

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Emergency Communications and Timely Warnings
Policy Number: 04.61.01
Issuing Authority: Office of the President
Responsible Officer: Executive Vice President and Chief Operating Officer

Date Created: August 15, 2010
Date Last Amended /Reviewed: August 2017
Date Scheduled for Review: July 2020
Reviewing Office: Office of Emergency Management

Scope of Policy:

Temple University recognizes its responsibility to provide accurate and timely information to the campus community during emergencies. This policy establishes the approval process, criteria and method for communicating with students, faculty and staff in the event of a campus emergency.

Definitions:

TUalert: Used to communicate information regarding an incident that occurs on campus that is deemed an emergency requiring immediate action on the part of the campus community. This is an e-mail, a text message to registered mobile phones, and/or a voice message.

Timely Warning: Used to communicate in a manner that is timely and will aid in the prevention of similar crimes certain crimes occurring in the designated reporting areas required by the Clery Act: (1) on campus, (2) on public property within or immediately adjacent to the campus and (3) in or on non-campus buildings or property that the institution owns or controls. Timely warnings will be issued for certain crimes reported to Temple Police or local police agencies when the crimes are considered by University officials to represent a serious or continuing threat to students and employees. Timely warnings will keep victim identities confidential to the fullest extent possible. Communication may be by e-mail; a posting in campus buildings; and/or providing information by other electronic means.

TUsiren: Used only to alert the campus community of a threat imminent to or occurring on campus that is deemed a catastrophic and life-threatening situation (e.g., severe weather, release of hazardous material, lockdown because of a violent threat). The siren will indicate the need to get indoors immediately in accordance with shelter-in-place or lockdown procedures, unless otherwise directed. A TUalert message will accompany sounding the siren.

Policy:

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, the President, the Executive Vice President and Chief Operating Officer or the Executive Director of Campus Safety and/or their designees, taking into account the safety of the community, will determine the type and content of the notification to the Temple community, and will initiate the campus notification procedures.

Temple University has various systems in place for communicating information to faculty, students and staff. Some or all the following methods may be activated in the event of an immediate threat on campus: e-mail, text messaging, and/or voice message. Notifications will be sent without delay, unless issuing a notification will compromise the efforts to assist the victim or to contain, respond to, or otherwise mitigate the emergency.

Reports about criminal activity generally will not trigger an emergency communication unless it is determined there is an immediate threat to the health or safety of students or employees. There are, however, instances when university officials may deem it appropriate to send Timely Warnings to students and employees regarding criminal activity in or around campus that does not involve an immediate threat, but involves a pattern that is deemed a continuing threat to students or employees.

The Temple University home page (www.temple.edu) may be updated with information following incidents that require the use of the TUsiren or a TUalert. An emergency telephone number, or hotline, may also be posted for those needing to call in for recorded updates on the situation. The university will provide additional information as it becomes available or an 'all clear' message when appropriate. If activated, both the home page and the hotline will be updated.

Test

Temple University will test its emergency notification and evacuation procedures at least annually.

Notes

1. **Dates of official enactment and amendments:**

Date Created: August 15, 2010

Date Last Amended/Reviewed: September 2012, August 2013, September 2014, September 2016.

2. **History:**

In August 2010 this policy was create in compliance with the Higher Education Opportunity Act enacted into law August 14, 2008 and the 2008 Jeanne Clery Act amendments.

In September 2014 and August 2017 the timely warning process was clarified.

Reviewed By: University Counsel, Executive Vice President and Chief Operating Officer, and Campus Safety Services

3. **Cross References:**

04.31.12 Inclement Weather and Unscheduled Campus Closings

04.60.11 Declaration of a Campus State of Emergency

Temple University's Annual Security and Fire Safety Report