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Effective Date: 1-1-2013

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Responsible Officer: Jennifer Gale

Enter officer title: Vice President of Student Life

Policy Owner: Student Life Office

Policy Contact: Vice President of Student Life

Enter contact name(s): Jennifer Gale

## POLICY STATEMENT

UVF will include the emergency response and evacuation information report distributed by October 1<sup>st</sup> of each year. UVF will distribute the report on the University's website.

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## REASON FOR POLICY

Emergency Response and Evacuation Procedures are intended to ensure that the University has sufficiently prepared for an emergency on campus and that it is testing these procedures to identify and improve weaknesses and that it has considered how it will reflect the current and unique policies and practices in use on our campus.

- UVF participated in Title IV HEA Student Financial Aid Programs based on EHOA Sec. 488(d) (1) (B)-(D) amended HEA Sec. 485 (f) (20 U.S.C. 1092 (f))
- Revised HEA Sec. 485 (f) (1) (C)
- Revised HEA Sec. 485 (f) (1) (F)
- Added HEA Sec. 485 (f) (1) (J)

HEOA amendments effective August 14, 2008 34 CFR 668.41(a), 34 CFR 668.41(e), 34 CFR 668.46, 34 CFR Part 668 Subpart D, appendix A.

October 29, 2009 FR (Revised 34 CFR 668.41 (a), 34 CFR 668.41 (e), 34 CFR 668.46, 34 CFR Part 668 Subpart D, appendix A)

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## RESPONSIBILITIES

The responsibilities for this policy and its procedures are the responsibility of the VP of Student Life.

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## HISTORY

This policy has no History at this time.

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## PROCEDURES

### **Emergency Notifications Procedures and what Constitutes Issuance of an Emergency Notification:**

University of Valley Forge uses an “Emergency Notification” to notify students and employees in a timely manner when it is determined that there is a “significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus.” The notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community as dictated by the situation. An Emergency Notification will be released as soon as reasonably necessary and “without delay”, unless notification will compromise efforts to assist a victim, or to contain, responds to, or otherwise mitigates the emergency. After the initial notification, follow-up information must be disseminated to the community via the mediums stated below. An Emergency Notification can be related to criminal activity that is not subject to the timely warning standard required by the Cleary Act, but is not necessarily related to criminal activity. Examples of situations that may constitute the University’s decision to issue an Emergency Notification include but are not limited to:

1. Situations where serious injuries may or have occurred. Examples include, but are not limited to:
  - Fire
  - Bomb
  - Building collapse
  
2. Situations that cause major disruption to campus operations. Examples include, but are not limited to:
  - Power outages
  - Weather-related situations
  - Serious acts or threats to campus property

### **Decision to Issue Emergency Notification – Responsibility**

The decision to issue an Emergency Notification is made in coordination and consultation by at least two of the following personnel from the President’s Cabinet:

#### **President’s Cabinet**

- University President
- Chief Operating Officer
- Chief Financial Officer
- VP of Intuitional Effectiveness
- VP of Academic Affairs
- VP of Student Life

Note: the decision to issue an Emergency Notification shall include a specific designation of the University office or person to be responsible for overseeing the dissemination of the warning.

### **How Emergency Notifications are Issued**

- Emergency Notification messages will be issued to students and employees upon the confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area.

- The President’s Cabinet will determine: 1) the process UVF will use to confirm that there is such a significant emergency or dangerous situation; 2) the appropriate segment or segments of the campus community to notify; 3) the content of the notification; and 4) the specific notification system. An emergency or dangerous situation may be confirmed by the Department of Safety, outside law enforcement or emergency management organizations.
- Upon confirmation of an emergency situation that required an immediate response, the President’s Cabinet will communicate and/or convene without delay to implement the notification process. In an extreme emergency, the notification process will be implemented at the sole direction of Vice President of Student Life or alternate.
- This information may be disseminated to campus community members via a variety of mechanisms or mediums. UVF will use one or more of the following means:
  - Text messaging to cell phones of those enrolled in the service
  - Electronic mail messages
  - Public announcements
  - Public address system
  - Posting and signage in residence halls and other highly visible locations throughout the campus including staff/faculty lounges
  - Other methods deemed necessary that may be used in the information dissemination process.
  - After the initial notification, follow-up information must be disseminated to the community via the mediums stated above.

### **Informing the Large Community on Emergency Notifications**

If the President’s Cabinet determines that notification of audiences other than students and employees is necessary and appropriate, UVF procedures for disseminating emergency information to the larger community will include making pertinent information available on the University Website ([www.valleyforge.edu](http://www.valleyforge.edu)), as well as use of its Campus Security (484-614-2965). In addition, the University will provide emergency information to area broadcast media as appropriate.

### **Testing Procedures**

UVF will test its Emergency Notification procedures on at least an annual basis, including publicizing its procedures in conjunction with at least one test per calendar year. The University will document a description of the exercise, as well as the date and time of the exercise and whether it was announced or unannounced.

### **Additional Information**

Further information relative to the University’s emergency response plan, including procedures specific to particular types of emergencies, question and answer, and useful links can be found on the UVF Website at <http://www.valleyforge.edu/about/campus-security-and-safety-at-valley-forge-christian-college>.

## **DEFINITIONS**

This policy has no Definitions at this time.

## **APPENDICES**

This policy has no Definitions at this time.