. The University's response protocols include timely notification and messaging. The University will, without delay, determine the appropriate messaging, and initiate the notification system, unless the notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

All emergencies should be reported to the Valparaiso University Police Department (VUPD), which maintains an emergency 911 dispatch center that is staffed 24 hours a day and 7 days a week. Upon receipt of an emergency call or a report made in person to the dispatch center, VUPD will collect pertinent information and initiate the appropriate steps to confirm the emergency situation. Officers may respond to calls and reports via patrol unit(s), or may call upon other emergency resources, including the University's Executive Emergency Group and/or Incident Command (IC) team.

The Executive Emergency Group is comprised of the University's President, Provost and Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Administration, and Vice President and General Counsel. The Executive Emergency Group's focus is on questions of policy during an emergency situation; they are supported by and work in conjunction with the IC team.

The IC team is led by an incident commander who has the responsibility and authority to make emergency decisions using an all-hazards approach. The IC team consists of 9-10 members representing various support functions including: VUPD, Safety, Facilities Management, Information Technology, Public Relations, Residential Life, Student Health Center, and the School of Law. IC team members receive National Incident Management System (NIMS) training and the team meets regularly to engage in training, review the University's and/or other campus or national incidents, update emergency plans and resource information, identify emergency training needs and drills for the general campus, and establish and maintain a campus emergency corps.

An emergency meeting of the team may be called by any member of the Executive Emergency Group or the Incident Command Team by contacting the campus Chief of Police or the University Safety Manager who will in turn contact the entire IC Team with notification to the Executive Emergency Group. Emergency meetings should be called whenever there is a matter or potential matter that might cause systematic harm to or threaten the University community. At the meeting, a leader or leaders, and a recorder shall be appointed. Ad hoc members and/or substitute members may be appointed on an as needed basis. The IC Team shall meet as long and as often as necessary until the danger is abated. Any member of the Executive Emergency Group may sit in on any meeting and the Group shall be regularly updated on the IC Team's progress and direction.

The University has an Emergency Notification System (ENS) which uses multiple forms of communication in the event of an emergency. The University's e-mail system currently serves as the official form of communication. This system is supplemented by various other forms of communication including building

alarms, outdoor sirens, message boards, personal computer alerts, telephone, Twitter, local media, and public address messaging. An emergency resource information guide is also posted in each building and available electronically at [www.valpo.edu/alert](http://www.valpo.edu/alert). Note on Twitter Alerts: To receive emergency alerts via Twitter as a supplemental resource to e-mail notification, individuals must become a follower of <http://twitter.com/#!/valpoalert> at <http://twitter.com/>. Make sure that the box to allow text postings to forward to your phone is checked.

The IC team will make all necessary notifications to the larger community via established protocol. The IC team Public Relations representative, in conjunction with the Executive Emergency Group, will identify the appropriate messaging.

Emergency response and evacuation procedures are tested on at least an annual basis. These tests are publicized and documented with a description of the exercise including the date and time of the test and whether the test was announced or unannounced.