



Chabot-Las Positas Community College District

7600 Dublin Blvd. 3rd Floor, Dublin CA 94568

Number:

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Approved by Cabinet on: TBD

Campus Alerting Systems Local Policy and Procedures

In order to maintain a safe learning, teaching and working environment at Chabot and Las Positas College, all district personnel will be made aware of the following policy on Campus Alerting Systems enumerated below.

1. Policy

The District, to better protect workers, students and campus visitor from on-campus or near-campus events, has implemented a number of systems for the notification of on-campus or registered users of events or incidents on the campus. The District has adopted three platforms for notification of the public which may be used individually or in conjunction with each other depending upon the incident. The purpose of these notification systems is to quickly disseminate emergency information to the campus community during critical incidents. The Department of Campus Safety will be responsible for notifying the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the campus. The campus authority for carrying out this process is the Director of Campus Safety and the College President or his/her designate in the event of his/her absence.

2. Procedures

The following is a summary of the systems deployed at the Colleges to alert on- and off- campus users of events or incidents on the campus'. Everbridge Emergency Alert System provides text/email/phone message notifications to all registered users as well as provides an application-based interface for users who download and register with the application as Chabot/Las Positas College users. Use of Everbridge shall be limited to emergency communications as noted later in the document unless specifically authorized by the College President or Chancellor. Zonemail email accounts for students

may be used for more detailed announcements or for non-emergency (less-urgent) notifications to all students. Use of zonemail accounts shall be as authorized under the zonemail use agreement with students when completing the application for enrollment in the College. Emergency Announcement System is a hardwired public address system connected to the fire alarm system in each building on campus. Use of the Emergency Announcement System is limited to Campus Safety Supervisor or designee as directed by the College President.

- **Everbridge** - Emergency Text/Email/Phone Message Notification

- **zonemail**

The Chabot Las Positas Community College District provides free college email accounts to all students. These accounts are where each College and the District Office will contact students with important information including Emergency notifications. Email accounts are accessible over the web at <http://zonemail.clpccd.edu>

- **Emergency Announcement System (EAS)**

The Chabot Las Positas Community College District has installed an Emergency Announcement System (EAS) on each of the campuses, Chabot College and Las Positas College, that allows emergency messages and alerts to be sent campus wide in an efficient and timely manner. The command center for the device is located in Campus Safety Office on each campus and will be activated under the direction of the College Presidents, Campus Safety supervisor, or other designated personnel. The device will be utilized for emergencies related to severe weather conditions, a dangerous person on campus, an emergency situation, or other special incidents that may arise and appear to pose a potential threat to College students, faculty, staff, and visitors. Listed below are the recorded messages that will be used in accordance with each message.

3. **CLPCCD Everbridge Emergency Alerts** are sent when an imminent threat to the health and safety of campus exists. These alerts are always sent via both text and e-mail and may include other notification methodologies, depending on the severity of the incident. The texts will almost always point you to your District, Chabot or Las Positas email for more information. These messages may incorporate follow-up information as it becomes available.

Messages from the **CLPCCD Everbridge Alert** emergency communications system come in three warning levels, plus weather advisories:

- **Emergency Alerts** are sent when an imminent threat to the health and safety of campus exists. These alerts are always sent via both text and e-mail and may include other notification methodologies, depending on the severity of the incident. The texts will almost always point you to your District, Chabot or Las Positas email for more information. These messages may incorporate follow-up information as it becomes available.

- **Campus Crime Notices** either college shall be distributed to students and employees for any of the 15 Clery Act crimes that pose a serious or continuing threat to the college community.
- **Campus Advisories** are sent out typically via email for situations when there is not an imminent threat but a situation of concern.
- **Weather Advisories** are sent to campus when inclement weather such as poor air quality may occurred, and the campus community may need to adjust their schedules due to closures or delays, or early closures. Weather notification is also posted on the College home page, the CLPCCD District Inclement Weather page at <https://emergency.clpccd.org>.

Examples of Emergency Messages used on the Everbridge Emergency Alert System (Everbridge)

CHABOT/LAS POSITAS ALERT - SYSTEM CONFIRMATION TEST

This is a message from the Chabot/Las Positas College Emergency Alert System. This is only a test. Confirmation of this message is being requested.

CHABOT/LAS POSITAS ALERT - POWER OUTAGE

This is a message from the Chabot/Las Positas College Emergency Alert System. Major power outage on campus. Campus closed until further notice.

CHABOT/LAS POSITAS ALERT - AVOID AREA

This is a message from the Chabot/Las Positas College Emergency Alert System. Increase awareness & avoid the following area until further notice:

CHABOT/LAS POSITAS ALERT – LOCKDOWN

This is a message from the Chabot/Las Positas College Emergency Alert System. Emergency situation. Seek immediate indoor shelter and deny entry. Lockdown now!

CHABOT/LAS POSITAS ALERT – FIRE

This is a message from the Chabot/Las Positas College Emergency Alert System. Major fire on campus. Please avoid the following areas and evacuate nearby buildings:

CHABOT/LAS POSITAS ALERT - EMERGENCY SITUATION

This is a message from the Chabot/Las Positas College Emergency Alert System. Emergency situation on campus. Please evacuate the following areas listed below immediately:
All other locations, please shelter in place.

CHABOT/LAS POSITAS ALERT – EARTHQUAKE

This is a message from the Chabot/Las Positas College Emergency Alert System. Please remain calm. Report injuries/damage/fire. Do not enter damaged buildings. Please no smoking or candles.

CHABOT/LAS POSITAS ALERT - CONTAMINATED WATER

This is a message from the Chabot/Las Positas College Emergency Alert System. The campus water supply has been contaminated. Do not consume tap water. Boil water or bottled water only.

CHABOT/LAS POSITAS ALERT - SHELTER IN PLACE

This is a message from the Chabot/Las Positas College Emergency Alert System. Emergency situation. Remain where you are and shelter in place until further notice.

CHABOT/LAS POSITAS ALERT - ALL CLEAR

This is a message from the Chabot/Las Positas College Emergency Alert System. The situation is ALL CLEAR. The emergency has passed and normal activities can be resumed.

4. **Emergency Announcement System (EAS)** is connected to the Campus Fire Alarm system and provides both prerecorded message capability, as well as, push to talk capability for Campus Safety Staff or other Public Safety Officers (Police, Fire) to make announcements to either individual buildings or to the campus buildings as a whole.

Examples of Emergency Messages used on the Emergency Announcement System (EAS)

- **LOCK DOWN:** This is an emergency alert: We are locking down the campus. Find a safe location out of sight, away from windows, and secure yourself behind locked doors. Remain quiet. Listen for and follow instructions of emergency personnel. If you need immediate help, dial 911.

- **SHELTER IN PLACE:** This is an emergency alert: We are locking down the campus. Find a safe location out of sight, away from windows, and secure yourself behind locked doors. Remain quiet. Listen for and follow instructions of emergency personnel. If you need immediate help, dial 911.

- **EVACUATE:** This is an emergency alert: Please evacuate the building to the nearest parking lot. Emergency Personnel are on scene. Listen for and be prepared to follow instructions.

- **ALL CLEAR MESSAGE:** Emergency personnel have given the ALL CLEAR. The on-campus emergency is over. You can return to your normal activities.

- **TEST MESSAGE:** This is a test of the campus emergency public address system. This is only a test. If this were an actual emergency, you would have received specific instructions. This is only a test.

- **UTILITY FAILURE:** This is an emergency alert: A power failure has occurred on campus. Emergency personnel are on the scene. Classes are cancelled immediately. Updated information will be posted on the college website

Submitted by:

Owen Letcher, Vice Chancellor

Facilities and Bond Programs and Operations

Shared Governance Committees: Chabot College Health & Safety; Las Positas College Health & Safety