

# Campus Wide - Emergency Notification (Alert) Procedure

In the event that it becomes necessary to notify the entire campus of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and staff, the university has developed a campus alert procedure. To further expand on the procedure, alerts may include but are not limited to notifications for campus closings or delays due to inclement weather, tornado warnings, campus wide power or utility failure, the need for immediate building evacuation, fire/explosion, and potential or actual acts of campus violence. Two different kinds of alerts may be issued to the campus community:

**“Timely warnings”** – will primarily be issued to the campus for Clery Act crimes only, is narrower in scope and may affect a smaller segment of the campus such as burglary with theft occurring in one particular building on campus. A timely warning may also focus on crimes that have occurred in the past but now constitute an ongoing threat, anywhere on university owned property or in close proximity. Typically, these notices are issued as soon as pertinent information is available in a manner that is timely and that will aid in the prevention of similar occurrences, unless issuing a notification will compromise efforts to contain the emergency as determined by law enforcement, emergency management and university officials.

**“Emergency Notifications”** – will primarily be issued for emergencies that are much wider in scope, may be currently occurring and involve situations that pose an imminent threat to the campus community. This could include tornado warnings or a violent threat such as a report of an active shooter situation. To further clarify, these notifications are issued upon confirmation of a dangerous actual or threatening situation.

These warnings are issued by the Director of Campus Safety & Security or designee, the Director of Public Relations or the Associate Deans of Student Life. The Cedarville Police Department also maintains immediate communication with the campus in the event that they become aware of a situation that may warrant a notification to the campus. The following is an over-view of how notifications are made to the campus.

**An immediate Alert (generally 1-15 minutes after the emergency situation is reported if possible).** This may include tactical instructions to building occupants.

- Campus Wide Mass notification system will be initiated that alerts students, and faculty and staff of the emergency situation. This is limited to those who have signed up for this free service.\* This system sends cell phone voice messages, text messages, office and home phone contacts and emails.
- Patrol vehicles may be used to drive through the campus, sounding sirens and making appropriate PA announcements. In some law enforcement situations, this method may not be desirable.

- Direct contacts to the major facilities on campus may be conducted by Campus Security, the Police, assigned Physical Plant personnel or phone contacts made by the campus switchboard operator.
- The campus computer network may also be used to send out an e-mail to the entire campus community.

**An Emergency Alert (generally 15-60 minutes after the emergency situation is reported if possible).** This includes further emergency announcements or instructions). The same methods as outlined in the immediate alert may be utilized.

**An Advisory Alert (generally 1-24 hours after the emergency situation is reported if possible).** This includes updates, warnings or potential threats, announcements.

- The Campus Mass Notification system can be utilized or it may be appropriate to send out an e-mail using the campus computer network. In the event of situations where an immediate alert may not be necessary, notifications are generally initiated by using the campus computer e-mail system. This may include but is not limited to situations regarding theft from vehicles in campus parking lots, intrusion incidents to resident halls or academic buildings, reports of vandalism or observed suspicious activity. These are generally situations that are less threatening and not considered Clery reportable incidents, but it may be prudent to alert members of the campus community to take precautions to prevent further incidents.

On an annual basis, the Emergency Alert system will be tested for effectiveness. Actual emergency situations can be documented and used in lieu of a test.

*\* Note: To sign up for the emergency notification (alert) system, please go to Cedar Info on the main campus web page and log in. Once in Cedar Info, go to "Individual (General Transactions)" and click under "sign-up for Emergency Notifications". Complete the on-line application and submit!*