

# Policy and Procedures for Issuing a Campus Timely Warning Notice (CTW) or an Emergency Notification (EN)

## Overview

In the event of a substantiated serious safety concern, either on college property or in the near vicinity of the campus, numerous and diligent efforts are made to advise members of the campus community. The College takes its duty seriously to inform students and campus community members of threatening situations—and how they can best protect themselves from harm. As a result, information about crime-related and other potentially threatening situations is provided in an accurate and timely fashion. The College will release information which can be used by students and other College community members to reduce their chances of becoming victims. These notices will be issued as a means of a “**Campus Timely Warning Notice**” (CTWN) or an “**Emergency Notification**” (EN).

## Campus Timely Warning Notice Policy

### What Constitutes Issuance of a Campus Timely Warning Notice (CTWN)?

Campus 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 (CSA's) 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.

Campus officials not subject to the timely warning reporting requirement include licensed or certified professional counselors and recognized pastoral counselors who are functioning in the role of providing confidential counseling to members of the Messiah College community on behalf of the institution.

Types of incidents or situations that constitute a campus timely warning being sent are:

- 1. 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
- 2. 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)

**3. 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

**4. Serious acts or threats to campus-owned or personal property**

**Timing, Content, and Decision Criteria for a Campus Timely Warning Notice:**

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.

The issuing of a timely warning notice must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

Clery Act regulations do not specifically 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.

Generally, a Campus Timely Warning will include:

- Title of the crime reported
- Date and time the Alert was released
- Accurate date, time and location of the incident
- A succinct description of the incident
- Tips for maintaining personal safety (steps to take to avoid becoming a victim)
- A request for information and where to direct information.

**The timely warning notice WILL NOT include any information that would identify the victim.**

A Campus Timely Warning may also include:

- Physical description of the suspect
- Information about possible connection to previous incidents

**Decision to Issue Campus Timely Warning Notice – Responsibility:**

The decision to issue a Campus Timely Warning Notice is made in coordination and consultation by at least two of the following personnel from the Decision Team. In an extreme emergency, the notification process will be implemented at the sole direction of the College's Crisis Controller or alternate.

**Decision Team:**

VP for Operations  
Vice President for Human Resources and Compliance  
Vice-Provost/Dean of Students  
Executive Director of Marketing & Communications  
Director of Safety & Dispatch Services  
Associate Dean of Students  
Director of Communications

Note: The decision to issue a Campus Timely Warning Notice shall include a specific designation of the College office or person to be responsible for overseeing the dissemination of the warning.

### **How Campus Timely Warning Notices are issued:**

1. Campus Timely Warning notices will be issued to students and employees upon the confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area.
2. Upon receiving pertinent information of an emergency situation that requires an immediate response, the Decision Team will communicate and/or convene without delay to implement the notification process. In an extreme emergency, the notification process will be implemented at the sole direction of the College's Crisis Controller or alternate.
3. This information may be disseminated to campus community members via a variety of mechanisms or mediums. Messiah College will use one or more of the following means:
  - electronic mail messages
  - text messaging to cell phones of those enrolled in the College's text message alert service
  - Safe Connect Access Control system – messages through the use of college's computer network system
  - emergency blog (<http://messiah911.wordpress.com>)
  - emergency website ([www.messiah.edu/emergency](http://www.messiah.edu/emergency))
  - Department of Safety web site
  - public announcements
  - public address system (mega phones)
  - postings and signage in residence halls and other highly visible locations throughout campus including staff/faculty lounges
  - Other methods deemed necessary that may be used in the information dissemination process.

The method or methods used will depend on the severity, location, and type of incident and the ongoing nature of the threat. Alerts may be issued for other crime classifications as deemed necessary.

**Note:** If a crime is reported directly to UAPD that could pose a serious or ongoing threat to the Messiah College community, a representative of UAPD will notify Department of Safety as soon as practicable about the crime and will provide sufficient detail to allow the Department of Safety to assess the crime and determine if a Timely Warning Notice should be distributed to the Messiah College community. UAPD will assist the College in its response to a crime that affects the College community, as deemed appropriate.

## **Emergency Notification Policy**

### **What Constitutes Issuance of an Emergency Notification/Safety Alert?**

Messiah College uses an Emergency Notification to notify students and employees in a timely manner when it is determined that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. The notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community as dictated by the situation. An Emergency Notification will be released as soon as reasonably necessary and without delay, unless notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information must be disseminated to the community via the mediums stated below. An Emergency Notification can be related to criminal activity that is not subject to the timely warning standard required by the Clery Act, but is not necessarily related to criminal activity. Examples of situations that may constitute the College's decision to issue an Emergency Notification include, but are not limited to:

1. **Situations where serious injuries may or have occurred.** Examples include, but are not limited to:
  - building collapse

- train derailment
  - fire
2. **Situations that cause major disruption to campus operations.** Examples include, but are not limited to:
- Transformer fire
  - Weather-related situations
  - Power outages
  - Water emergencies
  - Serious acts or threats to campus property

A threat is imminent when the need for action is instant, overwhelming and leaves no time for deliberation. Such situations may include, but are not limited to, a hazardous materials incident requiring sheltering in place or evacuation, a hostage/barricade situation, a riot, suspicious package with confirmation of a device, a tornado, a fire/explosion, suspicious death, structural damage to College owned or controlled facility, biological threat, a gas leak, an active shooter on or near campus, or a shooting incident on or near the campus.

When an emergency notification (EN) is activated, college officials will notify campus community members of the emergency situation, its exact location, and will most likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the "shelter-in-place" concept. Shelter-in-place means to take immediate shelter wherever you happen to be at the time of a notification– in campus housing, in privately owned housing near campus, in an academic or administrative building, etc. Community members should remain in a shelter-in-place status until the all clear is communicated by emergency response personnel. College authorities may instruct campus community members to shelter-in-place if a condition exists that is potentially life threatening and has an immediate threat to the health and personal safety of the campus community.

**Decision to Issue Emergency Notifications – Responsibility:**

The decision to issue an Emergency Notification is made in coordination and consultation by at least two of the following personnel from the Decision Team:

**Decision Team:**

- VP for Operations
- Vice-Provost/Dean of Students
- Vice President for Human Resources and Compliance (or alternate)
- Executive Director of Marketing & Communications (or alternate)
- Director of Safety & Dispatch Services (or alternate)
- Associate Dean of Students
- Director of Communications

In an extreme emergency, the notification process will be implemented at the sole direction of the College's Crisis Controller or alternate. Note: The decision to issue an Emergency Notification shall include a specific designation of the College office or person to be responsible for overseeing the dissemination of the warning.

**How Emergency Notifications are Issued:**

1. Emergency Notification messages will be issued to students and employees upon the confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area.
2. Upon confirmation of an emergency situation that requires an immediate response, the Decision Team will communicate and/or convene without delay to implement the notification process. In an extreme emergency, the notification process will be implemented at the sole direction of the College's Crisis Controller or alternate.
3. This information may be disseminated to campus community members via a variety of

mechanisms or mediums. Messiah College will use one or more of the following means:

- electronic mail messages
  - text messaging to cell phones of those enrolled in the service
  - Safe Connect Access Control system – messages through the use of college’s computer network system
  - emergency blog (<http://messiah911.wordpress.com>)
  - emergency website ([www.messiah.edu/emergency](http://www.messiah.edu/emergency))
  - Department of Safety web site\*
  - public announcements
  - public address system (mega phone)
  - postings and signage in residence halls and other highly visible locations throughout campus including staff/faculty lounges
  - Other methods deemed necessary that may be used in the information dissemination process.
4. Unlike a Timely Warning Notice which must be sent campus wide, an Emergency Notification may be segmented to a specific group of individuals in a designated building/area. If an Emergency Notification is issued, there is no need to issue a Timely Warning for the same circumstance.

**Note:** If an emergency or incident is reported directly to UAPD that could pose an immediate threat to the health and safety of Messiah College community, a representative of UAPD will notify Department of Safety as soon as practicable about the incident/situation and will provide sufficient detail to allow Department of Safety to assess the incident/situation to determine if an emergency notification should be distributed to the Messiah College community. UAPD will assist the College in its response to an emergency on campus, as deemed appropriate.

**Informing the Larger Community on Emergency Notifications:**

If the Decision Team determines that notification of audiences other than students and employees is necessary and appropriate, Messiah College’s procedures for disseminating emergency information to the larger community will include making pertinent information available on the College Web site ([www.messiah.edu](http://www.messiah.edu)), as well as use of its Emergency Hotline (717-691-6084) and Campus Dispatch (717-691-6005). In addition, the College will provide emergency information to the media as appropriate.

(Policy last updated September 2014)

**Procedures/Check List**  
**All this information must be placed in the incident file**

1. Upon notification to the Department of Safety, or a Residence Life staff member of an incident occurring (one that fits a category above), an immediate call will be made to the Residence Life On-Consult or Department of Safety Director/Assistant Director to brief him/her of the occurrence. List the persons involved in the process.
2. Upon notification to the Director of Safety or Associate Director on call of the incident and upon gathering as much information that is known up to this point, contact will be made to at least one the crisis team members (priority is that it is the crisis controller unless they are unavailable).
3. If at any point during the process the decision is made to contact local police, the Director of Safety or Associate Director will be responsible for contacting them. When local police are involved and a decision is made to send out a notice or alert, the Director of Safety or Associate Director will be responsible for sending the message to the Chief of Police by way of email.
4. In writing the communication to campus, the Executive Director of Marketing & Communications or representative plus at least one member of the Decision Team will determine the communication and means of dissemination.
5. Distribution of Communication to include the how and when.
6. If need arises, the Crisis Team will determine the need for any additional messages to be sent as a follow-up to the reported situation. Date and time of follow up
7. A debriefing in reference to the incident will occur as soon as reasonably possible with persons directly involved and others deemed appropriate by the team involved in the decisions. Date of debriefing.
8. Copies of all communication sent must be archived