



LUBBOCK
CHRISTIAN
UNIVERSITY

*the
Life
Changing
University*

POLICY AND
PROCEDURES
Number: 7.2.10

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Date: 11-05-2007

SUBJECT: EMERGENCY NOTIFICATION

Lubbock Christian University will make every effort to implement the first phase of the Emergency Notification Policy as soon as reasonably possible from the time appropriate personnel are aware of the incident; No guarantee is made as to the time frame or avenue through which communication will be attempted.

In the event of an emergency the following procedures will be followed to contact students, faculty, and staff:

1. Internal mass email to all students, faculty, and staff
2. Internal phone intercom
3. Connect-Ed

Faculty, staff, and students are responsible for providing all necessary information. Lubbock Christian University cannot provide communication with those who fail to provide phone numbers or email addresses.

The president or his/her designee will initiate the emergency notification procedure. The following university officials will have authority to activate the Emergency Notification for Lubbock Christian University.

- President
- Chief Academic Officer/Provost
- VP for Administration
- Assistant VP for Student Affairs
- Chief of Security
- Dean of Campus Life
- Dean of Student Involvement
- Director of Technology

For specific instructions on how to activate the Emergency Notification Policy, please see procedural documents.

The Connect-Ed service will be used to transmit brief urgent messages to the university as quickly as possible. The use of this system during a declared campus state of emergency may only be authorized by the university president or his or her designee. The university president shall use his/her judgment when declaring a campus emergency. This system will be used only for emergency events which have the opportunity to affect the entire campus. The number that will be shown when Connect-Ed will ring will be 806-__-__; this will ring directly to a message box stating: "(In the event this is a real emergency please visit the LCU website and or the local news for information and updates.)"

Emergency notifications may include but are not limited to

- Bomb threats or other imminent violent threats
- Fire alarms, natural gas leaks and hazardous spills
- Natural disasters
- Power outages and utility failures
- Campus closure
- Violent civil disturbances and demonstrations
- Criminal violent behavior
- Explosions on campus

- Terrorism incidents
- Weather incidents

Students, faculty and staff may be notified in all or some of the following manners

- Cell phone
- Home phone
- Business phone
- LCU email
- Personal email
- Text on cell phone

It is the responsibility of faculty, staff, and students to provide the above information to the appropriate campus office.

The following are but not limited to preset messages that can be altered to accommodate an emergency or a new message can be created.

Follow-up messages may be sent after the initial message.

Emergency Message	Explanation of Message
This is not an emergency. I repeat, this is not an emergency. It is a routine test of the LCU Emergency Response Notification System. In the event of an emergency, all students, faculty and staff will be notified by a combination of email, text, and voice messages. Again, this is not an emergency, but only a test.	Test Notification Message –please reassure everyone that this is only a test. This test will appear at least once per quarter or more frequently as needed.
LCU campus wide emergency. Do not enter the campus. If you are at LCU, lock yourself into a room immediately. All campus activities are on hold. Wait for additional instructions.	There is a very serious emergency on campus. No one should enter the campus. Classes and all activities are cancelled. There may be someone with a gun on campus, or an armed robbery, or another kind of crime in progress.
LCU building emergency at _____. Leave the area immediately. Go to _____. If you are off campus, do not enter the campus. Wait for additional instructions.	There may be a condition like a bomb threat to a specific location. There may be a hazardous condition requiring immediate action. The location will be included in the message.
LCU Attention: An emergency condition exists. Wait for additional instructions.	This is a general emergency notice. It will be used for conditions like flooding or a utility failure. It may also be used for an emergency near LCU that may affect us.
LCU severe weather warning. Seek shelter indoors at the “safe” buildings located on the Emergency maps around campus. Wait for additional instructions.	A severe weather warning has been issued for Lubbock County. This includes warnings for thunderstorms, tornadoes, etc.
LCU emergency is over. All clear. Emergency is over.	This message is sent when the emergency condition is over.
LCU severe weather warning. LCU will not have classes today due to the severe winter storm.	A severe winter storm has been issued for Lubbock County.
This is the LCU Emergency Notification System. A campus emergency has been declared. The LCU president’s office has authorized the following alert message: -Nature of emergency -Location	This message could be used for any emergency.

-specific instructions -await further instructions I repeat a campus emergency has been declared	
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An all-clear message will be sent when LCU is out of an imminent threat of danger. It may not be necessary to always send an all-clear message.

Training Requirements- -

The Intercom and Connect-Ed portion of the Emergency Notification Plan will be tested at least two times annually. Connect-Ed users will also receive training twice annually.

LUBBOCK CHRISTIAN UNIVERISTY IS NOT RESPONSIBLE FOR PROBLEMS WHICH MAY ARISE DUE TO CELLULAR PHONE PROVIDERS, INTERNET INTERRUPTIONS, CELL PHONE MALFUNCTIONS, OR INABILITY TO ACCESS EMAIL.

Contact for Interpretation: Assistant Vice President for Student Affairs

This policy and procedure supersedes all previous policy and procedure statements on this subject.