

## Tab D Emergency Broadcast System (EBS)

---

The campus fire alarm system includes an enunciator system or Emergency Broadcast System (EBS), which can be used to convey vital and timely information to the campus community in the event of an emergency. This system is located in all classrooms and offices and is an integral component of the campus' emergency communication network.

Use of the LCC EBS will be limited to emergency situations and conditions. Testing of the system will be conducted by the campus Security Office on a periodic basis, but at least once per semester. Security Officers are designated as the official campus user of the EBS. All Security Officers and Emergency Management Team Tier 1 members shall be trained in use of the EBS.

The EBS can be activated from three (3) designated locations on campus; (1) Security Office, (2) Administration building 1<sup>st</sup> floor in the Business Office, and (3) the Operations and Maintenance (O&M) building.

### Emergency Situations Requiring Campus Notification

Emergency Condition	Announcement
Evacuation	<p><b>May I have your attention please. May I have your attention please. This is an announcement from Leeward Community College Security.</b></p> <p><b>Due to (** state nature of emergency **) the College is being evacuated. Please take all personal belongings with you, secure your area if possible, and the leave the campus in an orderly fashion immediately. Emergency personnel have been alerted and are responding. Thank you.</b></p> <p style="text-align: center;">- Repeat message as necessary -</p>
Unsafe Situation	<p><b>May I have your attention please. May I have your attention please. This is an announcement from Leeward Community College Security.</b></p>

	<p><b>Due to an unsafe situation (** state nature of emergency **) all faculty, staff, and students are requested to find and remain in a safe area. Emergency personnel have been alerted and are responding. Thank you.</b></p> <p>- Repeat message as necessary –</p>
<p>Non-Emergency Situations (i.e. broken water line)</p>	<p><b>May I have your attention please. May I have your attention please. This is an announcement from Leeward Community College Security.</b></p> <p><b>Due to a (** state nature of incident **) the campus will be closing until further notice. You are encouraged to leave the campus in an orderly fashion as soon as possible. Thank you.</b></p> <p>- Repeat message as necessary –</p>
<p>System Test</p>	<p><b>May I have your attention please. May I have your attention please. This is an announcement from the Leeward Community College Security Office.</b></p> <p><b>This is a test of the College Emergency Broadcast System. This system is a campus-wide means of communicating real-time emergency situations and conditions. I repeat – this is only a test.</b></p> <p><b>In the event of a campus emergency, you will be informed of the emergency condition and actions that may need to be taken to protect life and property. This system is designated as the primary disseminator of Leeward Community College emergency information. Upon hearing an emergency broadcast, you will be directed to take appropriate action. This may consist of seeking or remaining in a secured location or vacating the campus grounds.</b></p> <p><b>Again, this is only a test. This system test has concluded. Thank you for your attention and cooperation.</b></p>

## Emergency Broadcast System (EBS) Operating Procedures

---

Procedures for activating the fire alarm enunciator/paging device during an emergency:

### **Panel A, Location: Business Office**

1. Push door and open panel
2. Grasp microphone handset
3. Press the **EVAC** button
4. Press the designated building button(s) or Press the **ALLCALL** button for all buildings – then wait for three (3) seconds
5. Press the microphone handset button and make announcement
6. Following the announcement, Press the **DISABLE GENERAL ALARM/RESET** button, return microphone handset, and close panel

### **Panel B, Location: Operations and Maintenance**

1. Open panel and grasp microphone handset
2. Press the **EVAC** button
3. Press the designated building button(s) – then wait for three (3) seconds
4. Press the microphone handset button and make announcement
5. Following the announcement, Press the **DISABLE GENERAL ALARM/RESET** button, return microphone handset, and close panel

### **Panel C, Location: Security Office**

1. Open panel and grasp microphone handset
2. Press the **EVAC** button
3. Press the designated building button(s) – then wait for three (3) seconds
4. Press the microphone handset button and make announcement
5. Following the announcement, Press the **DISABLE GENERAL ALARM/RESET** button, return microphone handset, and close panel