

## **ISSUING EMERGENCY NOTIFICATIONS (EXTENDED CAMPUSES)**

*Capitalized terms defined in the [Crime Alerts and Emergency Notifications Policy](#) are used herein.*

- A. All emergencies should be reported to 911 or the local police jurisdiction.
- B. In the majority of instances, the local Clery Notification Official will be the one to receive information of a significant emergency or dangerous situation involving the immediate threat to the health or safety of students or employees. This may be the result of onsite observation, communication from other onsite personnel, or communication from local emergency services.
- C. If the local Clery Notification Official determines the situation may require an emergency notification, they will immediately contact the NAU Police Department. The NAU Police Department Command Staff, on-duty supervisor, or Emergency Manager will collaborate with the Clery Notification Official to determine if the event qualifies as a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees. Some of these methods may include, but are not limited to:
  - 1. On scene first person observation.
  - 2. Official notification through emergency service organizations (e.g., Fire Department onsite, government based notification systems).
  - 3. Other governmental based press release or news source outlets (e.g., news channel coverage, county notification system alert).
- D. The information gathered through the steps above will be used by the NAU Police Department to formulate the content of the notification or identify which standardized template to use for notification.
- E. The immediate initial notification and follow-up reports will be executed by the NAU Police Department, NAU Communications, or local Clery Notification Official as appropriate. All communications to media will be managed by NAU Communications; this will ensure NAU sends consistent information to those off campus. The Emergency Notification process involves the receipt, verification, and evaluation of information, which then sets into motion the following actions:
  - 1. Determination if the entire campus community, or just an affected portion, will receive the Emergency Notification.
  - 2. Compilation of the content of the Emergency Notification message.
  - 3. Activation of the NAU emergency communication system and the redundant communications capabilities further defined below.
  - 4. Potential activation of the University Emergency Operations Center (UEOC).
- F. The following individuals, at minimum, will routinely be involved in making these determinations/decisions:
  - 1. University Police Chief or designee
  - 2. Emergency Manager
  - 3. Director of NAU Communications or designee

- G. Upon the confirmation of a significant emergency or dangerous situation requiring Emergency Notification, emergency management personnel have access to the University's systemized emergency communication system, which enables prompt notifications via a variety of methods. The system options may include, but are not limited to:
1. SMS text messages
  2. Push notification through the NAU SAFE app
  3. Priority e-mails or other departmental electronic notifications
  4. University website notices
  5. Facebook, Twitter, and other social media updates
- H. Examples of when an Emergency Notification may be issued include an active building fire, an armed intruder, or a hazardous waste spill. Only a small segment of the campus may be affected, or the situation may threaten the entire campus community. Accordingly, depending on the circumstances, the Emergency Notification may be limited to a portion of the campus community.
- I. The Director for Clery Compliance is responsible for ensuring that documentation of the incident and notification is placed in NAU's Clery Act files.