



California Health Sciences University

TIMELY WARNING AND EMERGENCY NOTIFICATION

I. PURPOSE

The University takes its duty seriously, its duty to inform students and employees of threatening situations both on and near campus, so that students and employees can help protect themselves. To this end, the University has established lines of communication with local police requesting their cooperation in informing the University about situations reported to them that may warrant an emergency response or timely warning to University students and employees (as discussed further below).

The University issues Timely Warnings and Emergency Notifications, in compliance with the Jeanne Clery Act, to inform students and employees of Clery crimes (e.g., certain enumerated crimes occurring within the Clery geography which are defined by the University's Crime Reporting, Crime Statistics, and Security Practices Policy) as well as other crimes and ongoing emergencies that could pose a danger to health or safety. The University is not required to comply with any missing student notification policies or procedures as the University does not currently have any student housing.

II. POLICY STATEMENT

A. Timely Warning

A "Timely Warning" will be issued only for all Clery Act crimes that occur within the University's Clery Act geography that are reported to campus security authorities ("CSAs"), as defined by the University's Clery Act Campus Security Authorities Policy, or local law enforcement and are considered by the University to represent a serious or continuing threat to students and employees. The University shall issue a Timely Warning to the campus community after a crime is reported if the crime, in the judgement of the President, or designee, constitutes a serious or continuing threat to students or employees, to aid in the prevention of similar occurrences. Timely Warning notifications may also include: (i) the type of crime; (ii) the date, time, and location of the incident; and (iii) suspect information, when applicable. The warnings will be communicated using one or more of the methods outlined under the Emergency Notification System section below.

Timely Warnings will withhold the names of victims as confidential or limit information that may jeopardize the safety of the victim or compromise law enforcement efforts. Confirmation of an emergency can be achieved if a University student or employee hears or sees the events, or indicators of the event, such as smoke or hearing gunshots; or receiving a firsthand account from one or more people who saw or heard the event. If the University receives unconfirmed reports, the University will seek additional details from firsthand witnesses or law enforcement. Information reported in a Timely Warning may not have been investigated at the time the warning is issued. Physical descriptions of a suspect will be included in Timely Warnings only if there are enough



California Health Sciences University

details to help distinguish the suspect's appearance from the general population. The University will not issue Timely Warnings for information provided to Confidential Resources as defined by the University's Unlawful Discrimination, Sexual Misconduct and Title IX Policy and Procedures

B. Emergency Notification

In an emergency, the University will issue notifications to affected students and employees upon the University learning of any situation occurring on or off campus that involves an immediate or impending threat to the health or safety of students or employees ("Emergency Notification"). Emergency notifications will be issued as soon as the University is able to determine that the threat is credible and that the situation poses an ongoing threat to University students or employees. Confirmation of an emergency can be achieved if a University student or employee hears or sees the events, or indicators of the event, such as smoke or hearing gunshots; or receiving a firsthand account from one or more people who saw or heard the event. If the University receives unconfirmed reports the University will seek additional details from firsthand witnesses or law enforcement.

Confirmation of a significant emergency or dangerous situation may be provided to the President, or designee, by various means, including University departments and local, State, or federal public safety agencies. Emergency responders and internal campus departments will advise the President, or designee, immediately regarding a significant emergency or dangerous situation as they occur and provide adequate updates so that timely and accurate Emergency Notifications may be issued.

Emergency Notifications differ from Timely Warnings in that Emergency Notifications apply to any immediate threat to the health or safety of students or employees. This may include certain criminal activity that is not one of the enumerated Clery crimes, occurs outside of the Clery geography, or may also include other types of emergencies such as fires, extreme weather conditions, bomb threats, etc. The purpose of these warnings is to aid in the prevention of similar crimes by alerting University employees and students about the incident and providing information on precautions students and employees can take to enhance their personal safety.

The below authorized officials will, without delay, and taking into account the safety of the University community, determine the content of the notification and initiate the notification system. The notification will be issued in these circumstances, 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 President, or designee, will primarily be responsible for sending Emergency Notifications. However, in addition to the President, anyone in the following positions may independently send a message if the nature of the situation warrants it, and prior consultation with the President, or designee, is not feasible under the circumstances.

- a) The Deans of each of the component colleges;
- b) Heads of all University-level administration departments, including, but not limited to operations, communications, business and legal counsel; and
- c) Other members of the administration designated by the President.



California Health Sciences University

The President, or designee, in consultation with appropriate administrators, will determine the appropriate segment of the campus population to notify, as well as the content of the notification, in consultation with local law enforcement, when appropriate. The content of the message will vary depending on the situation and will be based on the nature of the emergency, but will typically include, if known, information such as: (i) the incident time; (ii) location, (iii) type of incident; and (iv) recommended actions for safety. In many cases, all students and employees will be notified since any significant dangerous situation would affect many or all students and employees.

The University's Emergency response protocols are contained in the University's Safety, Security, and Emergency Response Policy.

C. Emergency Notification System

The University uses Rave Mobile, a web-based messaging service, for expedient communication. Rave Mobile has the capability to simultaneously send messages via the following channels:

- a) SMS text message;
- b) Voice calling; and
- c) Email.

The method of communication used for Rave Mobile alerts will be determined by the person sending the alert and will be based on the nature of the incident. Authorized users will log-in to Rave Mobile using previously issued credentials to send emergency notifications and timely warnings.

After the initial emergency notification, the University will disseminate emergency information to the larger community using the University website, social media and/or traditional media outlets. Timely information shall inform the community of the general status and progress of events, as well as any instructions issued by campus administrators.

D. Emergency Notification Testing and Drills

The University is committed to running regularly scheduled campus wide tests of the emergency notification systems to ensure University preparedness for emergency situations. As part of this process, the University will send a message to students and employees via SMS text message, email, and voice call. This will help ensure that all emergency notification technology are maintained in a state of readiness, and that any problems are identified and remediated before an emergency occurs. All designated employees with responsibility to send an alert shall receive initial training in the procedures of sending emergency notification. The University understands that some employees may not be available in an emergency. Therefore, several individuals shall be trained to provide redundancy. Users shall participate in exercises at least annually to maintain proficiency in these procedures.



California Health Sciences University

A full test of the emergency notification system will be conducted annually. The test may be announced or unannounced. The University has publicized its emergency response and evacuation procedures in its Safety, Security and Emergency Response Policy. In addition to tests of the emergency notification system, the University will also conduct regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of the University's emergency plans and capabilities—which are outlined in the University's Safety, Security and Emergency Response Policy. The University will test these procedures on at least an annual basis.

The Director of Security maintains records of tests and training exercises. The records include a description of the test, the date and time and whether it was announced or unannounced.

III. EMERGENCY EVACUATION PROCEDURES

Emergency evacuation procedures may be found in the University's Safety, Security, and Emergency Response Policy. This policy outlines general safety and security measures for the University campuses. The University maintains specific procedures regarding the following emergencies:

- a) Power outage;
- b) Earthquake;
- c) Fire;
- d) Bomb threat or suspicious object;
- e) Active shooter;
- f) Hazardous materials release; and
- g) Medical emergency.

Specific procedures that students and employees should follow in the event of an emergency are communicated through posters throughout the University, on the University website, and annual reminders sent via campus-wide email. The college-specific Student Affairs offices ensure all students are trained in such procedures; the Office of Human Resources ensures that all employees receive the same training.

IV. RESPONSIBILITY

The Vice President of Operations (or President's designee) shall be responsible for the implementation and maintenance of this policy.

-
- Policy Owner: VP, Operation
 - Effective Date: 1/1/2020
 - Revised Date:
 - Approval by the President: 12/8/2020