



Fitchburg State University Police Department

Subject: EMERGENCY NOTIFICATIONS	
Reference: MPAC: N/A IACLEA: 17.1.4	
Rescinds: A6	
Effective Date: April 25, 2017	Review Date: August 22, 2019
By Order of: Michael J Cloutier, Chief of Police	

General Order

17.1.4

PURPOSE:

If a serious crime, a natural disaster, or a manmade emergency occurs that poses an immediate threat to the health and safety of the Fitchburg State University community, Federal Law requires that the institution immediately notify the campus community, that they may be affected by an immediate threat, or significant emergency, or dangerous situation.

There is a separate procedure governing Timely Warning Notices (16.3.2) that are sent to the Fitchburg State University community, to notify members of the community about serious crimes against people that occur on campus, when it is determined by University Police administrators that the incident may pose an ongoing threat to members of the University community.

POLICY:

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

- An Active Shooter on or near Campus,
- Hostage/Barricade Situation,
- Riot,
- Suspicious Package with Confirmation of a Device,
- Weather Emergency,
- Fire/Explosion,
- Suspicious Death,
- Outbreak of serious illness, disease or viruses
- Structural Damage to a University Owned or Controlled Facility,
- Biological Threat (Anthrax, etc.),
- Significant Flooding,
- Gas Leak,

- Hazardous Materials Spill, Etc.

All members of the Fitchburg State University community are notified on an annual basis that they are required to report to the Fitchburg State University Police Department, any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on going threat to the health and safety of students and/or employees on campus. The Fitchburg State University Police Department has a responsibility to respond to such incidents to determine if the situation does in fact, pose an immediate threat to the community.

PROCEDURE:

1. The on-duty supervisor or officer-in-charge, for the Fitchburg State University Police Department, is responsible for immediately notifying the Chief of Police, or designee, of any situation that poses an immediate threat to the Fitchburg State University community.
2. The Chief of Police, or designee, is responsible for issuing an emergency notification to the university community via a FSU Alert, (RAVE Alert). Some or all of the methods of communication available from **RAVE Alert®** may be activated in the event of an immediate threat to the Fitchburg State University community.
3. An Emergency Notification will be sent, without delay and taking into account the safety of the community, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: the Fitchburg State University Police Department, the City of Fitchburg Police Department, the Massachusetts State Police, or the Fitchburg Fire Department), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
4. Follow-up information will be distributed via **RAVE Alert®** for all Emergency Notifications, (except fire alarms). Federal regulations do not require an institution that follows its emergency notification procedures to issue a timely warning notice based on the same circumstances; however, Fitchburg State University will provide adequate follow-up information to the community as needed.
5. If the Chief of Police, or designee, in conjunction with other University administrators, local first responders, Public Health Officials and/or the National Weather Service, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Fitchburg State University community, the Fitchburg State University Police Department and Public Relations will collaborate to determine the content of the message.
6. **RAVE Alert®**, will be used to communicate the threat to the FSU Community, or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

A. Decision to Issue Emergency Notifications:

The decision to issue an Emergency Notification is made at the discretion of the President, or

designee, the Chief of Police, or designee. The decision to issue subsequent Emergency Notifications for a situation, incident, or emergency will be issued by the Director of Public Relations, or designee, in consultation with President, or designee (which includes members of the Executive Cabinet).

B. How Emergency Situations are Determined:


1. In most situations, faculty, staff, and/or students will first encounter emergencies. When any member of the community encounters a potential emergency, they should contact the University Police Department, who will serve as the initial point of contact.
2. An officer from the University Police Department will speak with the reporting party to confirm the nature of the incident and investigate on scene whether an emergency exists that would require additional resources, or which will impact a portion of the university community. If the later occur, the officer will convey this information to the department's command staff, who will immediately notify the Chief of Police or designee. Information relayed to the Chief or designee will include the nature of the emergency, the area or areas potentially impacted, and what has been done to mitigate the emergency thus far. Emergencies such as disease outbreaks and utility outages could potentially be reported in other manners.
3. Confirmation means that an institution official (or officials) has verified that a legitimate emergency or dangerous situation exists. Confirmation does not necessarily mean that all of the pertinent details are known or even available.
4. The University Police Department is responsible for responding to reported emergencies and confirming the existence of an emergency, sometimes in conjunction with campus administrators, local first responders and/or the National Weather Service.

C. How Emergency Notifications are issued:

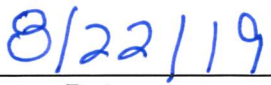
1. Emergency Notification messages will be issued to students and employees upon the confirmation of a significant emergency, dangerous situation, incident or crime, affecting the campus community and/or the immediate surrounding area.
2. Upon confirmation of an emergency, that requires an immediate response, the Chief of Police, or designee should and without delay, implement the notification process.
 - a. The Chief of Police, or designee, may confer with external public safety officials, to confirm emergencies before issuing the notification, if time allows.
3. This information may be disseminated to campus community by issuing an FSU Alert (**RAVE Alert®**), which has the ability to transmits messages the following ways:
 - a. Electronic mail messages
 - b. Text messaging to cell phones of those enrolled in the university's RAVE text message alert service
 - c. University's website and all public electronic message boards

- d. Warning on all university computer kiosks
- e. Emergency Call Boxes that have Wide-area Emergency Broadcast (WEBS) capabilities
- f. Social Media posting

Approvals:



Chief of Police



Date