Emergency Response and Evacuation Procedures

In the event of a serious incident that poses an immediate threat to members of the campus community, the College has various systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in the event of an immediate threat to the Hanover College campus community. These methods include the sending of verbal messages to line telephones, cell telephones, network e-mails, and emergency text messages sent to cell telephones or PDA’s via a mass notification system. Employees and students can sign up to receive emergency alerts. During a critical incident the College will post updates on the Hanover College website [www.hanover.edu](http://www.hanover.edu).

Through the publication of this annual report, and through other media, members of the campus community are notified that they should immediately notify the local law enforcement, 911, and/or the Security Department, 7999, of any situation or incident on campus that involves a significant emergency or dangerous that may involve an immediate or ongoing threat to the health and safety of students, faculty and staff on campus. Campus Security has the responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If that is the case, Federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

If the Security Department confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, the Emergency Management Team will collaborate to determine the content of the message and will use some or all of the systems described above to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Emergency Management Team 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 judgment of the first responders, it will compromise the efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

Annual Test of Emergency Response and Evacuation Procedures

In accordance with the Higher Education Opportunity Act, on an annual basis, the Emergency Management Team will coordinate, plan, and conduct at least one test of the emergency response and evacuation procedures, including a test of the mass emergency notification system. The test may involve all portions of the campus or a segment of the campus. The intent of the drill is to assess and evaluate the effectiveness of the College’s emergency plan and capabilities. Some drills will be announced and well-published to the campus community prior to the event, while others may be unannounced.