



Florida International University
Police Department



Emergency Notification

NUMBER	EFFECTIVE DATE	REVISED DATE	SOP 25.03
SOP 25.03	07/13/2020	10/07/2024	

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

I. PURPOSE:

The purpose of this directive 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 the University community 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 Office of Investigations and Threat Assessment Division personnel, Uniform Patrol Section personnel, or other FIUPD personnel handling the case, compromise efforts to assist a victim or mitigate the threat.
4. Notification shall be sent to the entire University 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 University community may be notified.
5. FIUPD Officers may determine an Emergency Notification will be issued. The officer will notify his or her supervisor, if the situations permit. The requesting officer will advise the Police Communications Operator (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 Chief of Police or designee, the FIU Department of Emergency Management personnel, Office of External Relations personnel, and the V.P. for Operations and Safety & Chief of Staff, 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 25.02)
9. FIUPD issues Emergency Notifications for, but not limited to, incidents of:
 - a) Serious crime or incident, as determined by the Chief of Police 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/incident of mass casualty 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. Voice Calls.
4. Departmental approved systems (IP Phones & an outside Public Address system on MMC and BBC).
5. Fire Alarm Activation.
6. Activation of the campus siren system.
7. Posting of notices.
8. Social Media Postings
9. Posting on the FIUPD's website or FIU's website.
10. Press Release; and/or
11. Voice message over various public address systems.
12. The Division of Strategic Communications, Government and External Affairs may post updates during an emergency on the university's website at <http://fiu.edu>. In the event of an emergency, individuals may also call the university help line at 305-348-HELP (4537). Some or all of these communication systems 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, the PCO will initiate the method of communication for distribution as requested.
2. Department Command Staff will be contacted beginning with the Uniform Patrol Section Commander or on-duty supervisor, as set forth in FIUPD Command &

Control SOP, 1.00. The Chief of Police or designee is responsible for authorizing any follow up messages.

3. The designated messaging system is tested by a PCO as scheduled by the Police Communications Section Manager (PCM) at a minimum of once a semester, with the results being generated in a report and forwarded to the FIUPD Clery Compliance Section 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 PCM for resolution and forwarded to the FIUPD Clery Compliance Section. The Chief of Police will be notified as soon as possible via chain-of-command.


E. Police Supervisors 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 or her supervisor, if applicable and a PCO to initiate the notification per the guidelines set forth in this directive. (Annex A).
2. Police supervisors 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 Uniform Patrol Section Commander.
3. It will be the responsibility of the FIUPD Command Staff, as directed by the Chief of Police, to notify pertinent University personnel such as, but not limited to, Department of Emergency Management (DEM) personnel, Office of External Relations personnel, and the Chief of Staff and V.P. of Operations and Safety. (It is not the PCO's responsibility 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 Chief of Police
- d) Chief of Staff to the University President and Vice President of Operations and Safety
- 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:

		AppArmor Prepared Messages		
	Code	Template Name	Text for Message	Informacast Speaker Content
Safety	Alpha	MMC - Police Activity/Shelter	MMC Campus: [Police activity/what is occurring] is occurring [in/at location]! Avoid the area.	MMC Campus: [Police activity/what is occurring] is occurring [in/at location]! Avoid the area.
	Bravo	BBC - Police Activity/Shelter	BBC Campus: [Police activity/what is occurring] is occurring [in/at location]! Avoid the area.	BBC Campus: [Police activity/what is occurring] is occurring [in/at location]! Avoid the area.
	Charlie	EC - Police Activity/Shelter	Engineering Center: [Police activity/what is occurring] is occurring [in/at location]! Avoid the area.	Engineering Center: [Police activity/what is occurring] is occurring [in/at location]! Avoid the area.
	Delta	MMC - Active Shooter	MMC Campus: Active Shooter [in/at location]. Run, hide, fight!	MMC Campus: Active Shooter [in/at location]. Run, hide, fight!
	Echo	BBC - Active Shooter	BBC Campus: Active Shooter [in/at location]. Run, hide, fight!	BBC Campus: Active Shooter [in/at location]. Run, hide, fight!
	Foxtrot	Engineering Center-Active Shooter	Engineering Center: Active Shooter [in/at location]. Run, hide, fight!	Engineering Center: Active Shooter [in/at location]. Run, hide, fight!
	Golf	MMC – Armed Assailant	MMC Campus: Armed assailant [in/at location]! Run, hide, fight!	MMC Campus: Armed assailant [in/at location]! Run, hide, fight!
	Hotel	BBC - Armed Assailant	BBC Campus: Armed assailant [in/at location]! Run, hide, fight!	BBC Campus: Armed assailant [in/at location]! Run, hide, fight!
	India	Engineering Center - Armed Assailant	Engineering Center: Armed assailant [in/at location]! Run, hide, fight!	Engineering Center: Armed assailant [in/at location]! Run, hide, fight!
	Juliette	Bomb Threat/ Evacuate	A bomb threat has been reported [in/at location]. Evacuate the building immediately.	A bomb threat has been reported [in/at location]. Evacuate the building immediately.
	Kilo	Evacuate/Building	[What is occurring]. Please evacuate [in/at location] immediately.	[What is occurring]. Please evacuate [in/at location] immediately.
	Lima	MMC - General All Clear	MMC Campus: All Clear. All Clear. Resume normal activities.	MMC Campus: All Clear. All Clear. Resume normal activities.
	Mike	Engineering Center - General All Clear	Engineering Center: All Clear. All Clear. Resume normal activities.	Engineering Center: All Clear. All Clear. Resume normal activities.
	November	BBC - General All Clear	BBC Campus: All Clear. All Clear. Resume normal activities	BBC Campus: All Clear. All Clear. Resume normal activities
	Ad hoc	Ad hoc	Important! FIU has been alerted to an emergency. Call 305-FIU-HELP for details and instructions.	Important! FIU has been alerted to an emergency. Call 305-FIU-HELP for details and instructions.
Executive Group Only	Executive Group Only	Executive Group: [place holder]	Executive Group: [place holder]	

Meteorological	Oscar	MMC and Engineering Center - Severe Weather Seek Shelter	MMC & Engineering Center: Severe weather on or near campus! Seek shelter NOW in nearest building away from exterior.	MMC & Engineering Center: Severe weather on or near campus! Seek shelter NOW in nearest building away from exterior.
	Papa	BBC - Severe Weather/ Seek Shelter	BBC Campus: Severe weather on or near campus! Seek shelter NOW in nearest building away from exterior.	BBC Campus: Severe weather on or near campus! Seek shelter NOW in nearest building away from exterior.
	Quebec	MMC and Engineering Center - Severe Weather Expired	MMC Campus & Engineering Center: Severe weather alert on or near campus has expired.	MMC Campus & Engineering Center: Severe weather alert on or near campus has expired.
	Romeo	BBC - Severe Weather Expired	BBC Campus: Severe weather alert on or near campus has expired.	BBC Campus: Severe weather alert on or near campus has expired.
CBRNE	Sierra	MMC - Hazmat / Outdoors / Shelter	MMC Campus: A hazardous material spill exists outdoors near [location]; seek shelter and stay indoors until further notice.	MMC Campus: A hazardous material spill exists outdoors near [location]; seek shelter and stay indoors until further notice.
	Tango	BBC - Hazmat / Outdoors / Shelter	BBC Campus: A hazardous material spill exists outdoors near [location]; seek shelter and stay indoors until further notice.	BBC Campus: A hazardous material spill exists outdoors near [location]; seek shelter and stay indoors until further notice.
	Uniform	Engineering Center - Hazmat / Outdoors / Shelter	Engineering Center: A hazardous material spill exists outdoors near [location]; seek shelter and stay indoors until further notice.	Engineering Center: A hazardous material spill exists outdoors near [location]; seek shelter and stay indoors until further notice.
	Victor	Hazmat / Building / Evacuate	A hazardous material spill has been reported [in/at location]. Evacuate the building immediately.	A hazardous material spill has been reported [in/at location]. Evacuate the building immediately.
	Whiskey	Gas Leak / Evacuate	A gas leak has been reported [in/at location]. Evacuate the building immediately.	A gas leak has been reported [in/at location]. Evacuate the building immediately.
	X-Ray	Gas Leak / Shelter	A gas leak has been reported [in/at location]. Seek shelter and stay indoors until further notice.	A gas leak has been reported [in/at location]. Seek shelter and stay indoors until further notice.
Fire	Yankee	Fire Alarm/Building	A fire alarm has been activated in your building; please exit immediately and stand at least 150 ft. away from the building.	A fire alarm has been activated in your building; please exit immediately and stand at least 150 ft. away from the building.
	Zulu	Fire/Building	A fire has been reported [in/at building]; please avoid the area and stand at least 150 ft. away from the building.	A fire has been reported [in/at building]; please avoid the area and stand at least 150 ft. away from the building.
	Zulu 2	All Clear – All Clear/ Building	All clear, all clear. Resume normal activities.	All clear, all clear. Resume normal activities.
	Other	Fire - Test/Building	The fire alarm system in your building is being TESTED. This is just a test.	The fire alarm system in your building is being TESTED. This is just a test.
Non-Emergency	Other	Test - Alert System Test	F I U ALERT! This is a test of the F I U emergency notification system. This is only a test.	F I U ALERT! This is a test of the F I U emergency notification system. This is only a test.