

Lewis-Clark State College Emergency Response Plan Summary

Timely Warnings

Lewis-Clark State College President or his/her designee is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092(f) et seq. Anyone with information warranting a timely warning should report the circumstances to Lewis-Clark State College Security Department or the President's office as soon as safely possible. In the event that a situation arises that requires issuance of a warning, these warnings are provided in order to keep the campus community informed about safety and security matters on an ongoing basis and in an effort to prevent similar crimes from occurring.

The decision to issue a timely warning shall be decided on a case by case basis in compliance with the Act and considering all available facts surrounding the campus community, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

Timely warnings are usually issued for the following classifications:

- arson
- burglary
- robbery
- aggravated assault
- criminal homicide
- motor vehicle theft
- sex offenses
- any other crimes as deemed necessary

Procedure:

Upon receipt of all relevant information and a determination has been made that a timely warning should be issued, Campus Administration or their designee will inform the campus community by immediately contacting the directors of Security and College Communications or their designees to allow for appropriate media distribution of the warning. In addition, a major catastrophe or disaster at LCSC, the College may provide timely information regard the incident(s) on the emergency website www.lcsc.edu/emergency, by posting flyers, student email, student radio station (KLCZ-88.9 fm) or other local media outlets.

The warning may include, but is not limited to, the following information:

- type of crime
- location of occurrence
- available suspect information

Emergency Response Plan

The Director of Institutional Planning, Research and Assessment is the Emergency Response Plan (ERP) coordinator and the chair of the ERP committee. The ERP is reviewed and updated yearly or more often if needed. Lewis-Clark State College (LCSC) is committed to protecting its students, faculty, staff, visitors and property and to maintain an environment suitable for the orderly conduct of College functions at all times. After protecting the safety and security of personnel in an emergency situation, a primary goal will be the rapid and effective recovery of College operations. All LCSC personnel must be prepared at all times to respond to emergency situations that would adversely affect the College's personnel, property, and/or mission.

The fundamental purpose of the ERP is to establish general procedures and guidelines for dealing with all categories of emergencies, ranging from serious public relations incidents that might adversely impact the College's reputation and/or its ability to conduct orderly business, to catastrophic events involving the entire Lewiston/Clarkston community and/or one or more of LCSC's outreach centers. This plan also can be used to deal with crises that escalate from lesser incidents that, initially, may be worked by other LCSC problem-solving groups.

While the nature of potential contingencies and the College's responses thereto cannot be predicted in advance, the ERP provides standard operating procedures for handling emergencies, disseminating public information, establishing emergency communications, developing alerting and warning procedures, assessing and reporting damage, and implementing recovery actions. This ERP assumes cooperation with and dependence upon local, state and/or federal emergency response organizations.

In addition to providing Immediate Response Actions and Checklist-type items, the document can be used to train LCSC personnel in preventive steps to enhance security prepare them to deal with a wide range of potential emergency scenarios from weather related incidents, fires to hostile situations.

The Emergency Response Planning Team consists of the directors of Institutional Planning, Research, and Assessment (IPRA), Directors of Security, Physical Plant, and Human Resources; the Chief Technology Officer (IT director); the College Communications Coordinator (Media Relations/Public Information Officer), the President's Management Assistant, the Dean of Student Services and the Risk Management Coordinator. This nine-person team may be supplemented by representatives of other functional areas as necessary, upon direction of the President. This team will serve as the nucleus of the LCSC Contingency Operations Staff (COS). The director of IPRA, will direct the activities of the COS. The COS will monitor the situation, coordinate actions with outside agencies, provide updates to the President and senior LCSC leadership (Provost and Vice President of Finance and Administration), and carry out other duties as may be assigned by the President. Additional administrative support (manning of telephones, assisting with shelter and recovery operations, etc.) is likely to be needed from other LCSC employees and volunteers. The activities of all Emergency Operations Center (EOC) and support personnel will be coordinated by the COS. A roster of participating and back-up personnel will be compiled and maintained by the COS any time the EOC is activated.

When an emergency situation is reported Campus Security is notified and will respond. Information will be gathered and an assessment will be done on what buildings or people could be impacted and what information can be distributed. This information will be forwarded to the President's office. Notifications will be sent by the President or their designee using the phone tree, emergency broadcast system, reader boards, mass emails, emergency web page and any other media services available.

Testing of the campus ERP occurred in January of 2009 when LCSC conducted a full scale active shooter drill with the surrounding community first responders. The emergency broadcast system was tested in April. The test was announced to the campus before it was conducted and feedback was gathered from the campus community on how the notification system worked in different areas.

The ERP is found in its entirety on the campus intranet and a notification is sent out when it is updated each year.