

Mass Emergency Notification Policy

I. SCOPE OF POLICY

A. This policy outlines the University's emergency notification procedures used in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring in or on-campus geography and procedures for notifying the campus community (or relevant segments) upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus; including a description of the process the University will use to confirm a significant emergency or dangerous situation, determine the appropriate segment of the campus community to receive a notification, determine the content of the notice, and initiate the notification system.

B. This policy also outlines the requirements and procedures for alerting the campus community regarding Clery Act Crimes reported to campus security authorities or local police and considered to represent a serious or continuing threat to students and employees; including a description of the process the University will use to determine if a situation warrants issuance of a timely warning, the individual or office responsible for issuing timely warnings, and the methods used to disseminate timely warnings. This requirement applies to serious and continuing threats in or on all University property defined as Clery Geography. The emergency response and evacuation requirements are intended to ensure that the institution has sufficiently prepared for an emergency situation on campus, that they are testing these procedures to identify and improve any weaknesses and that they have considered how the campus community and other individuals, such as parents and guardians, will be informed in the event of an emergency.

II. POLICY STATEMENT

University of La Verne

A. In accordance with the Higher Education Act of 1965, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University will observe the emergency notification and evacuation requirements and procedures outlined in this policy for notifying the campus community (or relevant segments) upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

B. In accordance with the Higher Education Act of 1965, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University will observe the requirements and procedures outlined in this policy for evaluating and issuing to the relevant segment of the campus community a timely warning for all Clery Act crimes that occur on Clery Act geography that are reported to campus security authorities or local police agencies, and considered by the institution to represent a serious or continuing threat to students and employees.

C. Although the Clery Act mandates timely warnings only for Clery Act crimes on Clery geography and emergency notifications for situations occurring on campus, other situations may warrant the issuance of community alerts when appropriate to inform the campus community in the event of an emergency or other significant event considered by the University to have a potential effect on the campus community.

D. The emergency notification, warning and community alert procedures, are intended to ensure sufficient preparation for and handling of emergency and other serious situations on campus. Regular testing of such, procedures occur to identify and improve processes, and ensure that procedures incorporate mechanisms for conveying timely information to the campus community and other interested individuals in the event of an emergency.

III. EMERGENCY NOTIFICATION PROCEDURES

A. Any member of the campus community with information believed to be a significant emergency or a dangerous situation that poses an imminent or immediate threat shall report the information to Campus Safety and/or by calling "911." Examples include, but are not limited to, the following types of incidents:

University of La Verne

1. Severe weather warning (e.g., flash flooding, tsunami, hurricane, etc.).
2. Environmental emergency within an on-campus facility (e.g., hazardous chemical spill, fire, earthquake, building collapse).
3. Criminal activity with an imminent threat to campus community (e.g., active shooter, murder, fleeing suspect with a weapon).
4. Health pandemic (e.g., measles outbreak, swine flu outbreak, etc.).

B. Once Campus Safety has received the report they will confer with the appropriate public official (e.g., fire chief, health department) and any campus officials responsible for managing the on-campus emergency if available, to confirm both: 1) a significant emergency or dangerous situation exists in on-campus geography; and 2) the emergency or dangerous situation poses an immediate or imminent threat to the health or safety of members of the on-campus Community. If both of the above factors are not met, no emergency notification is required. If it is determined that both of the above factors are met, then an emergency notification shall be issued.

C. Once the notification is prepared, University's Director of University Safety Operations, or the Chief Student Affairs Officer, or in their absence the management designee(s) will, without delay and taking into account the safety of the community, transmit the Emergency notification unless doing so would delay the ability to mitigate and/or contain the emergency, including the ability to provide immediate life saving measures. If an emergency notification is issued, a timely warning shall not be issued for the same incident.

D. If a potentially significant emergency or dangerous situation occurs after business hours or if the nature of the situation does not allow time for appropriate management notification, to prevent any delay, the senior Campus Safety Officer on Duty is empowered to confirm whether a significant emergency or dangerous situation occurred or is occurring that may present an immediate threat to the health or safety of students or employees, determine the appropriate segment or segments of the campus community to receive notification, and initiate the emergency notification system.

E. As soon as practicable, the person initiating the emergency notification system will notify the Office of Strategic Communications (OSC) regarding the circumstances of the

University of La Verne

emergency, and OSC will craft and distribute follow-up communications or instructions to the campus community and surrounding communities as necessary using the method deemed appropriate at the time.

F. The emergency notification shall be entitled “Emergency Notification” and contain the following information:

1. A statement as to what the emergency or dangerous situation is, in specific terms (e.g., chemical spill, active shooter, building fire)

2. A statement providing direction as to what actions the receiver of the message should take to ensure their own safety

3. A statement as to where or when additional information may be obtained. The Director of Safety Operations or designee will provide updates to the emergency notification with pertinent new information or direction to persons for their safety. Updates will be provided at regular intervals until the emergency has been mitigated or no longer poses an imminent threat, e.g., fire is out, and building has re-opened.

G. Emergency Notifications will be distributed as quickly as possible in a manner that will likely reach the segment(s) of the on-campus community threatened by the emergency. Distribution methods vary from campus-to-campus and depending on the nature of the emergency, may include:

1. A campus mass notification system, including but not limited to phone, campus email, or text messaging, the University’s Omnilert emergency notification system, the University’s website, in person direct notification, Blue Light Phones, PA announcements, social media, and the LiveSafe app.

2. Audio/visual message boards

3. Audible alarms/sirens

4. Campus public address systems

5. In person or door-to-door notifications in a building or residence halls

6. Other means appropriate under the circumstances

H. The University has a Memorandum of Understanding with the La Verne Police Department requesting its cooperation in notifying the University as soon as

practicable of any situation that may warrant the University to issue an emergency notification.

IV. TIMELY WARNINGS

A. Whenever a Clery Act crime occurs on University Clery geography and is reported to a Campus Safety Authority or that the University is informed of from the local police, which is considered to represent a serious or continuing threat to students and employees, the University will issue a timely warning to the campus community to promote safety and aid in the prevention of similar crimes. It must also include pertinent information about the crime that triggered the warning. The primary intent of this policy is to provide members of the community with information to aid in preventing them from becoming a victim of crimes posing a serious or ongoing threat to the campus communities. Additionally, it is intended to provide faculty, staff, and students with timely information about Clery Act-reportable crimes occurring within defined Clery Act geography of their campuses, and to comply with the Timely Warning requirements of the Jeanne Clery Act. Lastly, the intent of this policy is to provide uniformity in the way campuses evaluate and communicate the occurrence of these crimes.

B. The University has a Memorandum of Understanding with the La Verne Police Department requesting its cooperation in notifying the University as soon as practicable of any crimes reported that may warrant the University to issue a Timely Warning.

C. Each reported incident must be analyzed on a case-by-case basis. All known factors should be considered in the required case-by-case analysis to determine whether a timely warning should be issued. No single factor should control the decision regarding the issuing a timely warning. Campuses are prohibited from circumventing the Clery Act required case-by-case analysis by issuing a blanket rule that timely warnings will be issued for all reports of any given Clery reportable crime.

D. The Campus Safety Director and Chief Student Affairs Officer, or their designees, are responsible for issuing the Timely Warning. The Clery Act requires the University to alert the campus community to certain crimes that occur on one of the campuses in a

manner that is timely and will aid in the prevention of similar crimes. The following are factors to determine whether the incident meets all of the following factors: 1) is a Clery reportable crime; 2) occurred on Clery geography; and 3) poses a serious or ongoing threat to the community. If it is determined that any of the three factors is not met, then no timely warning will be issued. If it is determined that all three factors are met, a timely warning shall be issued.

E. Although the Clery Act does not define “timely,” the intent of a warning regarding a criminal incident(s) is to enable people to protect themselves. This means that a warning should be issued as soon as pertinent information is available. When to issue a timely warning must be decided on a case-by-case basis in light of the totality of the circumstances surrounding a particular crime, including factors such as:

1. The nature of the crime.
2. The continuing danger to the campus community and whether students and employees are at risk of becoming victims of a similar crime. If the alleged perpetrator was reported or apprehended, there may not be a continuing risk.
3. Whether the apprehended perpetrator had accomplices or already set other attacks in motion.
4. Whether a criminal incident appears to be a one-time occurrence or falls into a pattern of reported crimes.
5. The possible risk of compromising law enforcement efforts.

F. The case-by-case analysis will involve reviewing many factors including, but not limited to, the following, if known:

1. The timing of the report: shortly after the occurrence of the crime vs. days or weeks after the occurrence of the crime, i.e., a “cold report”
2. Physical injury to the victim
3. Use of weapons
4. Forced entry used and/or tools used in commission of the crime
5. A suspect arrested or incapacitated by injury
6. A suspect that is identified or otherwise can be located by law enforcement
7. A suspect that is out of the area
8. A victim who fears for their safety from the suspect
9. A clear modus operandi and/or pre-planning is indicated
10. Multiple suspect(s) involved

University of La Verne

11. A pattern of similar crimes established

12. The possible risk of compromising law enforcement efforts, such as to gather evidence and/or apprehend suspect(s), if a warning was issued

G. Requests to the campus from an outside law enforcement agency to refrain from issuing a timely warning alone is insufficient grounds for not issuing or delaying the issuing of a timely warning, unless the Director of University Safety Operations concurs that an identified risk can be articulated that would compromise the law enforcement efforts of the outside agency investigating the crime to gather evidence and/or apprehend suspect(s) if the warning is issued.

H. The President shall be notified as soon as practicable, that a timely warning will or has been issued. The Director of University Safety Operations is responsible for collaborating with surrounding law enforcement agencies to encourage them to share information with the University about crimes reported to local law enforcement that occur in Clery Act geography.

I. Nothing in this policy precludes campuses from maintaining a campus policy about informing, republicizing and/or sharing with the campus community crimes or other information notices, e.g., traffic advisories, events, prevention information the campus deems may be of interest to the campus community. Such a policy is separate and distinct from the timely warning policy. Such notices must look or be distributed in a manner that assures that members of the community understand the notice is different from a timely warning notification required by the Clery Act. Members of the campus community should not be misled to believe such notices are timely warnings.

J. When a timely warning is issued it shall be entitled "Timely Warning Crime Bulletin" and contain the following:

1. A statement that reads, "This Timely Warning Bulletin is being issued in compliance with the Jeanne Clery Act and the purpose is to provide preventative information to the campus community to aid members from becoming the victim of a similar crime."
2. Identify the Clery Act reportable crime that occurred (i.e. rape, burglary, motor vehicle theft, arson, etc.)
3. The date, time, and location the crime occurred
4. The date the Timely Warning Bulletin is issued

5. Description of the suspect, if known, and especially when law enforcement is seeking assistance from the public to locate the suspect, unless such information would or is likely to reveal the identity of the victim.
6. At least three preventative tips or points of information specifically related to the type of crime which occurred that could help others from becoming the victim of a similar crime
7. The phone number of Campus Safety and a statement encouraging community members to report all information about crimes
8. If appropriate, the phone number of support services

K. The Timely Warning Bulletins shall not include, under any circumstances, the name of the victim, or information so specific (i.e. specific address or dorm room number or floor) that would or likely could identify the victim of the crimes of sexual violence, rape, dating violence, domestic violence, or stalking. Timely Warning Bulletins should use gender and culturally inclusive language and avoid victim-blaming language.

L. Timely Warnings are disseminated as quickly as possible by one or more of the following methods: mass emailing, the University's Omnilert emergency notification system, University's website, in person direct notification, e-mail distribution, Blue Light phone PA announcement, posting of notification as an option when appropriate, and the LiveSafe app to the affected campuses.

Copies of all Timely Warning Bulletins must be retained kept by Campus Safety filed by calendar year and retained for a period of 7 calendar years.

V. COMMUNITY ALERTS

A. In the event there is safety information that does not rise to the level of a Timely Warning or Emergency Notification, however, is pertinent safety information about conditions on or near the campus that could benefit the campus community, this information can be distributed in the form of a Community Alert.

a. Community Alert notifications will be approved by the Campus Safety Director and Office of Strategic Communications designee.

VI. TESTS OF THE EMERGENCY RESPONSE AND EVACUATION PROCEDURES

A. Tests of the emergency response and evacuation procedures will be conducted on at least an annual basis. A test can include either a tabletop exercise (i.e., a simulated scenario) or a live test. Whichever method is used, the test must address emergency response and 7 evacuation on a campus-wide scale. "Campus wide" scale means that tests must address the plan for evacuating all of the campus buildings. This does not mean that the plan must involve evacuating the entire campus at once. Rather, it means there must be a plan for each building. A shelter-in-place contingency might be the best procedure to use in certain circumstances when evacuation is not a reasonable option.

B. To comply with the Clery Act requirement the test must meet all the criteria in the definition:

1. Be scheduled. An actual emergency or a false emergency alarm does not serve as a test of the institution's procedures.
2. Contain drills. A drill is an activity that tests a single procedural operation (e.g., a test of initiating a cell phone alert system or a test of campus security personnel conducting a campus lockdown).
3. Contain exercises. An exercise is a test involving coordination of efforts (e.g., a test of the coordination of first responders, including police, firefighters and emergency medical technicians).
4. Contain follow-through activities. A follow-through activity is an activity designed to review the test (e.g., a survey or interview to obtain feedback from participants).
5. Be designed for assessment of emergency plans and capabilities. This means that the test should have measurable goals. For example, "Everyone involved in the emergency response and notification procedures will understand his or her role and responsibility."
6. Be designed for evaluation of emergency plans and capabilities. The test will be designed so that, using the assessments will indicate whether the test met its goals. For example, "The evacuation process accounted for/did not account for the diverse needs of all members of the campus community."

C. The Director of University Safety Operations (or designee) will conduct and document each test and address each component:

1. A description of the exercise (i.e., the test).
2. The date the test was held.
3. The time the test started and ended.
4. Whether the test was announced or unannounced.
5. As with all other Clery Act-related documentation, keep emergency test documentation for seven years.

VII. DEFINITIONS

A. BLUE LIGHT PHONES Blue Light Phones are a system of emergency two-way speakerphones operated by push button with a direct link to Campus Safety that are strategically placed throughout campus. They can be utilized as a public address system in the event of an emergency to supplement other means of emergency notifications.

B. CLERY ACT CRIMES

The Clery Act includes four general categories of crime statistics:

1. Criminal Offenses—Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
2. Hate Crimes—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias;
3. VAWA Offenses—Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes); and
4. Arrests and Referrals for Disciplinary Action for Weapons—Carrying, Possessing, Law Violations, Drug Abuse Violations and Liquor Law Violations.

C. CLERY GEOGRAPHY

University of La Verne

Clery Act geography includes (1) on campus, (2) public property within or immediately adjacent to the campus, and (3) non-campus buildings or property that the University owns or controls.

D. CONFIRMATION Confirmation means that an institution official (or officials) has verified that a legitimate emergency or dangerous situation exists.

E. EMERGENCY NOTIFICATION

An Emergency Notification is the immediate notification of the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees.

F. EMERGENCY NOTIFICATION SYSTEM (ENS) See OMNILERT

G. IMMEDIATE THREAT

An Immediate Threat as used here includes an imminent or impending threat, such as an approaching forest fire, or a fire currently raging in one of the buildings. Some other examples of significant emergencies or dangerous situations are; 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.

H. OMNILERT

Omnilert is the Emergency Notification System (ENS) used to communicate pertinent emergency information to students, faculty and staff at all campuses. The user will receive an email and can pick multiple ways of receiving additional notifications, i.e. text, cell phone, voice message.

I. ON-CAMPUS GEOGRAPHY

As used in this policy, On-Campus means: (1) Any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the University's educational purposes, including residence halls; and (2) any building or

University of La Verne

property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition that is owned by the University but controlled by another person, is frequently used by students, and supports University purposes (such as a food or other retail vendor).

J. SERIOUS OR CONTINUING THREAT

A Serious or Continuing Threat is when there is no known immediate threat or imminent danger to the campus community; however, on a case-by-case basis in light of all the facts surrounding a particular Clery act crime, there is a likelihood that students and employees are at risk of becoming victims of a similar crime.

K. TESTS OF THE EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Clery Act regulations define a test as regularly scheduled drills, exercises and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

L. TIMELY WARNING

A Timely Warning is a notification issued for all Clery Act crimes that occur on Clery Act geography that are reported to campus security authorities or local police agencies and considered by the institution to represent a serious or continuing threat to students and employees.