I. **PURPOSE**
The purpose of this policy and procedure is to establish and describe formal written guidelines pertaining to the **Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act of 1998,** "Timely Warning" and Emergency Notification requirements as it relates to Washington Adventist University (WAU).

II. **POLICY**
It is the policy of the WAU Department of Public Safety (DPS) and Campus Information Technology to alert the campus community to certain crimes and safety/security issues occurring on campus, or in the immediate vicinity of the campus. Generally, this area will include the streets adjacent and/or adjoining campus property. However, nothing in this policy is intended to prevent notifications about incidents occurring outside of this area when they are likely to have a significant impact on members of the university community.

· Alerts are <u>required for all incidents that constitute Clery Act Crimes **and** are considered to represent a serious or continuing threat to the campus community</u>. These crimes include: Murder and Non- Negligent Manslaughter, Active Shooter, Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson and Hate Crimes.

   i. Alerts may also be issued for:
      1. Crimes other than "Clery Act" crimes that pose a serious or continuing threat to the campus community (e.g. kidnapping)
      2. Non-criminal emergencies that pose a significant or continuing threat to the campus community or a segment of the campus community (e.g. weather related emergencies, maintenance issues, environmental health and safety issues, etc.).

· Emergency Notifications are required for all significant emergency or dangerous situations that pose an immediate threat to health or safety of some or all of the members of our campus community (outbreak of meningitis, norovirus or other serious illness; approaching tornado, hurricane or other extreme weather conditions; earthquake; gas leak; terrorist incident; armed intruder; bomb threat; civil unrest or rioting; explosion; and nearby chemical or hazardous waste spill).

· Emergency Notifications may be labeled Alert, Advisory or Community.

· Faculty or staff who learn of information which may warrant the issuance of an "Alert", "Advisory" or Emergency Notification should notify WAU-DPS as soon as possible.

III. **TYPES OF ALERTS**

· **Alert –** Alert messages should be reserved for critically important information where loss of life and/or property is potentially imminent. Alert messages are time-sensitive and require residents to take immediate action.

· **Advisory** – Advisory messages are intended to communicate important, need-to-know information. Advisories should be considered less time-critical than Alerts and require a heightened sense of awareness from your residents.

· **Community** – Community messages should be used to convey everyday local news, happenings, and developments. Community messages should not contain any time-critical information.

· **Information Bulletin –** An informational notice regarding incidents that may not pose an immediate or continuing threat but are serious enough in nature that it is deemed appropriate that the campus community or a segment of the campus community should be informed.

IV. **AUTHORITY and RESPONSIBLILTY**

· Alerts and Notifications are issued at the discretion of the:

    i. President
    ii. Vice President of Finance
    iii. Provost
    iv. Director of Public Safety
    v. Vice President of Information and Technology Systems
    vi. Vice President of Student Life
    vii. Associate Vice President of Human Resources
    viii. Director of Facility Services
    ix. Corporate Communication Office

Consultation is expected among the authorizing authorities available at the time of the incident.

Exception – The WAU Security Lieutenant or Sergeant may issue alerts and emergency notifications without authorization from the individuals listed above in emergency situations for in-progress life-threatening situations, if they are not otherwise detained at the incident.

- WAU-DPS personnel who learn of information or recognize an event which may warrant the issuance of an alert or emergency notification must notify the Director or Assistant Director as soon as possible. Should the Director or Assistant Director be unavailable one of the authorizing individuals from Section IV of this Policy must be notified.

- Those authorized to issue alerts will determine the type of alert to issue and the dissemination method. Dissemination methods may include but are not limited to the following:
  i. Campus-wide email and text
  ii. Campus (ITS) Alert*
  iii. Homepage (www.wau.edu)
  iv. Emergency Alert Notification (Nixle)
  v. Campus telephone line
  vi. On/off campus media releases

*Campus (ITS) Alert is an emergency notification system that utilizes automatic technology to call phones (Nixle), send text messages and/or emails to individuals who have registered for the service through the University my.wau.edu portal or through a proxy procedure.

V. **PROCEDURES**
- Authorizing individuals will determine if sufficient and accurate information exists to warrant the issuance of an alert.

- When issuing an alert or emergency notification, authorized individuals will include the following, as appropriate:

  i. Title: Alert, Advisory, Community, Information Bulletin
  ii. Authorizing authority
  iii. Date of issuance
  iv. Date, time and location of offense or situation
  v. Description of crime or situation
  vi. Description of suspects
  vii. Suspect's direction and mode of travel when fleeing incident
  viii. Safety instructions/advice

- The person who initiates an alert, emergency notification or bulletin will upload the alert/bulletin in the Clery Alert folder in the system, download and complete the Timely Notification Action Report, and forward it to the Director of Public Safety via email with a copy of the alert/notification that went out. The Director of Public Safety will be responsible for authorizing the final Timely Notification Action Report with the authorization of the President or VP of Finance, which will then be saved in the Clery Act folder in the system and in hard copy with a copy of the alert/notification attached to it.

- If it is determined that the Campus Emergency Command Center should be activated, WAU Security Officer, or designee, will notify the Emergency Management Coordinator (Safety Officer/Director), or designee. The Emergency Management Coordinator will contact the Campus Emergency Command Center members and the Emergency Response Team members.