

<b>College Procedure:</b>	<b>304.6 – Emergency Response</b>
<b>Policy Reference:</b>	<b>304 – Campus Safety and Security</b>
<b>Responsible Department:</b>	<b>Facilities &amp; Public Safety</b>
<b>Approval Authority:</b>	<b>Cabinet</b>
<b>Procedure Owner:</b>	<b>Vice President, Facilities &amp; Public Safety</b>
<b>Effective Date:</b>	<b>9/18/2012</b>

**Version Number:** 3  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

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## Reason for Procedure

Kirkwood Community College is committed to providing students, faculty, staff, partners and visitors a safe and healthy environment. This is a coordinated approach to the prevention, identification and management of situations that may pose a threat to the well-being and safety of the campus community.

## The Procedure

Facilities & Public Safety are responsible for overseeing emergency response plans and operations. Individual departments are responsible for coordinating contingency plans and the continuity of operations.

Kirkwood conducts emergency response exercises each year such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the College.

Campus Security Officers and Facilities supervisors receive training in incident command and how to respond to critical incidents on campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Campus Officers, Facilities staff and local emergency response agencies.

General information about the emergency response and evacuation procedures for Kirkwood are publicized each year as part of Clery Act compliance efforts. This information is available on the Kirkwood web site, [www.kirkwood.edu/security](http://www.kirkwood.edu/security), along with information about Kirkwood's Emergency Response Plan.

Members of Kirkwood are notified annually that they are required to inform Campus Security of any situation or incident on campus that involves a significant emergency or a situation that could have an

immediate or ongoing threat to the health and safety of students and/or employees on campus. Campus Security has the responsibility of responding to and summoning the necessary resources to mitigate, investigate and document any situation that may cause a significant emergency. Federal law requires Kirkwood notify the campus community or appropriate segments of the community that may be affected by the situation.

**Timely Warning/Immediate Threat:**

In the event that a situation arises, either on or off campus, which constitutes an ongoing, immediate or continuing threat to some or all members of the campus community, that threat will be communicated to the campus community or the appropriate segment of the community. The warning will be issued to the campus community through a variety of sources, including but not limited to: the emergency notification system (text, email, desktop), e-mail, Kirkwood website and signage at prominent locations on campus. The notification will be issued, unless in the judgment of the responders, it would compromise the efforts to assist a victim or respond to the emergency.

Anyone with information warranting a timely warning should report the circumstances to the Campus Security at 319-389-1774. Members of the community who are interested in receiving information about emergencies on campus should sign up for the emergency notification system at [www.kirkwood.edu/alert](http://www.kirkwood.edu/alert) and should use the Kirkwood website for obtaining updates in the event of an emergency on campus.

**References**

**Definitions**

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

**Revision Log**

Version Number	Date Approved	Approved by	Brief Description of Change
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1	9/18/2012	Troy McQuillen, Vice President, Facilities & Security	
2			New template 6/4/2018
3			Procedure template 9/12/2019