

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 7061

TITLE: EMERGENCY AND TIMELY WARNING NOTIFICATIONS

BASED ON POLICY: 7.06 NATIONAL DISASTERS AND CIVIL DISORDERS

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/RISK MANAGEMENT

I. Purpose:

In compliance with 34 Code of Federal Regulations (CFR) 688.46(b)(13) of the Jeanne Clery Disclosure Act, the College is required to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees

II. Procedure:

A. Emergency notification

The College will immediately notify the campus community upon the confirmation of a significant or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. For the purpose of this procedure, confirmation means an official representative of the College has verified that a legitimate emergency or dangerous situation exists. Confirmation does not necessarily mean that all pertinent details are known or even available.

1. Upon the College receiving notice of a threat or emergency, an official representative of SFSC will:
 - a. Immediately confirm the threat or emergency's validity; notification from a federal, state, or local governmental agency will be considered valid and does not necessitate further confirmation
 - b. Determine the appropriate segment or segments of the campus community to receive a notification
 - c. Determine the content and distribution method of the notification and initiate the notification system
 - d. The College 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 public safety authorities managing the incident, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

2. The College will defer to public safety authorities to disseminate information to the community if the scope of the threat or emergency condition extends beyond the geographic boundaries of the campus, center, or College-controlled property.
3. For the purpose of the procedure, official representatives of the College will include the Title IX Coordinator and all members of the Emergency Response Team (ERT).
4. The College will conduct annual tests of its emergency notification system.
 - a. Tests may be announced or unannounced.
 - b. The College will publicize dates the annual tests were conducted in the South Florida State College Annual Security Report.

B. Timely warnings

The College may issue a timely warning for Clery Act crimes that occur within the geographic boundaries of the campus, center, or College-controlled property.

1. Warnings may be issued as soon as pertinent information is available and when a Clery Act crime has been reported to and/or by a Campus Security Authorities (CSA) or law enforcement agency and when considered by the College to represent a serious or continuing threat to students and employees.
2. Issuance of timely warnings will be decided on a case-by-case basis in light of all the facts surrounding the crime including factors such as:
 - a. The nature of the crime
 - b. The continuing danger to the campus community
 - c. The possible risk of compromising law enforcement efforts
3. The warning will include all information that would promote safety and that would aid in the prevention of similar crimes.

C. Activation of notification system

In the event a notification is warranted, the College may employ one or more communication systems to notify timely the campus community. Consideration must be made as to the best method(s) used to reach the entire affected community.

1. Text messaging: The College subscribes to an emergency messaging system that permits rapid communication via short message service (SMS). All current and participating students and employees are enrolled in this service.
2. Phone messaging: Voice messages may be sent across the College's IP phone network system and used as an announcement system; moreover, phone messages may be sent to employees and current students via the emergency messaging system.

3. Email: The College may quickly send mass batches of email messages to students and employees.
4. Social media: Popular social media outlets (e.g., Facebook and Twitter) may serve to notify students, employees, and the local community of a threat or emergency.
5. Webpage and College portal: The website may be updated with information bulletins. A weblink for the information bulletin may be sent via email, phone messaging, and social media. Panther Central, SFSC's portal, provides users with single point access for major College information. Notifications and alerts may be posted on the Panther Central landing page.
6. Electronic signage: A permanent electronic sign is located at the Highlands Campus adjacent to Highway U.S. 27. Additional electronic signs are mounted in various locations at the Highlands, Hardee, and Lake Placid campus/center.
7. Radio: Emergency alerts may be broadcasted through local radio stations.
8. Printed materials: Flyers, handouts, and signage may be posted at various locations or in the event of a power outage or failure of an electronic communication system.
9. Building fire alarms: Fire alarm pull stations, when activated, trigger an audible tone to evacuate the affected building(s). Pull stations do not atomically notify the fire department.
10. Public address (PA) systems: PA systems on campus, in the Alan Jay Wildstein Center for the Performing Arts, and at the athletic fields/sporting complexes may be used to notify students and employees of a threat or an emergency.
11. Media: Critical messages may also be disseminated by the Office of Community Relations and Marketing to various media outlets such as print, television, or by news briefing/conferences.

D. Notification content

The message's composition should include the following information (as a minimum) to the extent known:

1. Nature of the emergency, threat, or Clery crime
2. Specific location(s) and/or location(s) to avoid
3. Specific actions individuals should take to ensure their personal safety
4. Where additional information can be obtained.

The director, safety and risk management; director, institutional communications; executive director, institutional effectiveness, planning, and technology; Title IX and deputy coordinators; and the College president and/or designee are authorized to initiate immediate notifications.

HISTORY: Adopted: 12/08/20

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Reviewed: -

Revised: -