



# Emergency Mass Notification Policy

**Policy Title:** Emergency Mass Notification Policy

**Issued By:** Department of Safety and Security Services

**Responsible Office:** Campus Services

**Responsible Officer:** VP, Campus Services

**Effective:** September 1, 2015

**Last Revised:** July 2022

**Next Scheduled Review:** July 2025

**Policy Statement:** Franklin University employs several mass notification communications systems to provide the University community with timely notification of emergency events that may present an immediate threat to the campus community. This policy outlines the functions of the mass notification systems and details the criteria for dissemination of critical emergency information.

**Purpose:** The purpose of this policy is to establish guidelines and provide protocols regarding the dissemination of emergency information utilizing the University's mass notification communications systems.

**Scope:** This policy applies to all University employees, students, and contractors.

**Definitions:** **Emergency (Immediate) Notification** – dissemination of critical emergency information regarding a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of visitors, students, or staff.

**Mass Notification Communications Systems** – communications systems utilized by University officials to quickly disseminate emergency information across multiple communications channels including the Franklin Alerts System, the InformaCast System, and simultaneous mass emailing (blast email)

**Timely Warning Notification** – campus-wide dissemination of critical emergency information regarding a situation that arises, either on or off campus, that, in the judgment of authorized University officials constitutes a serious or continuing threat to the safety of faculty, staff, students, or visitors.

**Authorized University Officials** – selected University employees with the authority to provide leadership during designated hours and to manage



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unexpected events using established operational protocols. University officials include members of the University's Crisis Management Team (CMT).

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## Policy Details:

In the event of a serious incident that poses an immediate threat to members of the Franklin community, the University has various systems in place for communicating emergency information quickly. Some or all of these methods of communication may be activated upon the confirmation from the Campus Special Duty Officer or Department of Safety & Security Services (DSSS) personnel of a significant emergency or dangerous situation involving an immediate threat to the health or safety of visitors, students, or staff occurring on campus.

These methods of communication include Franklin University Alerts (text messaging and email), InformaCast (IP telephone broadcasts), face-to-face communication, Franklin's portable radio system, and blast emailing.

## Emergency Notification

The Department of Safety & Security Services, or other authorized University official, 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.

## Authority to Activate Mass Notification Systems

The Department of Safety & Security Services is the primary office responsible for the activation of a Franklin University Alerts and InformaCast message. However, if DSSS personnel are not available to initiate a mass notification, an authorized Franklin University official may activate the systems.

## Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Department of Safety & Security Services personnel, constitutes a serious or continuing threat to the safety of students or staff, a campus wide "timely warning" will be issued.

The Department of Safety & Security Services will initiate a timely warning whenever a report is received for any CLERY Act crime or a particularly threatening incident against persons or property on campus that represents an ongoing danger to the safety of students, faculty, and staff. Timely information will be widely distributed throughout campus, provided to campus media representatives, posted on the Franklin University website, and, to the extent possible, emailed as quickly as possible to select University offices as deemed appropriate by DSSS. Depending on specific facts of the event, Franklin University blast emails may also be utilized to disseminate the timely warning.

Information for this type of warning may also be provided by other law enforcement agencies or public safety offices. Every attempt will be made to

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distribute a warning in a timely manner. However, the release is subject to the availability of accurate facts concerning the incident. Warnings can be distributed to students, faculty, and staff through email, fliers, web page posted messages, Franklin’s radio system and face-to-face communication. Some or all of these methods of communication may be activated and used for issuing a timely warning.

## **Authority to Issue Timely Warning**

Incidents that occur during the University’s operational hours; that are not an immediate threat to students, faculty, or staff will be evaluated by the Department of Safety and Security Services in concert with the Vice President, Campus Services (if available) to determine the need for a mass notification announcement. In the absence of the Vice President of Campus Services, the Senior Vice President of Administration may be consulted.

Any member of the Department of Safety & Security Services may initiate an alert without consulting the previously mentioned person(s) if in their professional judgment, consulting with said person(s) will unduly delay the emergency notification process.

## **Co-Location Notifications**

For each Co-Location, Franklin University will share its student database with the Host Institution in order for Franklin students to receive any Co-Location emergency messages. Each Host Institution will initiate a timely warning whenever a report is received for any CLERY Act crime or a particularly threatening incident against persons or property on campus that represents an ongoing danger to the safety of students, faculty, and staff. DSSS will work with the Host Institution in the event of an emergency situation to help assist Franklin University students and staff.

## **Training**

Authorized University officials will receive training and periodic updates on the operation of all appropriate mass notification systems, including Franklin University Alerts and InformaCast.

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### **References:**

U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting*, Washington, D.C., 2016.

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### **Associated Policies & Procedures:**

None

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### **Contacts:**

Safety & Security Services, (614) 947-6913

University Regulations:

- VP, Campus Services (614) 947-6080
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- Senior VP, Administration (614) 947-6765
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**Review/Evaluation**

**Timeline:** This policy will be reviewed every three years, or as needed.

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**Revision History:** August 24, 2015; November 16, 2020; July 2022

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**SharePoint:** <https://franklinu.sharepoint.com/:f:/r/sites/Community/Shared%20Documents/Documents%20and%20Resources/University%20Policies?csf=1&web=1&e=ORYaMu>

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