I. PURPOSE

To establish a clear framework for the delivery of emergency notifications as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

II. RESPONSIBILITY

The Emergency Management Group, composed of the Vice President of Administrative and Financial Services, Vice President of Enrollment and Student Affairs, Associate Vice President of General Studies, Executive Director of Facilities, Director of Campus Safety, Dean of Students, Director of Student Development, Sumter Manager Enrollment and Student Affairs, Chief Information Officer, Director of Marketing and College Relations and a Security representative, is responsible for decision making during an emergency involving any LSSC location, however, emergency notifications shall be issued without prior meeting, by designated individuals (see section 4.C.), based upon the immediate nature of the situation making the notification necessary.

III. OBJECTIVES

Lake-Sumter State College is committed to providing a safe and secure educational environment for students, faculty, staff and visitors. As required by the Clery Act, timely warnings will be issued to alert students to potentially dangerous situations on and around LSSC campuses; emergency notifications will be issued to alert students to immediate danger on an LSSC campus.

a. Emergency Notification: to alert students, faculty and staff to any significant emergency or dangerous situation occurring on the campus involving an immediate threat to health or safety.

b. Timely Warning: to alert students to Clery Act crime* that represents a serious or continuing threat to students, faculty or staff.

*Clery Act crimes- murder, non-negligent homicide, manslaughter by negligence, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary,
motor vehicle theft, arson, domestic violence, dating violence, stalking, weapons violations, drug violations, liquor law violations, hate crimes.

IV. EMERGENCY NOTIFICATIONS

a. An emergency notification is triggered by any significant emergency or dangerous situation on campus. The event may be currently on-going or presenting an immediate threat to a campus location.

b. An emergency notification should be delivered immediately upon becoming aware of the emergency/threatened emergency.

c. Each campus has individuals designated to immediately issue emergency notifications:

  Leesburg: Director, Marketing and College Relations
            Director, Campus Safety

  South Lake: Dean of Students
            Senior Staff Specialist, Admissions

  Sumter:   Manager, Enrollment and Student Affairs
            Senior Staff Assistant

  System-wide: Director, Marketing and College Relations
               Director, Campus Safety

1. Notification of an emergency may come in a variety of ways. If possible, Campus Security will verify the nature and location of the emergency and provide that information to one of the designated individuals as quickly as possible.

2. Once aware of the emergency, the designated individual will, without delay, and taking into account the safety of the community, determine the content of the notification and activate the LSSC Alert system, unless issuing a notification will, in the professional judgement of the designated individual, compromise efforts to assist victims, or to contain, respond to, or otherwise mitigate the emergency.

3. The designated individual may continue to update the LSSC Alert system as useful information becomes available throughout the emergency.

4. Once there is confirmation that the emergency is resolved, an LSSC Alert will be sent to make notification that there is no longer an emergency.