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Emergency Notification Policy

Responsible University Official: Vice President and CFO/David Heimburger

Policy Owner: AVP of Public Safety & Emergency Preparedness/James Moran

Policy Contact: Emergency Preparedness Coordinator/Michael Parkinson

1.0 Reason for Policy

The purpose of this policy is to ensure that all members of the St. Louis University (SLU) community are made aware of serious or on-going threats to their safety in a timely manner, as is required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). 20 USCA § 1092; 34 CFR 668.46(e).

2.0 Policy Statement

Emergency Notifications-SLU Alerts, Timely Warnings, and Public Safety Advisories are designed to inform and direct community members to help mitigate the damage of a real or potential threat to SLU. To accomplish this, SLU uses multiple means of communication to provide Immediate Notifications-SLU Alerts, Timely Warnings, and Public Safety Advisories to the University community.

Notifications

Pursuant to the Clery Act, the Department of Public Safety will issue Immediate Notifications-SLU Alerts for serious crimes, natural disasters or man-made emergencies that pose an immediate threat to the health and safety of the SLU community or the appropriate segments of the community and Timely Warnings for Clery crimes posing a serious or ongoing threat to the campus community.

While not required to do so under the Clery Act, the Department of Public Safety may also issue Public Safety Advisories for incidents that do not rise to the level of causing a serious or continuing threat to the community in order to make SLU community members aware of an incident, promote safety, and encourage those with information to come forward.

In every case, an evaluation of the circumstances will be conducted to determine if an Immediate Notification-

SLU Alert, Timely Warning, or a Public Safety Advisory is required and/or appropriate. Notifications will be issued and shall be continually updated until it has been determined that the threat is contained or ended.

Emergency Notifications-SLU Alerts

The University issues Emergency Notifications-SLU Alert without hesitation upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety, unless doing so will compromise efforts to assist a victim, contain an incident, or otherwise adversely affect an emergency.

If a serious crime, natural disaster, or man-made emergency poses an immediate threat to the health and safety of the SLU community or a segment of the SLU community, the Clery Act requires that the institution immediately notify the campus community (or the appropriate segments thereof). If the University provides Immediate Notification-SLU Alerts, the obligation to implement Timely Warning is removed.

The types of incidents that may cause an immediate threat to the SLU community could include, but are not limited to, emergencies such as:

- an active shooter on campus
- hostage/barricade situation
- a riot
- suspicious package with confirmation of a device
- a tornado
- a fire/explosion
- suspicious death
- structural damage to a SLU-owned or controlled facility
- biological threat (anthrax, etc.)
- significant flooding
- a gas leak
- hazardous materials spill

Timely Warnings

Timely Warnings will be issued when a situation arises that constitutes a Clery Act crime within the Clery Geography of the University. Situations reported to Campus Security Authorities will prompt the issuance of Timely Warnings if the University considers them to constitute a serious, ongoing, or continuing threat that meets the criteria for notification as set forth in this policy.

A Timely Warning will be distributed when it is determined that the incident may pose an ongoing or serious threat to members of the Saint Louis University (SLU) community. These warnings will be distributed if the incident is reported either to the Department of Public Safety and Emergency Preparedness (DPS) directly or to DPS indirectly through a campus security authority or the Saint Louis Metropolitan Police Department (SLMPD).

The department issues/posts Timely Warnings for the following Clery crimes:

- Murder/Non-Negligent Manslaughter
- 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 SLU community)

- Robbery involving force or violence (cases including pickpocketing and purse-snatching will typically not result in the issuance of a Timely Warning, but will be assessed on a case by case basis)
- Sexual Assault (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 information known by DPS)
- Major incidents of arson
- Other crimes as determined necessary by the Assistant VP of Public Safety, or designee in their absence

Timely Warnings may also be distributed for crimes that occur in areas outside of the Clery Act geographic areas, if the crime is deemed to pose an ongoing threat to the campus community. The decision to issue a Timely Warning for an off-campus (non-Clery required geography) crime will be made on a case-by-case basis depending on an assessment of various factors, including, but not limited to:

- The nature of the crime
- The exact location
- The time of the incident
- The local police response and guidance provided to campus officials
- The potential direct effect on the campus community

The department does not issue Timely Warnings for the above listed crimes if:

- A. The department apprehends the subject(s) and the threat of imminent danger for members of the SLU community has been mitigated by the apprehension.
- B. If a report was not filed with DPS, Campus Security Authority, or local law enforcement in a manner that would allow the department to post a “timely” warning for the community. A general guideline will include a report that is filed more than ten days after the date of the reported incident. This type of situation will be evaluated on a case-by-case basis.

Public Safety Advisories

If a situation does not rise to the level of causing a serious or continuing threat to the University community (ex. a pattern of larcenies or vandalism cases) or occurs outside the University’s Clery geographic boundaries, a Public Safety Advisory may be issued to the community. This communication will be via a blast email to the SLU community. The PSA, although not a requirement of the Clery Act, will be used as an additional notification process by the University to promote safety and provide information for incidents that are not required by the Clery Act. In addition, a PSA may also be distributed for other safety concerns (ex. mulch fires, weather related information, school closings, etc.).

Reporting

All members of the SLU community are notified on an annual basis, via the Annual Security Report. This report contains policy statements regarding, but not limited to, crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence, and stalking. The report is published on or before October 1st every year

and must include statistics of crime for the preceding 3 calendar years. The Reports for campuses with on-campus student housing facilities are titled Annual Security and Fire Safety Reports, as they include fire statistics for on-campus student housing facilities for prior three calendar years, and other important fire safety related information.

Daily Crime Log

The department maintains a daily crime log which is updated at least every two business days and contains all crimes reported to DPS. The information is posted on the University's Web site and a hard copy is available at the Department of Public Safety and Emergency Preparedness office, Wool Center, Room 114 during normal business hours.

3.0 Scope

This policy applies to all operating units of Saint Louis University including all faculty, staff, students, and other workforce members not otherwise covered.

4.0 Procedures

[Emergency Notification Process](#)

[Clery Timely Warning Process](#)

5.0 Sanctions

Failure to comply with this policy could result in civil penalties issued by the Department of Education in excess of \$58,238 per violation (as of January 2020).

6.0 Responsibilities

The Assistant Vice-President of Public Safety & Emergency Preparedness or designee is responsible for the issuance of Timely Warnings, Emergency Notifications, and Public Safety Advisories and University compliance with this policy.

All members of the SLU community are responsible for providing contact information in the form of a telephone number, so that they may be contacted by DPS in the event of an event that calls for the issuance of a Timely Warning, Immediate Notification, and/or Public Safety Advisory.

7.0 References

University Policies Including But Not Limited To:

[Sexual Misconduct Policy](#)

[Weapons Policy](#)

[Workplace Violence Prevention Policy](#)

University Resources Including But Not Limited To:

[Student Handbook](#)

External Resources Including But Not Limited to:

[Clery Act Handbook](#)

[Clery Center Website](#)

[Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#)

[Violence Against Women Act](#)

8.0 Definitions

Campus Security Authority: A Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution who, because of their function for the University, have an obligation to notify the University of alleged Clery Crimes that are reported to them in good faith, or alleged Clery Crimes that they may personally witness. Examples of Campus Security Authority include:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department.
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings

Clery Act: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), signed into federal law in 1990, is a federal [statute](#) codified at [20 U.S.C. § 1092\(f\)](#), with implementing regulations in the [U.S. Code of Federal Regulations](#) at [34 C.F.R. 668.46](#). The Clery Act requires all colleges and universities that participate in federal [financial aid](#) programs to keep and disclose information about crime on and near their respective campuses.

Clery Act Crime: arson, criminal homicide, burglary, robbery, sex offenses, aggravated assault, motor vehicle theft, domestic violence, dating violence, stalking, and hate crimes, as defined by the Clery Act.

Clery Geography: The University's physical location, the public property within or immediately adjacent to the

campus, and the non-campus buildings or properties that are owned, operated, or controlled by the University.

Immediate Notification- SLU Alert: An alert to the campus community—or segments of the campus community—of a significant emergency or dangerous situation that involves an immediate threat to the health or safety of the campus community that is currently occurring on the campus or immediately threatening the campus. This notification will be distributed to the community via text, email, digital signage, social media, and desktop. An Immediate Notification may apply to both criminal and non-criminal incidents and can include, but is not limited to: weather or natural disaster events, public health emergencies, hazardous materials spills or gas leaks, civil unrest or rioting, armed intruders, bomb threats, or terrorist incidents.

Timely Warning: An alert to campus regarding a Clery Act Crime that occurred in the campus geography and was reported to campus security authorities (CSA) or local police, and is considered by the institution to represent a serious or continuing threat to students and employees. This notification will be distributed to the community via email. These warnings must go out in a timely manner in order to aid in the prevention of similar crimes. The purpose of Timely Warnings is to enable people to protect themselves. Timely Warnings should be issued as soon as pertinent information is available to share and should include all information that would promote safety and aid in the prevention of similar crimes.

Public Safety Advisory: In addition to Timely Warnings and Immediate Notifications, the University, at its discretion, may provide information to the SLU community when an incident does not meet the threshold for a Timely Warning or an Immediate Notification. These Advisories will be distributed to the community via email.

9.0 History

This is a new policy and will supersede any policies on emergency notifications and the Clery Act.

Attachments

[Emergency Notification Process.docx](#)
[Timely Warning Process.docx](#)

Approval Signatures

Approver	Date
James Moran	pending
Michael Reeves	3/13/2020
Michael Reeves	2/18/2020

Applicability

SLUCare, Saint Louis University