



Florida International University
Police Department



Emergency Notification

NUMBER	EFFECTIVE DATE	REVISED DATE	SOP 6-2
SOP 6-2	05/19/2014	03/04/2015	

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- A. Florida International University (FIU) Alert Emergency Notifications

I. PURPOSE:

The purpose of this Standard Operating Procedure is to establish guidelines and responsibilities for the issuance of an Emergency Notification to the university community by the Florida International University Police Department (FIUPD). Emergency Notifications are used for a broad range of significant emergencies and/or dangerous situations that may or may not include Clery related crimes.

II. POLICY:

Per the Higher Education Opportunity Act, the Florida International University will notify the campus community upon confirmation of a significant emergency or dangerous situation involving an Emergency threat to the health or safety of students or employees occurring on campus. The success of the Emergency Notification is dependent upon a thorough understanding of the protocols to follow during a crisis, critical occurrence or university emergency. Following the listed steps in this policy will ensure a timely and efficient method for dissemination of critical information to the university community and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, or "Clery Act."

III. PROCEDURES:

A. Implementing an Emergency Notification:

1. An Emergency Notification must be issued upon confirmation of a significant emergency or dangerous situation involving an Emergency threat to the health or safety of students or employees occurring on campus.
2. FIUPD will respond to all incidents, to determine if they are in fact posing an Emergency threat to the community.
3. FIUPD will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the Emergency Notification, unless issuing a notification will, in the professional judgment of responsible authorities such as the Investigator, Sergeant or Officer handling the case, compromise efforts to assist a victim or mitigate the threat.
4. Notification shall be sent to the entire campus community, or the appropriate segment or segments of the university that will be directly impacted by the incident. For example, in the event of a gas leak only the population in the affected area may be notified, whereas, for a meningitis outbreak, the entire campus may be notified.
5. FIU Officers may determine an Emergency Notification will be issued. The officer will notify his/her supervisor, if applicable. The requesting officer will advise the PCO to initiate an Emergency Notification. The PCO will be told what type of Emergency Notification to send out (text message, email, twitter, building speakers etc.), and the content to be included in the notification, as per FIU ALERT Emergency Notifications standards (Annex A).
6. Unless exigent circumstances exist, the Vice President of Business and Finance (CFO), the FIUPD Chief of Police or designee, the Department of Emergency Management (DEM) personnel, and the External Relations Office will determine the content of any follow-up message and will use some or all of the distribution systems to communicate updated information about the threat to the university community.
7. On an annual basis, the university community is notified by FIUPD, that they are required to notify FIUPD of any situation or incident on campus involving a significant emergency or dangerous situation, which may involve an Emergency or ongoing threat to the health and safety of students, faculty/staff and visitors on campus (Annual Security & Fire Safety Report).

This does not preclude FIUPD personnel from issuing follow-up messages if the nature of the emergency changes and continues to pose a threat to the university community. Examples of such include but are not limited to a Robbery where additional subject information is obtained or a gas leak where additional buildings require evacuation.

8. The law specifies that “an institution that follows its Emergency Notification procedure is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.” (FIUPD Timely Warning SOP 6-1)
9. FIUPD issues Emergency Notifications for, but not limited to, incidents of:
 - a) Serious crime or incident, as determined by the Chief or designee;
 - b) Natural disaster or a man-made emergency that poses an Emergency threat to the university community or a segment of the university community;
 - c) An active shooter on campus;
 - d) Hostage/barricade situation/incident;
 - e) Civil unrest or rioting;
 - f) A suspicious package with confirmation of a device;
 - g) Approaching tornado, hurricane, or extreme weather conditions;
 - h) A fire/explosion;
 - i) Structural damage to a building owned or controlled by FIU;
 - j) Biological threat (anthrax, etc.);
 - k) A gas leak, hazardous material spill, etc.;
 - l) Terrorist incident;
 - m) Armed intruder; and/or;
 - n) Outbreak of meningitis, norovirus or other serious illness.

B. Emergency Notification Content:

An Emergency Notification will typically include the following but not limited to:

1. Date and time or timeframe of the threat;

2. A brief description of the threat;
3. FIUPD contact information; and
4. Other information as deemed necessary by the Chief of Police or designee.

C. Distribution:

The below systems of communication may be utilized in the event of an Emergency Notification, including but not limited to:

1. Campus-wide email;
2. Text message;
3. Departmental approved systems (IP Phones & an outside Public Address system on MMC and BBC);
4. Fire Alarm Activation;
5. Activation of the campus siren system;
6. Posting of notices;
7. Posting on the FIUPD's website or FIU's website;
8. Press Release; and/or
9. Voice message over various public address systems;
10. The Department of Emergency Management (DEM) and/or External Relations will post updates during a critical incident on the university's website at <http://fiu.edu>. Individuals are also advised that they can call the university's recorded information telephone line at 305-348-5000 for updates. Some or all of these systems of communication may be activated in the event of an Emergency threat to the university community.

D. Police Communications Operators (PCO) Emergency Notification Procedures and Responsibilities:

1. When authorized by a department supervisor, or OIC, the PCO will initiate the method of communication for distribution as requested.
2. Department Command Staff will be contacted beginning with the Operations Lieutenant or senior supervisor, as set forth in SOP 1-10 Command & Control. The Chief or designee is responsible for authorizing any follow up messages.

3. The designated messaging system is tested by a PCO as scheduled by the Communications Manager at a minimum of once a semester, with the results being generated in a report and forwarded to the FIUPD Clery Compliance Officer and the Command Staff for assessment and evaluation.
4. Any issues or concerns discovered by the PCO during testing or during issuance of any message, will immediately be brought to the attention of the Communications Manager for resolution and forwarded to the FIUPD Clery Compliance Officer. The Chief of Police will be notified as soon as possible via Chain of Command.

E. Police Supervisors or OIC Emergency Notification Responsibilities:

1. Emergency Notification will be sent any time a serious crime, natural disaster or man-made emergency is occurring or is about to occur that poses an Emergency threat to the university community or a segment of the university community. The primary officer assigned to the call will notify his/her supervisor, if applicable and a PCO to initiate the notification per the guidelines set forth in the FIU Alert Emergency Notifications (Annex A).
2. Police Supervisors and OIC's will adhere to the following protocols when authorizing a PCO to activate an Emergency Notification using the departmental approved methods:
 - a) When authorizing Emergency Notifications, supervisors will provide clear instructions to the PCO, who will initiate the appropriate selected canned message to send to the university community or the specific area directly impacted with in the university community. FIUPD Command Staff will be contacted as soon as possible thereafter, beginning with the Operations Lieutenant as set forth in SOP 1-10 Command & Control.
3. It will be the responsibility of the FIUPD Command Staff, as directed by the FIUPD Police Chief, to notify pertinent university personnel such as, but not limited to; the DEM, the Vice President of Business and Finance (CFO), External Relations, the Provost, the President's Chief of Staff. (It is not the PCO's duty to make these notifications unless instructed to do so by FIUPD Command Staff).
4. Supervisors are reminded that when an Emergency Notification is sent to any segment of the university, supervisors will instruct a PCO to send a text message to the Executive Group. The text message will contain the same language as the Emergency Notification, and will be sent as an informative text to the Executive Group listed below:

- a) University President
- b) Chief of Police
- c) Assistant Chiefs of Police
- d) Chief of Staff to the University President
- e) Executive Vice President of Academic Affairs
- f) Director of Emergency Management
- g) Senior Vice President & CFO
- h) Vice President of Student Affairs
- i) Vice President of Research
- j) Emergency Management Coordinator
- k) Assistant Vice President of Emergency Management
- l) Senior Vice President of External Relations
- m) Director of Media Relations
- n) Police Communications Manager

IV. ANNEXES:

A. FIU Alert Emergency Notifications:

Police Activity Seek Shelter:

CODE	Text for Message
ALPHA	FIU ALERT! MMC Campus: Police activity is occurring on or near campus! Seek shelter NOW. Info at www.fiu.edu forthcoming.
BRAVO	FIU ALERT! BBC Campus: Police activity is occurring on or near campus! Seek shelter NOW. Info at www.fiu.edu forthcoming.
CHARLIE	FIU ALERT! Engineering Center: Police activity is occurring on or near campus! Seek shelter NOW. Info at www.fiu.edu forthcoming.

Dangerous Situation Evacuate:

CODE	Text for Message
DELTA	FIU ALERT! MMC Campus: A dangerous situation is occurring on or near campus! Evacuate the area NOW. Info at www.fiu.edu forthcoming.
ECHO	FIU ALERT! BBC Campus: A dangerous situation is occurring on or near campus! Evacuate the area NOW. Info at www.fiu.edu forthcoming.
FOXTROT	FIU ALERT! Engineering Center: A dangerous situation is occurring on or near campus! Evacuate the area NOW. Info at www.fiu.edu forthcoming.

Dangerous Situation Seek Shelter:

CODE	Text for Message
GOLF	FIU ALERT! MMC Campus: A dangerous situation is occurring on or near campus! Seek shelter indoors NOW. Info at www.fiu.edu forthcoming
HOTEL	FIU ALERT! BBC Campus: A dangerous situation is occurring on or near campus! Seek shelter indoors NOW. Info at www.fiu.edu forthcoming
INDIA	FIU ALERT! Engineering Center: A dangerous situation is occurring on or near campus! Seek shelter indoors NOW. Info at www.fiu.edu forthcoming

Severe Weather Seek Shelter:

CODE	Text for Message
JULIET	FIU ALERT! MMC & Engineering Center: Severe weather on or near campus! Seek shelter NOW in nearest building away from exterior. Info at www.fiu.edu forthcoming.
KILO	FIU ALERT! BBC Campus: Severe weather on or near campus! Seek shelter NOW in nearest building away from exterior. Info at www.fiu.edu forthcoming.
LIMA	FIU ALERT! MMC Campus & Engineering Center: Severe weather alert on or near campus has expired.
MIKE	FIU ALERT! BBC Campus: Severe weather alert on or near campus has expired.

Armed Assailant Seek Shelter:

CODE	Text for Message
NOVEMBER	FIU ALERT! MMC Campus: Armed assailant on or near campus! Seek shelter NOW. Info at www.fiu.edu forthcoming.
OSCAR	FIU ALERT! BBC Campus: Armed assailant on or near campus! Seek shelter NOW. Info at www.fiu.edu forthcoming.
PAPA	FIU ALERT! Engineering Center: Armed assailant on or near campus! Seek shelter NOW. Info at www.fiu.edu forthcoming.

Hazmat Seek Shelter:

CODE	Text for Message
QUEBEC	FIU ALERT! MMC Campus: A hazardous material spill exists outdoors; seek shelter and stay indoors until further notice. Info at www.fiu.edu forthcoming.
ROMEO	FIU ALERT! BBC Campus: A hazardous material spill exists outdoors; seek shelter and stay indoors until further notice. Info at www.fiu.edu forthcoming.
SIERRA	FIU ALERT! Engineering Center: A hazardous material spill exists outdoors; seek shelter and stay indoors until further notice. Info at www.fiu.edu forthcoming.

All Clear:

CODE	Text for Message
TANGO	FIU ALERT! MMC Campus: All Clear. All Clear. Resume normal activities.
UNIFORM	FIU ALERT! Engineering Center: All Clear. All Clear. Resume normal activities.
VICTOR	FIU ALERT! BBC Campus: All Clear. All Clear. Resume normal activities.

Building Specific Threats:

CODE	Text for Message
WHISKEY	FIU ALERT! Please evacuate your building Emergencyly.
YANKEE	FIU ALERT! A hazardous material has been reported in your building. Evacuate the building Emergencyly.
ZULU	FIU ALERT! A bomb threat has been reported in your building. Evacuate the building Emergencyly.