

# POLICIES & PROCEDURES

## Emergency Notification & Timely Warning Security-All Campuses

### Timely Warning

When a violent crime or crime listed in the Clery Act is reported, it is the consistent practice of Woodbury to notify the Vice President, Administrative Services & HR, and/or designee, who then confers, as necessary and applicable, with the administrators, Student Affairs, legal counsel and law enforcement agencies, to determine if the circumstances or facts represent an on-going or continuing threat to the Woodbury Community. Once the Vice President, Administrative Services & HR and/or designee have reached a determination that a serious, continuing threat exists, the VP, Administrative Services & HR and/or designee will arrange to disseminate “timely warning” crime alert information through the Alert Media system. Criteria for notifying the entire Woodbury University community would be determined by the format of: nature of the problem, its location, and action required. Timely warnings are reserved for situations where a Clery crime occurs in Clery geography, which poses a serious or ongoing threat to the campus community.

Senior administrators—including but not limited to the Senior Vice President, Academic Affairs and Vice President, Administrative Services & HR— have the authority to activate the Alert Media system. Notifications are composed in consultation with security personnel with the goal of ensuring that individuals are aware of the situation and know what steps to take to safeguard their personal and community safety. All students, faculty, and staff are prompted to update their contact information when they log on to the university network at the beginning of each semester. Woodbury tests the emergency notification system at the beginning of each academic year.

In the event of an emergency, the following process for the issuance of a timely warning will be followed:

1. When it is confirmed that there is a legitimate emergency or dangerous situation (even if all pertinent details are unknown or unavailable), the highest-ranking Campus Administrator on campus, without delay and taking into account the safety of the community, will determine the content of the notification and initiate the timely warning process, unless notification will, in the professional judgment of responsible authorities, compromise efforts to assist victim or to contain, respond to, or otherwise mitigate the emergency.
2. Woodbury will notify the entire campus community if there is a potential that the entire Campus or a significant portion of the community may be threatened by an incident.

### Emergency Notification

When there is an immediate threat to the health or safety of the campus community; it is the consistent practice of Woodbury Security Administrators (The Security Coordinator or Security Specialist) to report the

entire campus community or a portion of the campus community of incidents broader than Clery crimes. Incidents broader than Clery crimes that may have a direct or indirect impact on the campus community include but are not limited to: fire, chemical or hazardous waste spill or a gas leak. Senior administrators also may order security administrators to send an emergency notification should they become aware of any situation where there is an immediate threat to the health or safety of the campus community. Situations may only affect a portion of the campus community. As such, once it is determined who is affected by an immediate threat to the health or safety of community members, security administrators will deliver the message to the appropriate audience. This process is determined by the extent of the threat and who may be affected.

In the event of an emergency, the following process for the issuance of an **emergency notification** will be followed:

1. Content of most emergency notifications are created in advance through templates saved in the Alert Media program. The templates were created after a risk assessment allow for customization of locations and recommended actions. Instances that require specific content not already created in templates are developed by

Crimes reported to Counseling Services staff are exempted from timely warning requirements.

### **Modes for Delivering Emergency Notifications and Timely Warnings**

The mode of delivery for both emergency notifications and timely warnings will be decided based on the details of each emerging situation.

1. Emergency Notification System—Alert Media
2. University Ring Central System a. The university phone system also has the capability of sending audible emergency notifications that can be heard within facilities that house networked phones. Faculty and staff who are part of the university's emergency response team are trained in sending these emergency alerts
3. University Website and Social Media

Should the emergency possibly affect the outside boundaries of the University community, Security will call 911.