1. Confirmation of Emergency or Dangerous Situation

Upon receiving a report of a potential emergency, AAMI will promptly assess available information to determine whether a significant emergency or dangerous situation exists. Such situations may include, but are not limited to:

- Fire or explosion
- Severe weather events
- Utility failures
- Hazardous material incidents
- Active threat or violence
- Public health emergencies
- Any condition posing an immediate threat to life, health, or safety

The determination will be made by designated AAMI officials in consultation with emergency responders, law enforcement, fire officials, or other appropriate authorities as necessary.

2. Determination of Appropriate Notification

Once an emergency has been confirmed, designated officials will determine:

- The segment(s) of the community to be notified
- The content of the notification
- Whether any information should be withheld to avoid compromising emergency response efforts or victim confidentiality

Notifications will not include the names or personally identifying information of victims unless disclosure is required by law or necessary to protect the campus community.

3. Emergency Notification System

AAMI will initiate emergency notifications without unnecessary delay using one or more communication methods, including:

- Email
- Text messaging
- Other appropriate communication platforms

Emergency notifications will include, when known:

- Nature of the emergency
- Location of the incident
- Recommended protective actions

- Evacuation or shelter-in-place instructions
- Sources for additional information

4. Responsible Personnel and Organizations

The following individuals or offices are responsible for implementing emergency response procedures:

- Don Cymbor, President
- John Fraser, Vice President
- Jay Tso, Fire Warden
- Andre Rampaul, Deputy Fire Warden
- Keivan Kahen, Chief Technology Officer
- Local Police Department
- Local Fire Department
- Emergency Medical Services

These individuals are responsible for evaluating emergencies, initiating notifications, coordinating evacuations, communicating with public safety agencies, and documenting emergency response actions.

5. Public Information and Testing

When appropriate, AAMI will provide information regarding confirmed emergencies to the larger community through available communication channels.

To ensure readiness:

- Emergency response and evacuation procedures will be reviewed annually.
- AAMI will conduct at least one emergency response and evacuation test each calendar year.
- Tests may be announced or unannounced.
- Documentation of each test will include:
    - Date and time
    - Description of the exercise
    - Participants involved
    - Results and recommendations for improvement