



Timely Warning and Emergency Preparedness Policy



Timely Warning/ Emergency Preparedness

Issuing Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Emergency Team (CET), constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the school e-mail system to students, faculty, and staff as well as posted on the Hult Online News Forum at <http://online.hult.edu>.

Anyone with information warranting a timely warning should report the circumstances to a member of the CET by phone or in person.

Emergency Response and Evacuation Procedures

Student E-Mail Assignment for Emergency Notification

In the event of an actual emergency the campus community will be notified through e-mail and a message posted to Hult Online – <http://online.hult.edu>. Students must take responsibility for regularly checking their e-mail. In order to receive campus-wide e-mail announcements, students must have a School e-mail account, which is assigned and sent to each student at the beginning of the academic school year.

Emergency Response

This manual includes information about School operating status parameters; incident priorities and performance expectations; evacuation guidelines; and local contingency and continuity planning requirements. The School conducts emergency response exercises each year, such as tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Campus and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Campus Security and the local Fire and Emergency Medical Services Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other Hult International Business School departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for Hult International Business School are publicized each year as part of the institution’s Clery Act compliance efforts and that information is available in Hult Online. Detailed information about and updates to the Campus Security Reporting Policies and Procedures manual is available in Hult Online.

All members of the Hult International Business School Community are notified on an annual basis that they are required to notify the CET of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The CET has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the CET has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.



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Notification to the Hult Community about an Immediate Threat

If the CET confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Hult Community, CET will determine the content of the message and will use some or all of the systems described below to communicate the threat to the Hult Community or to the appropriate segment of the community, if the threat is limited to a particular area or segment of the population. The CET 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 judgment of the first responders (including, but not limited to: the Hult CET and/or the local Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the Hult community, the School has systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Hult campus community. These methods of communication include network emails and updates to Hult

Online. The School will post updates during a critical incident via e-mail and Hult Online as deemed appropriate and necessary by the School.

Testing Emergency Response and Evacuation Procedures

An evacuation drill is coordinated by Facilities and Hult Operations staff each year. The emergency response and evacuation procedures are tested at least once each year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting for a building evacuation at Orientation. The CET does not tell the Hult community in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the area being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases the CET on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At Hult, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the School an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the CET to evaluate egress and behavioral patterns. Reports are prepared which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration. Students receive information about evacuation procedures at the beginning of the Academic Year. The CET is trained in these procedures as well and acts as an on-going resource for students.

Hult conducts announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. Hult will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.



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Shelter-in-Place Procedures

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside; seeking an interior room, until you are told it is safe to come out. If your building is damaged follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including the Hult CET, other School employees, the federal or local government, or other authorities utilizing the School's emergency communications tools.

How to “Shelter-in-Place” no matter where you are

The basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows.

If there is a large group of people inside a particular building, several rooms may be necessary.

3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems, as you are able. (School staff will turn off ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (Hult Staff or faculty) to call the list in to EF Center Security/local agents so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.