

ISSUING EMERGENCY NOTIFICATIONS (FLAGSTAFF MOUNTAIN CAMPUS)

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

- A. All emergencies should be reported to the NAU Police Department by dialing 911. As first responders, the NAU Police Department will, in the majority of instances, be the first authorities to receive information of a significant emergency or dangerous situation involving the immediate threat to the health or safety of students or employees and arrive on scene. NAU Police Department patrol officers normally confirm the emergency by on-site observation, then relay information, via radio, to senior leadership for evaluation. In emergent situations (e.g., active shooter, severe weather), the Officer in Charge will, without delay and taking into account the safety of the community, determine the appropriate nature and content of the notification and initiate NAU's emergency communications protocol. Exceptions may apply if, in the professional judgement of responsible authorities, notification would compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Campus and local first responders on the scene of a critical incident or dangerous situation will assist those preparing the Emergency Notification in determining what segment or segments of the campus community should be notified.
- B. The immediate initial notification and follow-up reports will be executed by the NAU Police Department, NAU Communications, Campus Health Services, or Facility Services 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).
- C. 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
- D. Other departments on campus – such as Campus Health Services or Facility Services – may be in appropriate positions to issue or confirm Emergency Notifications for certain types of emergencies (e.g., pandemic flu outbreak, gas leak).
- E. NAU will employ established procedures to confirm emergencies and determine the details of notification. This involves following the Emergency Operations and Response Plan, which is based on the National Incident Management System (NIMS) structure. The Incident Commander, with assistance

from other personnel or as part of a joint/unified command system, will assess possible hazards to human health and the environments, considering the direct and indirect effects.

- F. 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. Ramtel All Campus Alert mass notification system (blue light emergency phones)
 - 4. Priority e-mails or other departmental electronic notifications
 - 5. University website notices
 - 6. Facebook, Twitter, and other social media updates
 - 7. Indoor notifications utilizing campus electronic bulletin boards
 - 8. Broadcast using NAU Police Department patrol cars
 - 9. NAU radio and television stations

- G. 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.

- H. The Director for Clery Compliance is responsible for ensuring that documentation of the incident and notification is placed in NAU's Clery Act files.