



## Emergency Notification and Timely Warning Policy and Procedures

Effective Date: September 15, 2016

Contact:  
Univ. of the Incarnate Word Police Department  
(210) 829-6030



### **Emergency Notification**

When any significant emergency or dangerous situation occurs on the campus involving an immediate threat to the health or safety of students or employees, an emergency notification will be distributed to the University community immediately upon confirmation that a dangerous situation or emergency exists or threatens.

Once a significant emergency or dangerous situation has been reported, Campus Police officials will seek to confirm the information reported through various investigative methods. At that time, Campus Police will determine if an initial emergency notification will be issued to the entire campus community and how much information is appropriate to disseminate at different points in time. Campus Police will consult with the Vice President for Business and Finance prior to issuance **only if time permits**. Campus Police are responsible for activating an emergency notification to the campus community through various modes of communication.

When an emergency notification is required, the Chief of Police or designee, will issue the emergency notification through various modes of communication. These modes of communication may include, but are not limited to: Voice Mass Notification System (VMNS), RAVE alerts via text messaging and/or emails, notice on the University website ([www.uiw.edu](http://www.uiw.edu)), KUIW radio, a fire alarm, UIW's official Facebook page (<http://www.facebook.com/uiwcardinals>), UIW's official Twitter account (<http://www.twitter.com/uiwcardinals>).

The University of the Incarnate Word 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.

The Director of Communications and Marketing will be notified as soon as possible of the emergency notification issued to the campus community to coordinate release of consistent information through all university communication mediums. Notices to be posted on the

University website ([www.uiw.edu](http://www.uiw.edu)), KUIW radio, UIW's official Facebook page (<http://www.facebook.com/uiwcardinals>), and UIW's official Twitter account (<http://www.twitter.com/uiwcardinals>) will be provided to the Director of Communications and Marketing for posting.

During a significant emergency or dangerous situation, law enforcement will direct students and employees to a safe location. For information regarding emergency response and evacuation, please see <http://www.uiw.edu/safety/emergency-response.html>.

Monthly tests of the Voice Mass Notification System (VMNS) and RAVE alert system are scheduled during both the Fall and Spring semesters. Tests of the VMNS and RAVE Alert systems may be announced or unannounced. Emergency response and evacuation procedures will be distributed to the campus community once per semester via email.

A test of the emergency notification and evacuation procedures will be held once per year. All documentation of this test, including: a description of the test, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced will be kept by Environmental Health, Safety and Risk Management.

Anyone with information about a significant emergency or dangerous situation on campus is asked to immediately report it to UIW Police Department by telephone at (210) 829-6030 or in person on the first floor of Clement Hall.

### **Timely Warning**

When any Clery Act crimes committed on any University of the Incarnate Word campus location are reported to our campus security authorities or a local law enforcement agency and are considered by the University of the Incarnate Word to represent a serious or continuing threat to students and employees, a timely warning will be issued as soon as the pertinent information is available.

Clery Act crimes include: Murder/Non-Negligent Manslaughter; Manslaughter by Negligence; Rape; Fondling; Incest; Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; Arson; Dating Violence; Domestic Violence; Stalking; Illegal Weapons Possession; Drug Law Violations; Liquor Law Violations and Hate Crimes.

Once a Clery Act crime has been reported, Campus Police officials will seek to assess the existence of a continuing danger and/or threat to the campus community at the affected location(s). Campus

Police will determine how much information is appropriate to disseminate at different points in time. Campus Police will consult with the Vice President for Business and Finance prior to issuance. Campus Police are responsible for activating a timely warning to the campus community at the affected location(s) through various modes of communication.

The Director of Communications and Marketing will be notified as soon as possible of the timely warning that will be issued to the campus community to coordinate release of consistent information through all university communication mediums. Notices to be posted on the University website ([www.uiw.edu](http://www.uiw.edu)), KUIW radio, UIW's official Facebook page (<http://www.facebook.com/uiwcardinals>), and UIW's official Twitter account (<http://www.twitter.com/uiwcardinals>) will be provided to the Director of Communications and Marketing for posting.

When a timely warning is required, the Chief of Police or designee, will issue the timely warning through various modes of communication. These modes of communication may include, but are not limited to: RAVE alert via email, notice on the University website ([www.uiw.edu](http://www.uiw.edu)), KUIW radio, a fire alarm, UIW's official Facebook page (<http://www.facebook.com/uiwcardinals>), UIW's official Twitter account (<http://www.twitter.com/uiwcardinals>).

The University of the Incarnate Word will issue a timely warning to enable members of the campus community to protect themselves. The timely warning will include all information that would promote safety and that would aid in the prevention of similar crimes. Timely warnings will be issued as soon as the pertinent information is available unless issuing a warning will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the situation.

The University of the Incarnate Word may, in appropriate circumstances, include personally identifiable information in a timely warning. Although personally identifiable information is generally protected from disclosure under The Family Educational Rights and Privacy Act (FERPA), such information may be released in an emergency situation (34 CFR 99.31(b)(6) and 99.36).

Anyone with information about a Clery Crime on campus is asked to immediately report it to UIW Police Department by telephone at (210) 829-6030 or in person on the first floor of Clement Hall.