



## **EMERGENCY MANAGEMENT, RESPONSE & EVACUATION**

Our Lady of the Lake University of San Antonio is an institution of higher learning that may be subject to minor or major disruptions due to occurrences beyond the control of the institution. The disruption or emergency will be responded to as the situation necessitates. The institution will provide service, as practical, during periods of emergencies and disruptions. The institution will communicate with the University community as listed in the procedures that address the specific emergency description. The President or designee shall make the determination to close the entire institution, suspend or postpone classes, curtail activities, or make the University available for community support, as stated in the University's Emergency Response Management Plan.

In the event of an emergency, all members of the University community are instructed to contact University Police; the University's designated "first responders," who will handle the situation according to their established protocols and procedures. If a determination is made that the situation is of such a severe nature as to warrant institutional involvement and response, University police will notify a police supervisor. A police supervisor will notify the Chief of Police who in turn will notify the appropriate member of the Emergency team to assemble immediately at a designated location.

### **Emergency Notification System:**

Based on the initial responding officer's assessment of the situation, he/she will determine if an immediate threat to the OLLU community exists. Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to students, faculty, or staff occurring on campus, the Office of the Chief of Police or his designee will, without delay, notify the campus community. The Office of the Chief of Police or his designee will take into account the safety of the university community when determining the content of the notification and will initiate appropriate mass notification systems, unless in the professional judgment of The Chief of Police or his designee, the notifications will compromise efforts to assist victims or to contain, respond, to or otherwise mitigate the emergency. The types of incidents that may cause an immediate threat to the OLLU community could include but are not limited to emergencies such as:

- Ø An active shooter on campus,
- Ø Hostage/barricade situation,
- Ø A riot,
- Ø Suspicious package with confirmation of a device,
- Ø A tornado,
- Ø A fire/explosion,
- Ø Suspicious death,

- Ø Structural damage to an OLLU owned or controlled facility,
- Ø Biological threat (anthrax, etc.),
- Ø Significant flooding,
- Ø A gas leak,
- Ø Hazardous materials spill, etc.

The University Police Chief or Marketing and Communications staff or their designee shall disseminate the Emergency Notification on behalf of OLLU. OLLU works with the Blackboard Connect-ED Emergency Notification System as its primary method of notification to broadcast brief emergency messages to affected segments of OLLU's population determined by the Chief of Police as quickly as possible in case of an emergency. When disseminating the Emergency Notification, OLLU will use one or more of the following means of dissemination, depending upon the technology available and the campus.

- Ø Phone Speakers

The Emergency Notification may be distributed through the desk top phone speakers.

- Ø Loud Speakers

The Emergency Notification may be distributed through speakers installed where there are

