Police Department Manual (PDP)

PDP 101–03: Emergency Notification and Clery Timely Warning

Effective: 1/1/2010   **Revised**: 8/1/2021

Purpose

In the event of a confirmed significant emergency, to provide guidelines for the authority, use, and content of the variety of communication methods to disseminate information by Arizona State University (ASU) to the university community and other target audiences.

Sources

Code of Federal Regulations, Title 34, § 668.46, "*Institutional Security Policies and Crime Statistics*"

Public Law 110-315, "*Higher Education Opportunity Act"*

Arizona State University Emergency Operations Manual

Arizona State University Critical Incident Response Guidelines

Applicability

Downtown Phoenix, Polytechnic, Tempe, and West campuses; ASU Barrett & O'Connor Washington Center; ASU California Center; and ASU Colleges at Lake Havasu.

Definitions

As used herein:

Campus, Campuses, and University Community refers to all ASU campuses as listed in "Applicability."

ASU Alert used to communicate primarily life-threatening situations to the ASU community through a variety of methods, including text messaging.

ASU Advisory used to communicate primarily non-life threatening situations to the ASU community that may have a substantial impact on university operations (i.e., road closures, building closures, etc.).

"All-Clear" Notifications messaging used to signify the conclusion of the ASU Alert or ASU Advisory.

Clery Timely Warning-ASU Crime Alert

Clery Act required alert issued to the campus community when a Clery-specific crime reported to a Campus Security Authority, has occurred within ASU Clery-specific geography and the crime may represent a serious or ongoing threat to the campus community.

ASU issues Timely Warnings in the form of Crime Alerts.

Campus Security Authority

ASU uses the definition in 34 CFR § 668.46(a) to identify ASU personnel who are campus security authorities

Pastoral Counselor

A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

Background

According to Public Law 110–315 "*Higher Education Opportunity Act*" and the Code of Federal Regulations (CFR), Title 34, §668.46 (g) "*Emergency response and evacuation procedures*. An institution must include a statement of policy regarding its emergency response and evacuation procedures in the annual security report. This statement must include - (1) The procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of members of the university community occurring on the campus."

Policy

ASU will issue Crime Alerts and Emergency Notifications in accordance with 34 CFR § 668.46(e), this policy, and applicable procedures.

When an emergency notification is issued, a crime alert covering the same incident or information is not required.

Crime Alerts and Emergency Notifications will not include the names and other identifying information of victims as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. § 13925(a)(20)).

It is ASU's intention to make the best decisions possible to ensure the safety of the university community based on the information available at the time a decision is made. Upon confirmation of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health and safety of members of the university community, ASU may employ a variety of communication methods to notify the university community. The intent of emergency messaging and crime alerts are to provide information that enables members of the community to protect themselves.

 Note: The communication levels identified below were developed from a communications standpoint and do not replace ASU Police Department (ASU PD) standards of public safety threats. Nothing in this protocol is intended to limit ASU PD from taking needed action to maintain a safe and secure university community, including issuing safety notifications and crime alerts

ASU PD is the primary agency that confirms a significant emergency on campus through notifications from 9-1-1 calls or from personal observations by its officers, the sworn police officers of another agency, or other security personnel. Other departments at ASU, such as Environmental Health & Safety may also confirm a significant emergency.

Without delay, and as soon as information is confirmed, while taking into account the safety of the community, ASU PD will determine the content of the notification and activate/send it unless, in the professional judgment of responsible authorities, a message would compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Responsible authorities include but are not limited to command-level personnel (i.e., police chiefs, commanders, lieutenants, battalion chiefs, etc.) from either law enforcement or fire agencies responding to the incident.

If a command-level person is not available, the decision will be made by the highest ranking ASU officer (the "officer in charge"), in consultation with other first responders as long as the consultation does not unduly delay the notification. Thereafter, ASU PD will consult with the university's emergency policy executive and the Office of Public Affairs as soon as possible.

Procedures

Information will be sent as soon as possible upon notification and confirmation of a situation occurring on campus that poses an immediate threat to the health or safety of students, employees, or visitors.

Authority for Activating Notification

For all situations, the ASU PD has the authority to send emergency notification without prior approval.

ASU PD has the authority and responsibility to send notifications and will determine how much information is appropriate to disseminate. In addition, the Office of Public Affairs, in consultation with ASU PD and executive staff, also has the ability to craft and send messaging, most often for non-police related events, as follow-up to an emergency incident, or when Police Dispatch is overwhelmed and cannot send emergency messages because of call volume.

For campus locations outside of the Phoenix metropolitan area that are not patrolled by ASU Police, the Asst. Director of Clery Compliance monitors alerts and advisories issued by local law enforcement to determine if they impact the campus community and, when necessary, issues an emergency notification or crime alert when warranted.

For messages other than those sent by the ASU PD, it is the responsibility of the Office of Public Affairs' vice president, associate vice president, or Media Relations' director, or their designee, to determine the content of the notification. To ensure proper implementation of the appropriate methods for the incident at hand, Public Affairs will coordinate with:

- the university's emergency policy executive
- ASU PD
- ASU Web masters university communicators Student Affairs personnel and
- other responsible parties.

The communication method and message are approved by the university's emergency policy executive or designee in consultation with the vice president of Public Affairs or designee.

ASU Alert and ASU Advisory Activations

A determination/decision as to whether or not to activate the emergency notification system should be conducted on a case-by-case analysis. ASU PD initiates the notification system and puts into effect an "ASU Alert" or "ASU Advisory."

The criteria used to determine the appropriate communication response will include:

- location police response nature potential
- effect on the university community potential
- effect on the larger community and
- ability to contain the emergency/incident.

According to *The Handbook for Campus Safety and Security Reporting*, use of the emergency notification system might be relevant during:

- outbreak of serious illness(es), such as meningitis or norovirus
- extreme weather conditions that might be approaching

- fire(s)
- act(s) of violence (ongoing)
- gas leak(s)
- terrorist incident(s) armed intruder(s) or incident(s) involving deadly or dangerous weapon(s)
- civil unrest
- explosion(s)
  or
- nearby chemical or hazardous waste spill(s).

Information in ASU Alerts and ASU Advisories

The information shared in ASU alerts and ASU advisories is designed to enable the campus community to protect themselves or should include information that promotes safety and aids in the prevention of similar crimes. They may include pertinent information such as:

- General location of incident
- Instruction on what to do (i.e., evacuate area, avoid area, follow instructions of authority on scene)
- General description of crime(s) and factors which may have contributed (i.e., victim left laptop on table while waiting to purchase food.)
- Requests for assistance from the community in identifying suspects, vehicles, etc.
- An "All–clear" message once a situation is contained and it is safe to return to the area.

Target Audiences

First responders, primarily members of the ASU PD, will determine what segment of the campus community will receive the notification based on the nature, severity, and location of the emergency. Registered parties of the mass notification system can customize their accounts to a specific campus. However, life threatening situations will be conveyed via an "ASU Alert" to all ASU and affiliated e-mail addresses. Follow-up information for life-threatening and other situations will be sent using the mass notification system upon confirmation of the information.

Furthermore, follow-up messages to the university and to broader audiences, such as parents and alumni, will be sent as needed.

Methods

A variety of methods for relaying information can be used and is driven, somewhat, by the incident. Because each situation will present individual challenges, some or all of these communication methods will be used in an emergency. Methods that may be used to notify the community may include:

- ASU homepage messages
- ASU news page messages
- ASU Police media notification system
- ASU Police patrol vehicle public address system
- Crime Alerts
- Door-to-door notifications
- Emergency information hotline messages
- Facebook posts | @ASUPolice
- Freeway electronic billboards
- Mass email
- Reverse 911
- Test messages and broadcasts via the ASU LiveSafe app (must have the app to receive)

- Twitter messages | @ASUPolice

"All–clear" notifications/messaging will be sent to signify the conclusion of the Alert/Advisory.

Clery Act Timely Warnings - ASU Crime Alerts

The Clery Act requires institutions to alert the campus community by issuing a Clery timely warning when one of the below listed Clery-Specific crimes is reported to a Campus Security Authority, has occurred within ASU Clery-specific geography and the crime poses a serious or ongoing threat to the campus community. ASU Police issue Clery timely warning notices in the form of Crime Alerts.

In order to heighten safety awareness, ASU Police will issue crime alerts to notify students, faculty, and staff of crimes which may represent an ongoing threat to the campus community. The crime alert also may seek information which may lead to an arrest and conviction of the offender.

The ASU Police Department is responsible for creating and publishing the crime alerts. Crime Alerts will be disseminated utilizing a variety of methods which includes at a minimum, mass email and posting to the ASU Police website. In addition, information may be shared through social media and the posting of bulletins on campus. ASU Police work closely with individuals reporting serious crimes to ensure the victim's privacy while also ensuring the community has adequate information regarding potential risks.

Crime Alerts are typically issued for the following crime classifications:

- Murder/Non-Negligent Manslaughter
- Manslaughter by Negligence
- Sexual Assaults including Rape, Fondling, Incest, and Statutory Rape (cases will be considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred when it was reported, and the amount of information known. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for the potential issuance of a crime alert notice.
- Robbery
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger university community).
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Dating/Domestic Violence (cases will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger university community).
- Stalking (cases will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger university community).

Crime Alerts provide details of the crime or threat, a description of the suspect (if known), information regarding who to contact about the investigation, and crime prevention tips.

System Testing

A minimum of one test will be performed annually.

 Note: An actual emergency or use of the system for a scheduled event is not considered a test of the system.

Additional Information

For additional information, see:

1. [ASU Emergency Planning](#)

   and

2. [ASU Emergency Response Guide](#).

Cross-Reference

For related information, see:

1. [PDP 100](#), "Emergencies"

   and

2. the *Environmental Health and Safety Policies and Procedures Manual*—[EHS 204](#), "Facility Safety and Occupancy Limits."