FLORIDA SOUTHWESTERN
STATE COLLEGE

Emergency Notification System

Blackboard Connect
For Timely Warnings and Emergency notifications

See: FSW Blackboard Connect Emergency User Guide
See: College Operating Procedure for Timely Warnings and Emergency Notifications 08-0830

6/27/2016

The College Emergency Notification System uses *Blackboard Connect*, which will enable quick and efficient dissemination of emergency notifications of situations involving an immediate threat to the campus community and for Timely Warnings of Clery Act crimes that represent an ongoing threat to the safety of the campus community.

In the event of an emergency, users will receive simultaneous messages to landline phones, cellular phones, e-mail addresses, and text messaging, of those users we have contact information for. The college collects information from students and employees and all will be added to the ENS. Persons not wishing to receive all college delivered messages can opt-out, but no one will be able to opt-out of emergency messaging.

SITUTIONS THAT MAY REQUIRE A TIMELY WARNING NOTIFICATION

Timely Warning Notice: Notice to all members of the campus community when a specific crime, as defined by the Clery Act, has occurred on or in close proximity to the campus, and the crime represents a serious or continuing threat to members of the campus community. Examples of crimes that require a Timely Warning Notice are:

- ➢ Murder/Non-Negligent Manslaughter, Negligent Manslaughter
- ➢ Robbery
- ➢ Aggravated Assault
- ➢ Burglary
- ➢ Motor Vehicle Theft
- ➢ Arson
- ➢ Sex Offense/Forcible and Non-forcible
- ➢ Hate Crimes which involve Theft, Simple Assault, Intimidation, Destruction, Damage or Vandalism of Property and any other crimes involving bodily injury (crimes where there is evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, gender identity, national origin, ethnicity, or disability)
- ➢ Dating violence, Domestic violence, Stalking

SITUTIONS THAT MAY REQUIRE AN EMERGENCY NOTIFICATION

Emergency Notification: Notice to all members of the campus community of an emergency or dangerous situation that poses an immediate threat to the health or safety of students, employees, or others on campus. Examples of Emergency or Life Threatening Situations that may require an Emergency Notification include, but are not limited to, the Clery Act crimes described above and:

- ➢ Active shooter/persons with weapons
- ➢ Threats of violence
- ➢ Physical or sexual assaults
- ➢ Immediate threat related to domestic violence
- ➢ Chemical spills
- ➢ Fire
- ➢ Weather-related emergencies
- ➢ Serious acts or threats to campus-owned or personal property

6/27/2016

When a crime or other emergency or threatening situation is reported to Public Safety, the Director, or supervisor/designee shall determine on a case-by-case basis whether to communicate such information to the campus community via a Timely Warning Notice or an Emergency Notification.

I. **Timely Warning Notice: Considerations, Timing, Content, Distribution**

a. The decision to issue a *Timely Warning Notice* will be decided on a case-by-case basis after considering all of the facts related to the crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts to investigate the crime or apprehend suspects.

b. A *Timely Warning Notice* will be issued as soon as pertinent information is available. The intent of this notice is to alert the campus community of continuing threats, particularly those concerning safety, thereby enabling the campus community to protect themselves.

c. A *Timely Warning Notice* will include the date of the incident, location of the incident, offense classification, summary, suspect description, contact information for anyone with information about the suspect(s) or crime, and other pertinent information.

d. Timely Warning Notices are disseminated to the campus community via methods that may include but are not limited to:

- Email
- Text messaging
- Voicemail
- Florida SouthWestern State College State Alert website: https://www.fsw.edu/alert
- Florida SouthWestern State College website
- FSW Social Media websites
- Digital Signage
- Posters or flyers

e. When issuing "timely warnings" under the Clery Act, you should withhold as confidential the names of victims in the warning.

II. **Emergency Notification: Considerations, Timing, Content, Distribution**

a. *Emergency Notification* is triggered by an event that is currently occurring on or imminently threatening the campus. We will initiate *Emergency Notifications* for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

b. An *Emergency Notification* is initiated immediately upon confirmation that a dangerous situation or emergency exists or threatens.

c. The *Emergency Notification* may contain only the information that is reasonably necessary to promote the safety of the campus community.

6/27/2016

d.   The *Emergency Notification* will be distributed through the College's Emergency Notification System.

e.   Florida SouthWestern State College will test its Emergency Notification System at least once each term (fall, spring, and summer).

f.   The Clery Act provides that an institution that issues *Emergency Notification* is not required to issue a *Timely Warning* based on the same circumstances; however, we must provide adequate follow-up information to the community as needed.

COMPOSING EMERGENCY MESSAGES:

The information below is for general guidance and may vary depending on the facts involved. Message scripts should include who is sending the message, from what Campus, reason, date and time, response required, if any, and where to get additional information. Always say thank you and goodbye at the conclusion of the message so that the recipients know the message has ended and they received the entire communication. This will help to prevent confusion. Voice communication should be 25 to 60 seconds in length to effectively communicate the message content while keeping the recipient's attention. See additional information below.

Announce "who" is calling

Include name and title. For example*, "This is Dr. Jeff Allbritten, President, FSW State College"*

Announce which campus is affected and explain the "reason" for the call. For example, *"Lee Campus will be closing as a result of a major water break"*

Announce the Date and Time and Duration - this is particularly important as text messages can sometimes be delayed in their delivery and cannot be recalled if an incident is over prior to the message being received by the recipient. For example, *"Lee Campus will be closed effective at noon on Monday, January 5, and will reopen Tuesday morning, January 6 at 7 AM."*

Any response required. For example, *"If you are currently on campus, exit by way of College Parkway"*

Ways to obtain further information. For example, *direct the recipients to college web site, local television and/or radio announcements, or tell them if additional updates will be sent via this emergency messaging system.*

Include a comment directing them to hang up and *call 911 if they need immediate help*

End the call by saying *Thank you and goodbye*.

EMERGENCY CALL Procedure

The college/campus may become aware of an emergency situation in a variety of ways. A call may go to Public Safety, the Campus President's Office or another location. Preferably calls will be routed to Public Safety who will:

6/27/2016

- Quickly assess the situation
- For potential life and death situations, an alert will be immediately transmitted by one of the authorized public safety personnel or other approved persons.

After normal business hours the public safety desk personnel will notify the public safety officer on duty, who will access the situation and notify the campus emergency notification system (ENS) member listed below - by using emergency contact information maintained by Public Safety. The officer will call home, cell or other numbers of the Crisis Team member and brief them on the situation.

The first ENS member who is reached will determine if a message should be sent out using the Blackboard Connect procedure above. The public safety officer will record the ENS member's decision and who the team member said will actually send the message out.

CAMPUS EMERGENCY NOTIFICATION SYSTEM MEMBERS

Lee and HGC:
Lt. Reggie Mitchell
Chief Rick Parfitt
PST II MaryLou Mahan
PST Claudia Franco
PST Christine Rogers
Officer Dave Hyson
Sgt. Pat Gallagher
Sgt. Mike Humfleet

Collier:
Sgt. Mike Humfleet
Lt Reggie Mitchell
Chief Rick Parfitt
PST II Claudia Franco
PST Christine Rogers
PST II MaryLou Mahan
Officer Dave Hyson
Sgt. Pat Gallagher

Charlotte:
Sgt. Pat Gallagher
Lt Reggie Mitchell
Chief Rick Parfitt
PST II Claudia Franco
PST Christine Rogers
PST II MaryLou Mahan
Officer Dave Hyson
Sgt. Mike Humfleet

6/27/2016