Annex A - Warnings

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

PVAMU Annex A - Warnings

A. General

Timely Warnings and Emergency Notifications pertaining to emergency conditions are essential to preserve the safety and security of the university community. This annex outlines the different warning systems available and the use of each, as well as providing operational guidance for issuing Timely Warnings or Emergency Notifications. Additionally, information about timely warnings and emergency notifications can also be found in the current PVAMU Annual Security Report (ASR).

All timely warnings and emergency notifications must be accurate, clear and consistent. Within the constraints associated with the messaging system, all messages should include accurate, sufficiently detailed information about the situation and what actions to take. PVAMU should provide updates to conditions as needed.

B. Concept of Operations

Reports of Dangerous Conditions & Notifications to University Administrators

Any report received by the University Police Department (UPD) dispatch or Waller County Sheriff's Office dispatch regarding emergency situations and/or dangerous conditions, should be communicated to one of the following groups on campus: Office for Risk Management & Safety (RMS), UPD leadership, Waller County Sheriff's Office Dispatch, Physical Plant Operations, etc., depending on the nature of the emergency. UPD dispatch should initially notify the above areas when an emergency occurs.

Upon receipt of a report, RMS and/or UPD leadership should determine if an Emergency Notification is required.

Once a determination from RMS and/or UPD leadership is made regarding if an Emergency Notification should be issued, UPD dispatch will follow the Emergency Notification procedures.

C. Emergency Notification Procedures

The following procedures should be used to notify the campus community of certain critical emergencies or dangerous situations that pose an imminent threat to the campus community.

The Panther Alert System (PAS), which is Prairie View A&M University's (PVAMU) emergency notification system, gives the university the ability to communicate health

and emergency information to the campus community via phone, SMS text messages and e-mails.

Various types of emergency notifications can be sent, including information from, but not limited to, law enforcement, fire department, emergency medical services, the National Weather Service, other personnel from RMS, and various additional offices/departments on campus. The university will, without delay, take into account the safety of the campus community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

1. Emergency Notification Procedure: University Police Department

   For any confirmed emergencies related to law enforcement, fire department, or emergency medical services, the UPD will be involved. The UPD or the Clery Coordinator, or their designees, will determine the content and distribute the notification to the campus community. The Office for Information Resource Management (IRM) will serve as a backup to the UPD or Clery Coordinator in distributing the notification.

   Emergency notifications are issued to all listed groups within Blackboard and sent by phone (one-time only), SMS text message, and e-mail. If https://www.blackboardconnect.com is not accessible to issue an emergency notification, the Blackboard Connect Dial-In Messaging Card issued to each user should be accessed. The dial-in number is 1-866-360-2155. This method will allow a live operator to assist with getting the emergency notification issued.

   A notification banner on the PVAMU website can also be used to provide information to the campus community, if determined necessary by the Office for Marketing and Communications (MARCOMM). MARCOMM will be contacted through the initial email notification and will be responsible for updating the website with the appropriate information.

   The Office for Marketing and Communications can also send a notification via social media for the campus community and will be responsible for updating social media with the appropriate information.

2. Emergency Notification Procedure: Office for Risk Management & Safety and Office for Marketing and Communications

   The Office for Risk Management and Safety is involved in all confirmed emergency notifications that are non-law enforcement related, including weather notifications, gas leaks, etc. MARCOMM will be involved in all school

closures that result from the emergency notifications that are non-law enforcement related. RMS and/or MARCOMM will determine the content and distribute the notification to the campus community. IRM will serve as a backup to RMS and MARCOMM, in distributing the notification.

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A notification banner on the PVAMU website can also be used to provide information to the campus community. MARCOMM will be contacted through the initial email notification and will be responsible for updating the website with appropriate information.

The Office for Marketing and Communications can also send a notification via social media for the campus community and will be responsible for updating social media with the appropriate information.

3. Examples of Events That Require Emergency Notifications

- 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
- Chemical or hazardous waste spill

For emergency conditions that may warrant altering or cancelling classes and/or normal operations, RMS and/or UPD leadership will notify the Provost and Senior Vice President for Academic Affairs and/or the President.

4. Emergency Notification Content

For both law enforcement related and non-law enforcement related incidents, the content of the notification and necessary follow-up messages will provide information that will aid the campus community in response or evacuation

measures. Follow-up notification will also be provided upon mitigation of the threat via the Panther Alert System.

D. Timely Warning Procedures

The following procedures should be used to notify the campus community of certain crimes in a timely manner and to aid in the prevention of similar crimes. The intent of a Timely Warning is to disclose pertinent information as soon as it becomes available so that people are able to make informed decisions regarding their safety and protection.

A Timely Warning is triggered when a Clery-reportable crime, which allegedly having taken place in the Clery geography of PVAMU, is reported to a Campus Security Authority; and, the crime is considered to pose a serious or continuing threat to students and employees. PVAMU issues Timely Warnings via e-mail only.

1. Criteria to Determine Timely Warning

   When issuing a Timely Warning, the following factors should be considered on a case-by case basis in light of all the facts surrounding the crime:

   - The nature of the crime. Clery Act crimes are required to be considered for timely warnings.
   - Whether or not the alleged incident reportedly occurred within the PVAMU Clery geography.
   - The continuing danger to the campus community. Consider whether students and employees are at risk of becoming victims of a similar crime.
   - The possible risk of compromising law enforcement efforts. Consider the potential impact on various law enforcement operations.

2. Clery-reportable Crimes

   Criminal Offenses
   - Criminal Homicide
     - Murder and Non-negligent Manslaughter
     - Negligent Manslaughter
   - Sexual Assault
     - Rape
     - Fondling
     - Incest
     - Statutory Rape
   - Robbery
   - Aggravated Assault

- Burglary
- Motor Vehicle Theft
- Arson

Hate Crimes (Bias-based offense to include factors such as race, religion, sexual orientation, gender, gender identity, ethnicity, national origin or disability)

- Includes all criminal offenses listed above
- Includes the following incidents, if committed as a hate crime:
  - Larceny-Theft
  - Simple Assault
  - Intimidation
  - Destruction/Damage/Vandalism of Property

Violence Against Women's Act (VAWA) Offenses

- Domestic Violence
- Dating Violence
- Stalking

Arrests and Referrals for Disciplinary Actions for Law Violations

- Liquor Law Violation (does not apply to public intoxication or DUI)
- Drug Law Violation
- Weapon Law Violation

3. <u>Timely Warning Sequence when a Clery Reportable Crime is Received by University Police Department Personnel</u>

If the crime is a Clery-reportable crime, the PVAMU Chief of Police, or designee, must notify the Clery Coordinator, or designee after receiving the report. A discussion between the Clery Coordinator, or designee, and the PVAMU Chief of Police, or designee, should occur to determine if the incident poses a serious or continuing threat to the PVAMU community. If the reported incident clearly does not pose a serious or continuing threat to the PVAMU community, then a Timely Warning will not be issued. If it is determined that a timely warning will be issued, the PVAMU Chief of Police, or designee, or the Clery Coordinator, or designee, will determine the content and distribute the information to the campus community. IRM will serve as backup to the UPD or Clery Coordinator, or designee, in distributing the notification.

When issuing a Timely Warning, an email notification will be sent to timelywarning@pvamu.edu prior to the notification being sent to the campus

community. The individuals included in the distribution list, timelywarning@pvamu.edu include designees from the Office of the President, MARCOMM, IRM, RMS, UPD, and the Clery Coordinator.

The timely warning is issued to all students, faculty and staff by e-mail through Blackboard Connect at https://www.blackboardconnect.com. If for any reason https://www.blackboard.com is not accessible to issue the timely warning, IRM or MARCOMM will issue the timely warning through a mass email message to all students, faculty and staff. The person attempting to issue the timely warning must contact one of the individuals provided in the key contact information below for either department in order to do so.

The Office for Marketing and Communications will be contacted through the initial email notification prior to the Timely Warning being sent to the campus community. MARCOMM can then distribute the Timely Warning information via social media and on the campus webpage, if necessary.

4. <u>Timely Warning Sequence when a report of a Clery-Reportable Crime is Received by Non-University Police Department Personnel</u>

When the Clery Coordinator receives a report of a Clery-reportable crime allegedly occurring within PVAMU's Clery geography, the following procedures should be followed.

The Clery Coordinator, or designee, must notify the PVAMU Chief of Police, or designee, after receiving the report. A discussion between the Clery Coordinator, or designee, and the PVAMU Chief of Police, or designee, should occur to determine if the incident poses a serious or continuing threat to the PVAMU community. If the reported incident clearly does not pose a serious or continuing threat to the PVAMU community, then a Timely Warning will not be issued. If it is determined that a timely warning will be issued, the PVAMU Chief of Police, or designee, or the Clery Coordinator, or designee, will determine the content and distribute the information to the campus community. IRM will serve as backup to the UPD or Clery Coordinator, or designee, in distributing the notification.

When issuing a Timely Warning, an email notification will be sent to timelywarning@pvamu.edu prior to the notification being sent to the campus community. The individuals included in the distribution list, timelywarning@pvamu.edu include designees from the Office of the President, MARCOMM, IRM, RMS, UPD, and the Clery Coordinator.

The timely warning is issued to all students, faculty and staff by e-mail through Blackboard Connect at https://www.blackboardconnect.com. If for any reason

https://www.blackboard.com is not accessible to issue the timely warning, IRM or MARCOMM will issue the timely warning through a mass email message to all students, faculty and staff. The person attempting to issue the timely warning must contact one of the individuals provided in the key contact information below for either department in order to do so.

The Office for Marketing and Communications will be contacted through the initial email notification prior to the Timely Warning being sent to the campus community. MARCOMM can then distribute the Timely Warning information via social media and on the campus webpage, if necessary.

5. Timely Warning Content Requirements

Timely Warnings should include information that will promote safety and that will aid in the prevention of similar crimes. Timely Warnings should be issued as soon as the pertinent information is available.

E. Organization and Assignment of Responsibilities

1. UPD dispatch

   a. Receives emergency calls.
   b. Dispatches appropriate emergency response resources.
   c. Contacts appropriate personnel who determine if a Timely Warning or Emergency Notification is required.
   d. Drafts and disseminates Emergency Notification (Panther Alerts) or Timely Warning after approval from the Chief of Police and/or RMS.

2. Chief of Police or their designee

   a. Determines if a Timely Warning or Emergency Notification is required, either alone or in cooperation with the Clery Coordinator.
   b. Directs the emergency response as needed.

3. The Clery Coordinator

   a. Determines if a Timely Warning or Emergency Notification is required, either alone or in cooperation with the Chief of Police.
   b. Is the backup for drafting and disseminating Emergency Notifications (Panther Alerts) and Timely Warnings.

4. Executive Director for Marketing and Communications

    a. Determines if a Timely Warning or Emergency Notification is required for emergency situations not pertaining to criminal offenses.

    b. Is the backup for drafting and disseminating Emergency Notifications (Panther Alerts).

    c. Serves as the primary point of contact for news media.

5. Information Resource Management

    a. Provides technical support.

    b. Performs system updates.

    c. Is the backup for disseminating Emergency Notifications (Panther Alerts) and Timely Warnings.

6. Director for Risk Management & Safety

    a. Determines if an Emergency Notification is required (for non-law enforcement related incidents), either alone or in cooperation with the Clery Coordinator and/or Chief of Police.

    b. Directs the emergency response as needed.