

## IN-15-16-1

# UW-Green Bay Clery Emergency Notification and Timely Warning Policy

### PURPOSE:

To establish the parameters for Timely Warnings and Emergency Notifications for compliance with the *“Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” as amended in 2008 (commonly referred to as the “Clery Act”)* for the University of Wisconsin – Green Bay.

### DEFINITIONS:

**Emergency Notification:** An announcement to inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.” “Immediate threat” is defined as an imminent or impending threat which could include a significant fire, outbreak of a serious illness, extreme weather conditions, gas leak, armed suspect, terrorist incident, bomb threat, civil unrest, explosion, chemical spill, or other dangerous situation. More information is found can be found on the Public Safety website.

**Timely Warning** UWGB is required to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. This includes crimes where the circumstances indicate that there may be a serious or continuing threat to students or employees. The decision to issue a timely warning must be decided on a case-by-case basis in light of all the facts surrounding a crime, including such factors as:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

### POLICY:

#### Timely Warnings

UW – Green Bay is committed to insuring Timely Warnings are made in a manner that is timely to members of the community of the occurrence of Clery act crimes: Criminal homicide (murder, non-negligent manslaughter, negligent manslaughter), Sex offenses (rape, fondling, incest and statutory rape), robbery, Aggravated Assault, Burglary, Motor Vehicle theft and Arson or other serious crimes against people that occur on campus or near campus, where is determined that the incident may pose an on-going threat to the members of the campus community. When time permits, Public Safety will consult with one or more of the following offices in order to develop Timely Warning notices for the campus community and which

segments of the campus are impacted and require notification: Marketing and University Communications, Vice Chancellor of Business and Finance, Chancellors Office and the Dean of Students. Public Safety or University Communications will distribute a notification.

### **Emergency Notification**

UW – Green Bay is committed to insuring Emergency Notifications are made in a manner that is timely to members of the community. Upon confirmation of an emergency, dangerous situation, or a crime which poses an immediate and/or continuing threat to the health or safety of students, employees, or others, Public Safety or University Communications will, without delay, and taking into account the safety of the community, determine the content of the notification, determine who and what segments of the campus community to notify and initiate the notification system for the Emergency Notification message to the campus community, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Follow up information is provided as needed. Public Safety will send Emergency Notification messages, without consultation, when emergency situations dictate that messages be sent immediately. The previously mentioned offices will assist with follow-up communications to the campus community.

The Dean of Students or his/her designee is authorized to activate the Emergency Notification when it is his/her professional opinion that a health emergency exists. The Dean of Students after will, without delay, and taking into account the safety of the community, determine the content of the notification, determine who and what segments of the campus community to notify and initiate the notification system for the Emergency Notification message to the campus community, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Follow up information is provided as needed.

### **Protocols**

Appropriate protocols will be developed and followed to ensure Emergency Notifications and Timely Warnings are appropriately issued. The Clery Compliance Officer will receive and properly store information related to the decision making process and the notification process related to Emergency Notification and Timely Warning determination.

### **FURTHER INFORMATION:**

For questions, additional detail, or to request changes to this policy, please contact the Campus Clery Compliance Officer at 920-465-2110, Public Safety at 920-465-2300 or Dean of Students Office at 920-465-2152.

Effective Date: