



EMERGENCY NOTIFICATIONS, TIMELY WARNINGS, AND COMMUNITY ALERTS
GENERAL ORDER #4.07

Adopted: 6/20/2023

Pages: 7

Persons Affected: All personnel

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IACLEA Standards: 16.3.2, 17.1.4

Revision History

New SUDPS General Order, No Corresponding SCCSO G.O.

PURPOSE

The purpose of this policy is to provide guidance to DPS personnel regarding the issuance of either a Timely Warning, an Emergency Notification, or a Community Advisory. The issuance of Timely Warnings and Emergency Notifications are governed by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). 20 USCA § 1092; 34 CFR 668.46(e). The purpose of sending an Emergency Notification or a Timely Warning is to notify community members of situations that may pose an immediate and/or ongoing threat and to provide high level guidance on steps persons may take to better protect themselves from harm.

POLICY

SUDPS personnel will be familiar with this policy; understand the parameters for deciding when and what type of alert to issue; and take steps to issue one of the three types of public safety notification messages using the methods of communication thought appropriate for the given situation.



Pursuant to the Clery Act, SUDPS will issue Emergency Notifications for serious crimes, natural disasters or human-induced emergencies that pose an immediate threat to the health and safety of the Stanford community or segments of the community, and Timely Warnings for Clery crimes posing a serious or ongoing threat to the campus community.

SUDPS may also issue Community Advisories for incidents that do not rise to the level of causing a serious or continuing threat to the community, in order to make community members aware of an incident, promote safety, and encourage those with information to come forward.

In every circumstance, an evaluation will be conducted to determine if an Emergency Notification, Timely Warning, or a Community Advisory is required and/or appropriate. Emergency Notifications will be continually updated until it has been determined that the threat is contained or ended. (IACLEA 17.1.4 a, 16.3.2 b)

Email notifications and SUDPS web postings should conclude by clearly indicating the type of message being conveyed (e.g., Timely Warnings, Emergency Notification, or Community Advisory).

DEFINITIONS

TERM	DEFINITION
AlertSU	<p>AlertSU is Stanford University's emergency notification strategy used to communicate time-sensitive information during an emergency event affecting campus. The nature of the incident will determine which of the following methods will be employed to alert the campus community:</p> <p>Mass Notification System that sends messages via SMS text message, email, and/or phone to members of the Stanford community</p> <p>Outdoor Warning System composed of seven sirens positioned throughout main campus that emit alert tones and verbal instruction intended to reach those who are outdoors</p>
Campus Security Authority (CSA)	<p>A Clery Act-specific term that encompasses four groups of individuals and organizations</p>



	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 personally witnessed.
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 Crimes (Clery Crimes)	Types of crimes that, when reported, might be required by the Clery Act to be disclosed annually to the University community, including: criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (rape, fondling, statutory rape, and incest); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (certain criminal offenses that are motivated by specific types of bias); dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) carrying or possessing illegal weapons.
Clery Geography	Property that is considered by the Clery Act to be (1) on campus, (2) public property within or immediately adjacent to campus, or (3) non-campus buildings or property that the University owns, controls, or leases; is frequented by



	students; and is used in support of educational purposes.
Emergency Notification	An alert to the campus community or subset 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 using one or more methods, including but not limited to, text, email, phone, digital signage, social media, or online. An Emergency 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, 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 using one or more methods, including but not limited to, text, email, phone, digital signage, social media, or online. These warnings must go out in a timely manner in order to aid in the prevention of similar crimes. 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.
Community Advisory	In addition to Timely Warnings and Emergency Notifications, the University, at its discretion,



	may provide information to the Stanford community when an incident does not meet the threshold for a Timely Warning or an Emergency Notification. These public safety advisories will be typically distributed to the community via email.
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PROCEDURE

- A. Due to the need to issue Timely Warnings and Emergency Notifications in a timely manner, DPS members are responsible for identifying situations that might warrant a Timely Warning or Emergency Notification.
 1. In the event of an active shooter or other similar fast moving incident for which time could make a difference for saving lives, DPS personnel at all ranks are authorized and expected to ensure that an Emergency Notification is sent as soon as possible upon reasonable confirmation that the event is real. Authorization from a supervisor to send an emergency notification is not required in this limited set of circumstances. The person assigned to the Operations Desk will likely be the person best suited to send the message, as all on-duty sworn personnel (and other field personnel) will be engaged managing the emergency situation.
 2. With the exception of an active shooter or some similar fast moving and potentially deadly situation, first line personnel will notify the on-duty Sergeant, Shift Coordinator or Watch Commander of the possible need for a Timely Warning or an Emergency Notification. The supervisor will determine whether to send the Timely Warning or an Emergency Notification. The supervisor will draft the Timely Warning or an Emergency Notification or assign someone to draft the information. It is recommended, but not required, that a member of the Command Staff (Lt, Captain or Chief) review the draft and give approval for sending either a Timely Warning or an Emergency Notification. Depending on the type of incident, DPS might want to consult with other departments (University Communications, Office of General Counsel, Student Affairs, Hospital OEM) prior to sending an alert. As a general rule, the person staffing the Operations Desk will be the person to send the Timely Warning or an Emergency Notification. A manager is on-call and noted in the department's schedule (When to Work) to assist with managing this process in the event a problem is encountered.
 3. When DPS initiates an Emergency Notification and it is believed the incident will be ongoing, DPS can transfer responsibility for sending Emergency Notifications (or



Timely Warnings) to another authorized department, most likely University Communications or the Office of Emergency Management.

B. EMERGENCY NOTIFICATIONS (IACLEA 17.1.4)

1. Designated university staff, including assigned SUDPS staff, are authorized to issue Emergency Notifications 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.
2. If a serious crime, natural disaster, or human-induced emergency poses an immediate threat to the health and safety of the Stanford community or a segment of the Stanford community, the Clery Act requires that the institution immediately notify the campus community (or the appropriate segments thereof). If the University provides Emergency Notifications, the obligation to implement a Timely Warning is removed.
3. The types of incidents that may cause an immediate threat to the Stanford community could include, but are not limited to, emergencies such as:
 - a. active assailant /armed intruder
 - b. hostage/barricade situation
 - c. civil disturbance/riot
 - d. bomb threat, suspicious package, or suspected explosive device
 - e. approaching storm or extreme weather incident
 - f. a fire/explosion
 - g. suspicious death
 - h. structural damage to a Stanford-owned or controlled facility
 - i. biological threat or outbreak (e.g., coronavirus, anthrax.)
 - j. significant flooding
 - k. a gas leak
 - l. hazardous materials spill
4. Adequate follow-up information is required to provide notification to the community of the resolution of the emergency.

C. TIMELY WARNINGS (IACLEA 16.3.2)

1. Timely Warnings will be issued when a situation arises that constitutes a Clery Act crime within the Clery Geography of Stanford University. Situations reported to Campus Security Authorities will prompt the issuance of Timely Warnings if a



University designee considers it to constitute a serious, ongoing, or continuing threat that meets the criteria for notification, as set forth in this policy.

2. A Timely Warning will be distributed when it is determined that the incident may pose an ongoing or serious threat to members of the Stanford community. These warnings will be distributed if the incident is reported to SUDPS directly or to SUDPS indirectly through a campus security authority. The Clery Act crimes that would be the subject of a Timely Warning are as follows:

- a. Murder
- b. Non-negligent manslaughter
- c. Aggravated assault
- d. Arson
- e. Burglary
- f. Robbery
- g. Motor vehicle theft
- h. Rape
- i. Fondling
- j. Incest
- k. Statutory rape
- l. Domestic violence
- m. Dating violence
- n. Stalking
- o. Hate crimes

D. COMMUNITY ADVISORY

1. DPS and other appropriate university departments may issue a Community Safety Advisory to advise the campus community about important, non-urgent incidents or situations that may or may not be crime-related. Community Safety Advisories provide information enabling individuals to make informed decisions about their health or personal safety. The Clery Act does not require Community Safety Advisories, as defined in this policy.
2. A Community Safety Advisory may be issued about any incident or situation that is not an emergency but is related to crime, other personal safety issue, or a public health concern. The advisory should provide relevant information that enables individuals to make informed decisions about how to protect themselves; reduce the possibility of becoming a victim; increase the ability to be an informed witness; or improve opportunities to receive assistance from law enforcement or university resources.

