

---

**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

---

TITLE: EMERGENCY NOTIFICATIONS

NUMBER: PRO 7-13

---

REFERENCE: 20 U.S.C 1092 34 C.F.R. 668.46

PAGE: 1 of 2

---

**I. PURPOSE**

To establish a clear framework for the delivery of emergency notifications as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

**II. RESPONSIBILITY**

Emergency Notifications should be released in most instances by the Executive Director, Campus Safety after consultation with the Vice President for Facilities Planning and Operations.

Members of the Emergency Management Group, including, but not limited to, the Vice President of Facilities Planning and Operations, Vice President of Enrollment and Student Affairs, Vice President of Academic Affairs, Vice President of Technology Innovation/CIO, Executive Director of Campus Safety, Dean of Students, and Executive Director of Strategic Communications are responsible for decision making during an emergency involving any LSSC location, however, emergency notifications shall be issued without prior meeting, by designated individuals (see section 4.C.), based upon the immediate nature of the situation making the notification necessary.

**III. OBJECTIVES**

motor vehicle theft, arson, domestic violence, dating violence, stalking, weapons violations, drug violations, liquor law violations, hate crimes.

**IV. EMERGENCY NOTIFICATIONS**

- a. An emergency notification is triggered by any significant emergency or dangerous situation on campus. The event may be currently on-going or presenting an immediate threat to a campus location.
- b. An emergency notification should be delivered immediately upon becoming aware of the emergency/threatened emergency.
- c. Each campus has individuals designated to immediately issue emergency notifications:

**Leesburg:** Executive Director, Strategic Communications, Executive Director, Campus Safety, Campus Safety Staff Assistant

**South Lake/Four Corners:** Dean of Students, Senior Staff Specialist, Admissions, Campus Safety Manager

**Sumter:** Associate Dean of Students, Senior Staff Assistant

**System-wide:** Executive Director, Strategic Communications, Executive Director, Campus Safety, Campus Safety Manager, Campus Safety Staff Assistant

- d. Notification of an emergency may come in a variety of ways. If possible, Campus Security will verify the nature and location of the emergency and provide that information to one of the designated individuals as quickly as possible.
- e. Once aware of the emergency, the designated individual will, without delay, and considering the safety of the community, determine the content of the notification and activate the LSSC Alert system, unless issuing a notification will, in the professional judgement of the designated individual, compromise efforts to assist victims, or to contain, respond to, or otherwise mitigate the emergency.
- f. The designated individual will continue to update the LSSC Alert system as useful information becomes available throughout the emergency.
- g.