



CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Emergency Notification
Policy Number:	
Policy Administrator:	Vice President of Administration and Finance
Policy Initiator:	Chief of Police
Authority:	EO 1056
Effective Date:	June 29, 2009
Revised Date:	August 2012

Approved:	President Thomas A. Cropper
Approval Signature:	

Purpose: The purpose of the Emergency Notification Policy is to provide basic structure and procedures to guide the notification of the campus community in an emergency.

Scope: This policy applies to the campus community. Types of incidents could include but are not limited to emergencies such as an active shooter or terrorist or chemical/biological situation, a riot, suspicious package with confirmation of a device, a tornado, a fire/explosion, suspicious death, structural damage to an Academy owned or controlled facility, biological threat (anthrax, etc.), significant flooding, a gas leak, hazardous materials spill, etc.

Accountability: Upon notification of an incident, the Academy President, VP of Administration and Finance, Chief of Police, and Public Relations Officer will develop and use available available communication systems to make the designated notification.

Policy Statement: It is the policy of the Academy to provide basic structure and procedures to immediately notify the campus community, or the appropriate segment(s) of the campus community that may be affected by the occurrence of a serious crime, a natural disaster, or a man made emergency that poses an immediate threat to the community.