

Brenau University's Emergency Response and Evacuation Procedures

Purpose:

To provide a plan to inform the Brenau University community of the university's policy governing emergency response and evacuation procedures.

Policy:

Brenau University relies on the City of Gainesville's tornado siren to alert the campus community in the event of a severe weather incident. The activation of the siren indicates a "take cover" response procedure. In addition, Brenau University utilizes e2campus which is an emergency notification system. This system is used to distribute emergency notifications without delay in situations where a clear and active threat or emergency exists. E2campus notifies students, faculty, and staff by University email, University phone system, and cell phone text messages. E2campus may be utilized for weather related incidents as well as other dangerous situations. Various administrators within the University to include Public Relations, Security, and senior administration are authorized to disseminate the message. All members of the University community are reminded to update their contact information.

There are various methods that the University will utilize in communicating emergency information. The Security website will contain detailed information regarding appropriate responses to different situations. Additionally, "quick reference emergency guidelines" are placed in all buildings for everyone to familiarize themselves with. Students will receive a student handbook that will outline relevant information to them. Any current updates will be communicated by Residence Life Staff. Lastly, all faculty/staff have access to university governing guidelines. Faculty/staff will receive electronic notices of current procedural updates made by Human Resources.

Brenau University will test the emergency response and evacuation procedures on an annual basis through utilization of the e2campus notification system. A form will be completed with the details of the drill. The form will be an aid in assisting the University in further development and implementation of efficient emergency responses.