

## Emergency Notification & Evacuation – Clery Act Compliance

<b>Policy Statement</b>	The Johns Hopkins Bloomberg School of Public Health (JHSPH) has documented processes and procedures to ensure a reasonably safe and secure environment, with the safety of personnel as a paramount concern. Security, evacuation and associated preparedness documents are available to the JHSPH personnel at: <a href="https://my.jhsph.edu/Offices/SupportServices/Security/Pages/default.aspx">https://my.jhsph.edu/Offices/SupportServices/Security/Pages/default.aspx</a>
<b>Rule – Emergencies &amp; Notifications</b>	While the processes and procedures for emergency notification and evacuation are presented in various locations by responsible parties, they are presented herein for Clery Act compliance purposes and to ensure a readily available, single source of valuable information regarding notifications connected to significant emergencies or dangerous situations affecting personnel at JHSPH buildings. Once an emergency or dangerous situation has been confirmed, JHSPH will, without delay, notify personnel in the affected building(s) with information that will provide guidance on taking the appropriate action to safeguard life. Any delay in releasing an alert message will be due to the professional judgment of an authorized leader having determined that releasing the information would jeopardize the safety of a victim, or risk the containment/response to the emergency.

Emergencies – General Information		
Step	Responsibility	Action
1	All Personnel	All personnel are expected to immediately report any incidents of crime or dangerous conditions to their manager, to Corporate Security (criminal issues) at 410-955-5585 and if appropriate, to Health, Safety and Environment (safety issues) at 410-955-5918 for immediate assistance.
2	Responders	Upon notification of a dangerous situation or threat of same, an immediate response shall be undertaken to determine the essential facts and alert JHSPH management to ensure a proper response. All crimes are reported to Corporate Security for investigation – Corporate Security provides an update to JHSPH management to ensure an understanding of the situation and allow for any corrective action. Emergencies shall also be reported to Corporate Security to ensure the quickest response possible.
3	ICS	All emergencies and dangerous situations are managed through the Incident Command System at JHSPH and are addressed according to the specifics of the situation. The ICS team (see organizational chart below) shall ensure the proper measures are taken to safeguard personnel at JHSPH. Details on the functionality of ICS are documented in FEMA ICS 100.HE – Intro to ICS for Higher Education. Response procedures are documented at the above intranet portal site. The Crisis Management and JHSPH Security Operations Manual also have relevant response procedures.

Emergency Notifications - Response		
Step	Responsibility	Action
1	ICS	According to the established process for addressing an incident at JHSPH (see below diagram), the Incident Commander is apprised of all emergencies or dangerous situations. The Incident Commander activates the necessary ICS leader positions to assess the situation and determine the best course of action to resolve the issue while safeguarding personnel. If the issue is an emergency or dangerous situation threatening the lives/safety of personnel, Corporate Security will act to protect lives as soon as notification is received.
2	ICS	If the situation is deemed to be an emergency or dangerous situation, the appropriate level of notification, and if necessary, evacuation of the area or building(s) shall be initiated by order of the Incident Commander. The aforementioned determination consists of various subject matter experts participating in the assessment of the emergency or dangerous situation. The emergency notification is intended to safeguard personnel by providing them with information so that they may decide on how they should respond.

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3	ICS	Emergency notifications at JHSPH consist of the following: fire alarm activation, digital signage messages, email notification, SMS text messaging, and localized notification of personnel. Messages, usually prepared “canned” scripts already in the system, are immediately released by the PIO. The E2Campus messages are in addition to the East Baltimore Campus Emergency Alert Notification managed by Corporate Security. The notification process is dependent upon the location and scope of the situation, but the above forms of notification are the typical methods of alerting the School population.
4	ICS	The Incident Commander ensures that the appropriate emergency group responds and resolves the issue, along with ensuring that the necessary alert message is developed and disseminated to all personnel in an affected JHSPH building(s). Incidents that affect more than just JHSPH are managed through the Campus Unified Incident Command – see organizational chart below.

<b>Emergency Training, Exercising, Evaluations &amp; Publication of Results</b>		
<b>Step</b>	<b>Responsibility</b>	<b>Action</b>
1	ICS	The Incident Commander shall ensure that routine training is conducted in compliance with the JHSPH Crisis Management Program. Routine training shall also include personnel throughout the School.
2	ICS	Exercises shall be conducted in compliance with the JHSPH Crisis Management Program. Evaluations of the exercises shall be conducted and publicized in accordance with the Crisis Management Program.