

STATEMENT OF POLICY FOR EMERGENCY RESPONSE AND EVACUATION PROCEDURES.

- The following represents the procedures the Washington County Career Center will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency:
 - When a reportable event occurs, the Adult Tech Director/designee will be responsible to initiate the warning. The warning will be sent out to both students and staff via the School Messenger calling system. A text message and phone call will be sent out.
- To confirm a significant emergency or dangerous situation has occurred appropriate for a timely warning or emergency notification, the following procedures and decisions will be engaged:
 - Timely Warnings: considered by the Director or designee to represent a threat to students and employees. The decision to issue a timely warning will be made on a case-by-case basis, taking into account the nature of the crime, the danger to the campus community, and the possible risk of compromising law enforcement efforts.
 - Emergency Notification: significant emergency or dangerous situations involving an immediate threat to the health or safety of students or employees occurring on the campus.
- A statement that the Washington County Career Center will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency;
 - The Career Center Adult Director (or designee) will carefully craft the content of timely warnings or emergency notifications to provide pertinent information to those receiving the message to protect the health and safety of employees and students. The notification system (Synervoice calling system) will be initiated as soon as possible.
- A list of the titles of the person(s) or organization(s) responsible for carrying out the actions described above:
 - Director, Adult Technical Training
 - Chief Information Officer

- Superintendent
 - The Career Center's procedures for disseminating emergency information to the larger community; and
 - Career Center Adult Technical Training Director will work in conjunction with the Washington County Sheriff's office to disseminate emergency information to the larger community, as described in the district's safety plan, which includes the use of the Washington County Emergency Management Agency.
 - The Career Center's procedures to test the emergency response and evacuation procedures on at least an annual basis.
 - Career Center administrators will conduct at least three safety drills annually at which time students and staff either lockdown or evacuate, using the Run-Hide-Fight response to serious threats. Students and staff will be trained on this response at least annually.
2. Testing a higher education EOP is critical to the successful implementation of the appropriate course of action during an emergency situation. The Clery Act provides flexibility to IHEs in designing their tests and does not prescribe a particular type that must be used. These tests may be announced or unannounced, but IHEs must publicize their emergency response and evacuation procedures in conjunction with at least one test per calendar year. They must also document, for each test, a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.
3. Staff and student training
- a. Annually, students and staff will be trained on Clery Act requirements.