Category		
POLICY: 7-17 Emergency Notifications & Timely Warnings		
Approval		
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Responsible Party: Manager, Safety & Security Vice President, Student Services		

Emergency Notification & Timely Warning

PURPOSE: To establish utilization standards for emergency notification and the issuance of timely warnings at WSU Tech. This policy includes policy statements required by the U.S. Department of Education in the Handbook for Campus Safety and Security Reporting and which are a required element of the annual Campus Security and Fire Safety Report.

EMERGENCY NOTIFICATIONS

I.   **Purpose**: The safety of students, staff, faculty, and visitors is a paramount concern, especially during an emergency. The use of the emergency notification system provides for the rapid dissemination of time-sensitive information to enhance the safety and security of the campus during an emergency and to relay timely information to the campus community.

II.   **Triggering Events**: For the purposes of this document, an emergency is defined as any current or imminent event with significant threat to life and/or property and with a high potential to disrupt operations or adversely impact the quality of life at WSU Tech. Some examples include but are not limited to:

   • Tornado warning (tornado has been sighted and the National Weather Service has issued a tornado warning).

   • Large-scale environmental incident within or near a campus facility (i.e. fire or hazardous material).

   • Ongoing acts of violence or other criminal activity which present significant risk of physical harm (i.e., active shooter).

- Urgent notification for cancellation of classes due to severe weather or environmental incident.

III. **Transmission:** The college 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 judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. myWSUTech Alerts, WSU Tech's emergency notification system, can be activated during an emergency to provide rapid and efficient dissemination of critical information to students, faculty and staff. Within minutes, myWSU Tech Alerts allows the college to send alerts through a variety of communication means, including:
- Standard telephone
- Cellular telephone
- Personal email
- WSU Tech issued email
- SMS text messaging

Additionally, the college utilizes well-established emergency communication methods, such as college wide broadcast emails, online updates via the WSU Tech website homepage, and the coordinated use of public media outlets.

IV. **Decision to Issue Emergency Notifications Responsibility:** The decision to issue an Emergency Notification is made in coordination and consultation with the President (or designee) and at least two of the following personnel:
- Vice President, Student Services
- Vice President, Administration & Finance
  Vice President, Career & Technical Education
- Vice President, General Education & Health Sciences
- Executive Director, Marketing & Community Outreach
- Director, Operations & Facilities
- Manager, Safety & Security

V.   **Message Formulation**. WSU Tech Safety & Security is responsible for confirming facts which would indicate that an emergency notification is appropriate. The message will list:

- The type of emergency
- Areas to be avoided (if pertinent)
- Probable duration of the emergency (if known)
- Any special instructions
- The emergency notification will not include the name or identifying information of a victim of sexual assault.

Templates will be created for potential emergency situations, with fill-in provisions for information to be completed relative to the particular emergency. Template messages will be used to the maximum extent possible. If, in the professional judgment of the Manager, Safety & Security and/or Law Enforcement, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the college may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the college will issue the emergency notification to the campus community.

VI.   **Message Relay Responsibilities**. The emergency notification system is intended to serve all members of the college community. Community members should recognize that persons away from their telephones and other communication devices, visitors, contractors working on site, and others who do not have access to university communication systems will not receive emergency messages.

- Persons receiving emergency messages should notify others in the vicinity and relay instructions as appropriate.
- Tour guides and special event sponsors are responsible for relaying messages and instructions to those persons they are hosting.
- Departments hosting contractors or visitors are responsible for relaying notifications and instructions to those personnel, as appropriate.

VII.   **All Clear**. An "all clear" message will be sent when the emergency has passed. The all clear template message will be used.

VIII.   **Test Messages**. The Manager, Safety & Security will conduct system tests once per month.

IX.   **Record Keeping**. WSU Tech Safety & Security will maintain records of all emergency notifications and ensure they are reported in the college's Annual Security Report. Decisions to not send emergency notifications should be documented with details of the situation and reasons why decision was made to not send notification.

TIMELY WARNINGS

I.   **Purpose**: A Timely Warning Notice is specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated-- so that campus community members can protect themselves from harm. The Clery Act defines certain specific crimes that require a timely warning notice to be issued when crimes are reported to Campus Security Authorities with significant responsibility for student and campus activities, campus safety, or the local police AND the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus.

II.   **Triggering Events**: Types of incidents or situations that constitute a campus timely warning being sent are:

- All Clery Act Crimes which represent a serious or continuing threat to the person and/or property of students and employees. Examples include but are not limited to:
- Criminal Homicide
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft

- Arson
- Hate Crimes
- Emergency situations that are life threatening. Examples include, but are not limited to:

- Persons with weapons with intent to use
- Threat of violent crime
- Situations where identity or location of suspect is not known
- Assault (physical or sexual)
- Any act or immediate threat of interpersonal violence. Examples include, but are not limited to:

- Domestic or relationship situations
- Hate crimes
- Consistent pattern of violent behavior
- Serious acts or threats to campus-owned or personal property

III. **Transmission**: The warning should be issued as soon as the pertinent information is available because the intent of a campus timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves. A Timely Warning may be disseminated to the campus community via a variety of methods including:
- myWSUTech Alert System
- Campus Email
- Updates to the college website
- Other trusted communication methods

IV. **Decision to Issue Timely Warning Responsibility:** The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts. The decision to issue an Emergency Notification is made in coordination and consultation with the President (or designee) and at least two of the following personnel:
- Vice President, Student Services
- Vice President, Administration & Finance
- Vice President, Career & Technical Education
- Vice President, General Education & Health Sciences

- Executive Director, Marketing & Community Outreach
- Director, Operations & Facilities
- Manager, Safety & Security

V. **Message Formulation**: Clery Act regulations do not specify what information should be included in a timely warning. However, because the intent of the warning is to enable members of the campus community to protect themselves, the warning should include all information that would promote safety including:

- Nature of the warning.
- Location of the incident.
- Time of the incident.
- Description of any suspect(s).
- Steps community members should take.
- Where to seek additional information.
- The timely warning will not include the name or identifying information of a victim of sexual assault.

VI. **External Agencies**. WSU Tech Safety & Security will coordinate with local police agencies and request their cooperation in informing the college about incidents that may necessitate a timely warning.

VII. **Record Keeping**. WSU Tech Safety & Security will maintain records of all Timely Warnings and ensure they are reported in the college's Annual Security Report. Decisions to not send Timely Warnings should be documented with details of the situation and reasons why decision was made to not send warnings.