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Responsible University Office:
*University Police
Division of Emergency Management*

Responsible University Administrator:
*Vice Chancellor of Business and Finance
Jon Watts*

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Emergency Notification

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Scope

Emergency Notifications are issued by the University of Nebraska Kearney Police Department (UNKPD), or their designee and are used to notify the campus community and visitors immediately upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community. An Emergency Notification is used to inform the University community to do something differently immediately (such as evacuate a building) and to anticipate a potential future incident.

It is further the policy of this department to maintain compliance with applicable features of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Policy Statement

The University of Nebraska at Kearney, in compliance with Clery Act – 20 USC 1092, will notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus.

This notification is intended to allow community members to take steps to aid in their own safety. The university will, without delay, and taking into account the safety of the 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.

Reason for Policy

To immediately notify the campus community and visitors of significant emergencies or dangerous situations involving the immediate threat to the health and safety of students, employees or visitors on campus, upon the threat's confirmation. This notification is intended to allow community members to take steps to aid in their own safety.

Procedures

A. How to Report –

1. UNKPD can be notified by calling 308-865-8911 or 911.
2. Local law enforcement agencies also have been asked to notify UNKPD if they become aware of a situation that warrants a notice to the University students, staff and faculty.
3. If this emergency is a serious health matter, he or she should contact Student Health and Counseling at 308-865-8218, or 911.

B. When to send an Emergency Notification –

1. The UNKPD Chief or the designee is responsible for making the decision whether an Emergency Notification will be issued. He or she can do this in consultation with other University and city departments if needed.
2. An Emergency Notification is triggered by an event that is currently occurring on or imminently threatening the campus.
3. Implement Emergency Notification procedures for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students, employees or visitors on campus.
4. Initiate procedures immediately upon confirmation that a dangerous situation or emergency exists or threatens the campus.

C. Determine the Content of the Message –

1. Once facts are present to show there is a significant emergency or dangerous situation involving the immediate threat to the campus community, the department confirming these facts will contact the UNKPD Chief or designee.
2. If other departments are available at the time of the incident UNKPD may request assistance in sending the message. Other departments who have access and the ability to send the Emergency Notification message are:
 - a) Communications and Community Relations
 - b) Emergency Planning and Management
 - c) Risk Management
3. This notification will warn people in the affected area of the emergency and list any precautionary steps to take, if known.
4. This notification will withhold the names of the victims associated with any emergency.

D. Review of the Message –

1. Unless exigent circumstances exist, UNKPD Chief or designee will draft an email containing the proposed Emergency Notification and forward it to UNK Communications and Community Relations for review and distribution.
2. If exigent circumstances exist, the notification will be sent by UNKPD without consultation or the review process.

E. Determine who will receive the Notification –

1. Notification shall be sent to the appropriate segment or segments of the University that will be directly impacted by the incident.
2. There will be a continuous assessment of the situation and that additional segments of the campus community may be notified if a situation warrants such action.
3. The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected or when a situation threatens the operation of the campus as a whole.
4. The communication of this information will be determined by the department confirming the facts of the incident.

F. Distribution –

1. Based on the above determination, the emergency and who is affected, UNKPD or their assisting agency will determine what modes of communication will be used.
2. Depending on the circumstances, any of the following methods, or combination thereof, may be used, including but not limited to:
 - a) UNK Alert. Communication devices can be cell phones (text and voice), landline phones, and e-mail addresses. Telephone numbers and e-mail addresses for UNKAlert will be maintained from SAP for employees and MyBLUE for students.
 - b) Students and employees who do not wish to receive emergency messages on their personal telephones or e-mail addresses may "opt-out". ([Opt-Out Form](#)) Students and employees **cannot** "opt-out" of receiving UNKAlert on UNK landline telephones, UNK e-mail addresses or cell phones provided by UNK.
 - c) It may be decided to manually update Facebook, Twitter and the UNK website home page with the information
 - d) Campus-wide Announce e-mail to employees
 - e) Campus-wide Announce or Student Bulletin e-mail to students
 - f) Voice Over Fire Alarm system
 - g) News release or media statement
 - h) Manual posting of notices
3. In order to disseminate emergency information to a larger community (other than UNK) we would contact the Buffalo County dispatch for them to utilize their alert system.
4. Unless exigent circumstances exist, the Department of Communications and Community Relations will determine the content of any follow-up messages with the assistance, as needed, from the Incident Commander, responding agencies and collaborating agencies. Any follow-up message will use some or all of the distribution systems available to the University.
5. If this policy is utilized, the Timely Warning policy is not relevant. Federal law specifies that "an institution that follows its Emergency Notification procedure is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

G. External Notifications –

All external notifications will be handled by Communications and Community Relations, unless external media was used in the initial notification. Communications and Community Relations will be the contact department for all external media unless otherwise determined through the Incident Command Process.

H. System Testing –

1. The UNK Alert system is tested a minimum of once a semester by the EOT, unless it has already been activated for a real event prior to the scheduled drill.
2. The Voice Over Fire Alarm Speaker system is tested bi-annually and the sprinkler systems are tested quarterly per NFPA requirements.
3. Any issues or concerns discovered during testing or during issuance of any message will be immediately addressed.

Definitions

A. Significant Emergency or Dangerous Situation – Any situation which encompasses an imminent or impending threat to the campus. This could include:

1. Serious criminal incidents
2. Active shooter/ armed intruder
3. Hostage/barricade incident
4. Civil unrest or rioting
5. Suspicious package, bomb or explosives confirmation
6. Severe structural damage or fire
7. Serious health outbreaks
8. Biological threat
9. Terrorist incidents
10. Approaching tornado, or extreme weather conditions
11. Gas leak

B. Responsible Authorities – Those persons who are receiving, responding to, or investigating the possibility of a significant emergency or dangerous situation.

Additional Contacts

<i>Contact</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
Jim Davis	UNKPD / E.M.	308-865-8911	davisjf@unk.edu
Dawn Adams	UNKPD	308-865-8911	adamsdg@unk.edu
Michelle Holman	UNKPD / Clery Coordinator	308-865-8911	holmanmv@unk.edu

Forms

Related Information

History

New Version of Policy 08/27/19

New Version of Policy 08/30/21