CHRISTOPHER NEWPORT
UNIVERSITY

COMPREHENSIVE SAFETY AND SECURITY PLAN
EXECUTIVE SUMMARY

- The Comprehensive Safety and Security Plan (Plan) was implemented by the University in 1997. Major revisions to the Plan have occurred in 2001, 2003, 2006 and 2007.

- The major objective is to provide University management with a plan that addresses preparedness, response, notification and recovery from an emergency.

- The Plan establishes the Comprehensive Safety and Security Plan Committee (Committee) responsible for the development and implementation of the Plan. The Committee will review handling of emergency situations, conduct tabletop exercises, provide training, consider protocol changes, enhance the emergency notification system or update any equipment. Members include:

  - Chief of Staff
  - Executive Vice President
  - Provost
  - Vice President of Student Services
  - Chief of Police
  - Associate Vice President of Auxiliary Services
  - Safety Officer
  - Vice President of Advancement
  - Chief Information Officer, Information Technology Service
  - Associate Vice President of Finance
  - Press Secretary
  - Webmaster

- The Plan establishes the Emergency Management Team (Team). The Team will notify the University President of potential or existing emergency conditions, update him on areas of concern and vulnerability and provide an effective strategy to address these concerns. The Team will also advise the University President when conditions are safe for the students, faculty and staff to return to campus. Members include:

  - Chief of Staff
  - Executive Vice President
  - Provost
  - Vice President for Student Services
  - Safety Officer
  - Chief of Police
  - Webmaster
  - Press Secretary

- The Plan establishes the <u>Continuity Of Operations Plan</u> (COOP). The COOP is designed to ensure the continuous performance of the University's essential functions during an emergency.

- The Plan establishes the <u>Emergency Notification System</u> (ENS). The ENS is a comprehensive program that alerts the University community of any natural or manmade disasters that occur on or may affect the CNU community. The system components include:

    1. Siren/Public Address – an audible siren and public address system will be installed on the campus. The system siren can be heard by the community up to one mile and the public address can be heard up to .5 mile away from the speakers. The unit can be activated by the University Police Department.
    2. Text messaging – members of the CNU community may register for the text messaging service. Subscribers are notified when emergency conditions exist on campus. The system requires mandatory registration.
    3. Webpage – an off-campus web site is maintained by the University through a private vendor. This site, cnualert.info, is the primary communication source of emergency information for the campus community. In the event of an emergency, the website would be updated with news, information and protocols.
    4. Telephone broadcast – all digital telephones on campus (residence hall telephones) are equipped with a broadcasting feature. The feature can be activated by Information Technology or University Police personnel to broadcast a live emergency message or an information update through the telephone system to every telephone on the system.
    5. Telephone voicemail – all digital telephones on campus (residence hall telephones) are equipped with a voicemail feature. The feature can be activated by Information Technology or University Police to leave a voicemail message simultaneously to all system users.
    6. Campus email – the University email system will be used as a source of official emergency news, information and protocols.
    7. Channel 73 – this feature will be used to broadcast official emergency news, information and protocols on the CNU television system.
    8. Information Desk – the University Information Desk is housed in the David Student Union. The telephone system used by the Desk can be set from off campus locations to provide a voicemail message to callers regarding any emergency.

- The Plan establishes three emergency response levels:

  Level 1
  Planned Event – these are events that typically allow a period of time to prepare or plan for a response. Examples of these events are hurricanes, inclement weather, power or utility outage and related campus disruptions.
  Level 2
  Localized Events – these are events that typically affect a specific building or a specific area on campus and do not affect the entire campus community. Although these events are more specific to an area or building, the required response is more immediate than the planned event. Examples of these events are hazardous materials spills, fires, bomb threats and suspicious packages.
  Level 3
  Immediate Catastrophic Event – these events require an immediate acknowledgement and the broadcast of emergency conditions in the interest of public safety. Examples of these events are hostile intruders, terrorist incidents, mass violence and nuclear power catastrophes.

- The Plan establishes notification protocol for specific emergency incidents:

  Level 1
  Planned event – the emergency notification system components that will be used are:
    a. Webpage
    b. Campus email
    c. Channel 73
    d. Telephone Voicemail
  Level 2
  Localized Events – the emergency notification system components that will be used are:
    a. Webpage
    b. Campus email
    c. Channel 73
    d. Telephone Voicemail
    e. Telephone broadcast
  Level 3
  Immediate Catastrophic Event – the emergency notification system that will be used are:
    a. Webpage

    b. Campus email
    c. Channel 73
    d. Telephone broadcast
    e. Telephone voicemail
    f. Text messaging
    g. Siren/public address

- The Plan provides authority for the activation of the ENS. For Level 1 or 2 events the chief of police will notify and gather the EMT. The EMT, after briefing the President, will issue the order to activate the ENS for level 1 or level 2. In a level 3 event, the chief of police will activate the ENS.

- The Plan provides for the development of an educational program for the University community and surrounding neighborhoods.

- The Plan provides emergency responses and notification for the following incidents:

  1. Bomb Threats (Level 2)
  2. Campus Disruptions (Level 1)
  3. Deceased Students
  4. Emotional Disturbance
  5. Fire (Level 2)
  6. Hostile Intruder (Level 3)
  7. Hurricane (Level 1)
  8. Inclement Weather (Level 1)
  9. Infectious Diseases and Food Poisoning (Level 1)
  10.Inspections
  11.Maintenance
  12.Medical Emergencies
  13.Missing Students
  14.Pandemic Flu (Level 1)
  15.Power Failure (Level 1)
  16.Sexual Assault
  17. Suicide
  18.Sudden Illness
  19.Suspicious Packages (Level 2)
  20.Terrorism (Level 3)
  21.Other Emergencies