

1 **Emergency Notification, Response and Evacuation**

2 Effective: September 7, 2010

3 Contact: [ISU Police](#)

4 **Introduction**

5 Iowa State University is dedicated to providing a safe and secure environment for students, faculty, staff, and visitors. The
6 Higher Education Opportunity Act (HEOA) requires institutions to disclose emergency response policies and evacuation
7 procedures that will be implemented whenever a significant emergency or dangerous situation exists on campus that
8 involves an immediate threat to the health or safety of students, staff or visitors.

9 **Policy Statement**

10 It is the policy of the university to be in compliance with the HEOA Emergency Response and Evacuation Regulations.

11 **Reporting an Emergency**

12 All members of the ISU community are urged to report a dangerous situation on campus that involves an immediate threat to
13 the health or safety of students, staff or visitors by calling 9-1-1.

14 **Institutional Response**

15 ISU Police will initiate the institutional response by immediately investigating reports of significant emergencies and
16 dangerous situations within the university community. ISU Police may request assistance from other university departments
17 or units, as necessary, to confirm that an immediate threat to the health or safety of students, staff or visitors exists on
18 campus.

19 **Emergency Notification**

20 Should an emergency or dangerous situation pose an immediate threat to the health and safety of campus community
21 members, they shall be notified without unreasonable delay, unless ISU Police determine that an immediate notification
22 would place the ISU community or a victim at greater risk or would compromise efforts to contain, respond to or mitigate the
23 emergency. It is the responsibility of ISU Police with the assistance of other departments or units, as necessary, to:

- 24 • Determine the content of any notification
- 25 • Determine the appropriate campus segments to notify
- 26 • Initiate the appropriate notification system
- 27 • Continue to update the ISU community during the emergency

28 **Methods of Communication**

29 ISU has several systems in place for communicating emergency information to members of the ISU community. Any or all of
30 the following methods of emergency notification may be used depending on the type and nature of the emergency:

- 31 • ISU Alert
- 32 • Voice-enhanced siren system
- 33 • University web site
- 34 • Emergency telephone voice recording
- 35 • Public address systems
- 36 • Personal communication
- 37 • Signage

38 **ISU Alert:** ISU Alert is an electronic system for quickly delivering emergency messages to Iowa State University students,
39 faculty and staff. Notifications will be sent via landline phones, cell phones, text messages and e-mail. Messages will be
40 brief, include basic information and provide instructions on how to obtain more details. The ISU Alert system will be used
41 only for emergencies that pose an immediate danger to the university community. Examples may include, but are not limited
42 to:

- 43 • Bomb threats or other imminent violent threats
- 44 • Fires, natural gas leaks and hazardous spills affecting the entire campus
- 45 • Building evacuations and lock downs affecting the entire campus

- 46 • Biological or pandemic emergency notifications
- 47 • Natural disasters
- 48 • Power outages and utility failures resulting in an imminent threat
- 49 • Campus closure due to declared civil emergency

50 *ISU Alert Contact Information on AccessPlus: All members of the Iowa State University community are encouraged to keep*
51 *their ISU Alert contact information up to date.* Edits can be completed using AccessPlus. Instructions for updating ISU Alert
52 information can be found on the ISU Alert website (see Resources below).

53 Users should keep in mind that their ISU Alert information is separate from information participants enter in the Emergency
54 Contact Database. Information in the Emergency Contact Database is used by authorized personnel to contact loved ones or
55 next of kin in the event the participant is missing or otherwise unable to contact others herself or himself.

56 **Voice-enhanced siren system:** The university has five strategically placed warning sirens on the campus to alert the
57 campus community to a dangerous condition. The system permits voice broadcasts to communicate any necessary
58 emergency information to the community.

59 **University web site:** Updated information following a message notifying the campus of an emergency will be found on the
60 university website, available for the university and general communities and media outlets, if warranted. In cases of extreme
61 emergency, the university has the ability to replace the regular website with a website designed for emergency
62 communications only. Regular website functionality can be obtained from a link on the emergency website.

63 **Emergency telephone voice recording:** The telephone number 515-294-5000 contains a recorded message that provides
64 general information to listeners in the event of an emergency.

65 **Public address systems:** Specific areas and buildings on campus have public address systems which can be used in the
66 case of an emergency to disseminate information. In addition, ISU Police vehicles are equipped with public address systems
67 which can be used in specific emergencies.

68 **Personal communication:** Individual departments and units are encouraged to maintain a variety of forms of personal
69 communication, including phone trees and email lists that can be accessed if needed.

70 **Signage:** A variety of signage may be created to help provide direction in the event of an emergency. Each building on
71 campus is assigned a building supervisor, who may be asked to assist in the case of an emergency. Building supervisors
72 can create signage to provide information and direction to members of our campus community. Occupants of buildings are
73 encouraged to familiarize themselves with the nearest evacuation route.

74 **Testing**

75 All emergency communications methods are tested on at least an annual basis, according to standards as appropriate.

76 **Evacuation**

77 Each building on campus has a designated evacuation plan in the event of an emergency that would require such action.
78 These plans are posted on each floor of each building and can be accessed online. Other than fire alarms, ISU Police are
79 responsible for determining if the emergency or dangerous situation is such that a building evacuation is necessary and if so,
80 notifying the occupants of the building or buildings of the decision to evacuate.

81 **Policy Awareness**

82 The university will link to this policy electronically through websites designed to convey emergency or law enforcement
83 information such as the ISU Annual Security Report.

84 **Resources**

85 **Links**

- 86 • [Code of Federal Regulations, 34 CFR §§ 668.46\(e\), 46\(g\)](#)
- 87 • [Critical Incident Response Team](#)
- 88 • [Emergency Evacuation Maps for ISU Buildings](#)
- 89 • [Fire Safety policy](#)
- 90 • [ISU Access Plus website](#)
- 91 • [ISU Alert System](#)

- 92 • [ISU Alert System: Update Your Contact Information](#)
- 93 • [ISU Police \(515-294-4428\)](#)
- 94 • [ISU Police Continuity of Operations Plan \[PDF\]](#)
- 95 • [Safety and You Annual Security Report](#)
- 96 • [Stay Safe at Iowa State website](#)