

**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 911/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 Policy Group (EPG) and/or Incident Management Team (IMT).

The EPG is comprised of the University's President, Provost and Executive Vice President for Academic Affairs, Vice President for Student Life, Vice President for Finance, Vice President and General Counsel, and Vice President for Enrollment, Marketing & Communications. The EPG's focus is on questions of policy during an emergency situation; they are supported by and work in conjunction with the IMT.

The IMT is led by an Incident Commander (IC), Chief of Police or designee, who has the responsibility and authority to make emergency decisions using an All-Hazards (AH) approach. The National Incident Command System structure will be utilized for core and support members. The IMT core staff members consists of VUPD, Student Life (SL), Facilities Management (FM), University Communications (UC), Human Resources (HR) and the President's Office. Support functions could be filled by other department's staff members. The IMT membership may expand or reduce due to incident objectives. IMT 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 corp.

An emergency activation of the team may be called by any member of the EPG or IC. The IC or designee will activate the team by utilizing the Rave alert or a group text message. The IC will notify the EPG of the emergency activation. Emergency activation 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 the IC will set objectives and the Planning Section Chief (PSC) will record the meeting. Ad hoc members and/or substitute members may be appointed on an as needed basis. The IMT shall meet as long and as often as necessary until the danger is abated. The IC will keep the EPG updated on the IMT progress and direction.

The University has an Emergency Notification System (ENS) which uses multiple forms of communication in the event of an emergency. The IMT will make all necessary notifications to the larger community via established protocol. The IC and Public Information Officer (PIO) in conjunction with the EPG, will identify the appropriate messaging.

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, Text Messages, Twitter, Facebook, local media, and public address messaging.

Note: Students, faculty and staff are able and encouraged to register their mobile number to receive instant alerts on their phone via text messaging. Additionally, students can register additional numbers to their Rave account allowing for parents or guardians to also receive these alerts on their phones. Valpo's alerts are also simultaneously posted to the @valpoalert, the VUPD Twitter @VU_Police, and the VUPD's Facebook page @ValpoUPolice. An emergency resource information guide is also posted in building and available electronically at www.valpo.edu/alert.

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.