### Policy 500: Security and Emergency Management

Category: Facilities & Operations

Covered Individuals: CEI Employees, students, and visitors

Approved: 02/10/2021

**500.1 Policy**

The College is subject to a wide variety of natural, environmental and human caused health, safety and security concerns that could potentially put people and/or facilities at risk. CEI is committed to providing a safe and secure environment for our students, faculty, staff, and visitors. The purpose of this policy establishes that the administration shall develop of series of practices, procedures and training following current laws, regulations and generally accepted guidelines to prepare for and give reasonable and adequate protection to the campus community.

These procedures shall include but are not limited to; security personnel, hazardous materials, emergency response, facilities access and security, risk assessment, and violence on campus.

Procedures will be responsive to requirements of the Clery Act.

**500.2 Procedures**

The College (CEI) has inherited a number of older procedure manuals from Eastern Idaho Technology College (EITC). These manuals are in the process of being reviewed and updated. Until the new versions and manuals have been completed and approved, the old manuals will continue to be in effect. Where possible and appropriate, the names of the manuals will be changed to reflect the name as College of Eastern Idaho (CEI). One such manual is the “Emergency Operations Plan and Security Policy (EOP)” (Revised December 13, 2016). Upon completion of the new security and emergency management procedures the current CEI (EITC) EOP will be retired.

**Hierarchy**

Security and emergency management document hierarchy will include at the top level this “Policy” and then “Procedures” which will in turn be supplemented by department level “Standard Operating Procedures” (SOP). The departmental level SOPs will provide detailed instructions for personnel within the department only.

Policies

Procedures

Standard Operating Procedures

The following is a list of procedures and the current status:

| **Procedure Title** | **Description** | **Status** |
| --- | --- | --- |
| EITC Emergency Operations Plan and Security Policy | This document currently addresses everything from crime reporting to drills and response to emergencies. | Revised December 13, 2016. This document will be replaced in the future |
| EITC Emergency Handbook | Quick Reference guide | Approval and revision date unknown. Will be replaced upon approval of the new CEI Emergency Handbook. |
| CEI Emergency Operations Plan | This document is intended to focus on proper response to emergency events on campus and will meet requirements set forth by the Clery Act. | New, development in process |
| CEI Emergency Handbook | This will be a quick reference guide that is supplemental to the CEI EOP | New, development in process |
| CEI Emergency Drill Program | This document is intended to address the planning, execution, and assessment of emergency response drills on campus | New, draft complete – pending review and approval |
| CEI Access Control (Procedure 900) | Describes the function and use of keys and access cards to access CEI buildings to enhance safety and security. | New, approved – 7/6/2020 |

| **Procedure Title** | **Description** | **Status** |
| --- | --- | --- |
| CEI Emergency Notifications (Procedure 901) | Describes the process for making “Emergency Notifications” and “Timely Warnings” using the RAVE Alert System. | New, approved – 8/24/2020 |
| CEI Campus Security (Procedure TBD) | This document is intended to describe the purpose and scope of the Campus Security Department. This procedure will be supplemented by departmental level SOPs. | New, draft complete – pending review and approval |
| CEI Incident Reporting | This document is intended to provide direction and guidance to CEI staff on reporting incidents (i.e. accidents, injuries, crime) | New |
| CEI Chemical Hygiene Plan | This document is intended to provide direction for the safe, procurement, storage, handling, spill response, and disposal of hazardous materials. | New, development in process |

**500.3 Training**

CEI will utilize a combination of applicable Safe Colleges Training modules, mentorship, and drills to ensure staff are knowledgeable in the safe response to emergency and security events on campus.