



Emergency Warning & Evacuation Policy

Purpose

The purpose of this policy is to outline the procedures used by Crestmont University to issue emergency notifications and evacuation instructions in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, or visitors present at Crestmont University leased instructional suite (in-residence campus).

Scope

Crestmont University does not operate a traditional residential campus. The University delivers instruction primarily online, with limited in-person instructional activities conducted within its Clery geography. This policy specifically applies to Crestmont University instructional location in Irvine, where students attend in-person classes. It applies to emergencies occurring within this Clery geography and affecting members of the Crestmont University community present at that location.

Determination of Emergency

An emergency may include, but is not limited to, fire, gas leak, earthquake, severe weather, active threat, medical virus emergency, or other conditions that pose an immediate risk to life or safety.

Upon receiving information regarding a potential emergency, the Clery Compliance Officer and Campus Security Authorities (CSAs) will gather and evaluate information from available and reliable sources, including:

- Reports from students, employees, or visitors;
- Direct observations by University personnel;

- Building management personnel;
- Local law enforcement agencies;
- Fire departments;
- Emergency medical services; and
- Other public safety agencies.

The Clery Compliance Officer, in consultation with available CSAs, building management, and emergency responders as appropriate, is responsible for confirming whether a significant emergency or dangerous situation exists and whether emergency notification procedures should be activated.

Emergency Notification and Warning

Upon confirmation of a significant emergency or dangerous situation, Crestmont University 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 professional judgment of responsible authorities, compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

The Clery Compliance Officer is responsible for developing and approving the content of emergency notifications.

Notification content will be based on information available at the time and may include:

- The nature of the emergency;
- The location of the incident;
- Protective actions to be taken;
- Evacuation or shelter-in-place instructions;
- Contact information for assistance; and
- Follow-up information as it becomes available.

Crestmont University may use pre-approved emergency notification templates and modify them as necessary to address the specific circumstances of the emergency.

Upon authorization by the Clery Compliance Officer, emergency notifications may be communicated through one or more of the following methods:

- Direct verbal communication with individuals present in the instructional location;
- Email notifications to students and employees;
- Telephone communication;
- Text messaging;
- University website postings; and
- Other communication methods deemed appropriate.

Emergency responders and building management personnel may be notified before or simultaneously with members of the University community, as appropriate.

Determination of Notification Recipients

Upon confirmation of a significant emergency or dangerous situation, Crestmont University will determine the appropriate segment or segments of the University community to receive emergency notifications.

Notifications may be directed to:

- Individuals present at the affected instructional location;
- Students attending hybrid classes;
- Employees working at or supporting the affected location; or
- The entire University community when the emergency may affect a broader population.

Factors considered when determining notification recipients include:

- The nature and severity of the emergency;
- The location of the incident;
- The potential for the emergency to spread;
- Recommendations from emergency responders; and
- The population that may be impacted by the emergency.

Evacuation Procedures



If evacuation is required, individuals present in the leased suite will be instructed to immediately exit the space using the nearest safe exit, as identified in the building's posted evacuation plans. Crestmont University does not control the building infrastructure; therefore, evacuation routes, alarms, and assembly areas are established by the building management and local fire authorities. Crestmont University personnel will assist, when feasible, in directing students and employees to evacuate safely and away from the affected area.

Follow-Up Communication

Once the immediate threat has been mitigated, Crestmont University may issue follow-up communications to provide updates, instructions for resuming classes, or additional safety information, as appropriate.

Notification of the Larger Community

When appropriate, Crestmont University may disseminate emergency information to individuals and organizations outside the University community, including:

- Building management personnel;
- Local law enforcement agencies;
- Fire and emergency medical services;
- Nearby businesses or tenants; and
- Other members of the public who may be affected by the emergency.

The Clery Compliance Officer is responsible for coordinating communications with external parties and public safety agencies.

Annual Testing of Emergency Response and Evacuation Procedures

Crestmont University will conduct at least one annual test of its emergency response and evacuation procedures.

Testing may include:

- Evacuation drills;
- Emergency notification exercises;
- Tabletop exercises;

- Coordination activities with building management; and
- Follow-up activities designed to assess and evaluate emergency response plans and capabilities.

Tests may be announced or unannounced and will be designed to evaluate the effectiveness of emergency procedures and identify opportunities for improvement.

Policy Review

This policy is reviewed quarterly and updated as needed to ensure compliance with the Clery Act and to reflect changes in Crestmont University's operations or leased instructional space.