

Attachment 3

Emergency Response & Timely Warning

Campus Security Authority Procedure

Policy Statement:

Emergency notifications will be issued in response to a significant emergency or a dangerous situation that in the judgment of the Seminary, constitutes an immediate, imminent, or impending threat to the health or safety of members of the campus community.

Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off campus that, in the judgment of the Seminary, constitute a serious or continuing threat to members of the campus community. If a victim requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included in any campus crime report, emergency notification or timely warning that would personally identify the victim without his/her consent

Reason or Purpose for Policy:

In compliance with the Higher Education Opportunity Act (HEOA) of 2008, and the Jeanne Clery Act, 20 U.S.C. 1092(f), the purpose of this policy is to set forth the procedures by which the Seminary will provide emergency notification or timely warning to the campus community in the event that a significant emergency or dangerous situation is reported that poses an immediate, imminent, or impending threat to members of the campus community; or a crime or incident is reported that poses a threat to members of the campus community.

Procedure for Issuing Emergency Notifications:

1. Anyone with information believed to warrant an emergency notification should promptly report the circumstances to the Chief Financial Officer who is the designated Campus Security Authority (CSA): 859-280-1236 (office); or by electronic mail at kwagers@lextheo.edu. (If the Campus Security Authority is unavailable, the information should be reported to the Vice President for Academic Affairs and Dean; 859-280-1256 (office); or rweis@lextheo.edu). Emergency notifications are considered for the following types of incidents: severe weather, hazardous chemical or hazardous material spills, violent intruder, significant outbreak of illness, flood, fire, earthquake, gas leak, bomb threat, terrorist incident, explosion, or any other circumstance that may constitute an immediate threat to the Seminary community.
2. The Campus Security Authority will decide whether an emergency notification will be issued.
3. The decision to issue an emergency notification will be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the emergency and the continuing danger or risk to the campus community.
4. Every attempt will be made to issue the notification as soon as possible after the incident is reported to the Campus Security Authority; however, the release is subject to the availability of accurate facts concerning the incident.

5. If the determination is made that an emergency notification will be issued, Campus Security Authority will confer with the appropriate public and Seminary officials and make a determination of who needs to be notified, and what the content of the notification should be. This determination will be made giving consideration to what members of the community may be endangered by the emergency, who else may be affected by it, and what information is appropriate to communicate to them. If a victim requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included that would personally identify the victim without his/her consent.
6. Once the message is prepared, the Campus Security Authority, working cooperatively with other appropriate members of the campus community, will, without delay, initiate the notification system. The notification may be distributed in one or more of the following methods, depending on the circumstances of the situation: Seminary web pages; electronic mail; posting within Lexington Green facility; telephone or door-to-door notification in the Lexington Green suites; contacting the local media for immediate distribution; other means appropriate under the circumstances
7. The content of an emergency notification should include the following information if appropriate:
 - A statement as to what the emergency or dangerous situation is, in specific terms
 - A statement providing direction as to what actions the receiver of the message should take to ensure their own safety
 - A statement as to where or when additional information may be obtained
8. **Testing of the Emergency Notification System** should be done at least once annually. Different components will be tested on an individual basis to ensure the capability to use that specific communication method in an emergency. The tests should be planned and performed by the Campus Security Authority, working cooperatively with other appropriate members of the campus community. These tests should be announced or unannounced. Each test should be documented to include a description of the exercise, the date of the test, the start and end times of the test, and whether the test was announced or unannounced.

Annual Test of Emergency Response Notification

Date: Announced Test Unannounced Test

Start Time: _____ End Time: _____

Report of Emergency Situation (describe)

Severe Weather Violent Intruder Fire Other (describe)

Determination that notification will be issued (describe nature of emergency and risk determination, including how facts concerning the incident were ascertained and assessed for accuracy)

Message Prepared and Disseminated: (including statement of situation, actions receiver of message should take, where additional information may be obtained))

Method(s) of Notification selected:

- Seminary Web Page
- Electronic Mail
- Door to Door notification
- Contact Local Media
- Other (describe)

Findings:

Recommendations for Improvements/Modification to Procedures/Systems:

Procedure for Issuing Timely Warnings:

1. Anyone with information believed to warrant a timely warning should promptly report the circumstances to the Chief Financial Officer who is the designated Campus Security Authority (CSA): 859-280-1236 (office); or by electronic mail at kwagers@lextheo.edu . (If the Campus Security Authority is unavailable, the information should be reported to the Vice President for Academic Affairs and Dean; 859-280-1256 (office); or rweis@lextheo.edu).
2. The Campus Security Authority will decide whether a timely warning will be issued.
3. The decision to issue a timely warning will be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts. Timely warnings are considered for the following classifications of reported crimes: criminal homicide, sex offenses, robbery, aggravated assault, hate crimes, burglary, motor vehicle theft, and arson, as outlined in 34 CFR 668.46. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and in an effort to prevent similar crimes from occurring.
4. Every attempt will be made to issue the warning as soon as possible after the incident is reported Campus Security Authority; however, the release is subject to the availability of accurate facts concerning the incident. If a victim requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included that would personally identify the victim without his/her consent.
5. If the determination is made that a timely warning will be issued, the Campus Security Authority will inform the Seminary community by one or more of the following means, depending on the circumstances of the situation: Seminary web pages; electronic mail; posting within Lexington Green facility; telephone or door-to-door notification in the Lexington Green suites; contacting the local media for immediate distribution; other means appropriate under the circumstances
6. The timely warning notice will not only contain the circumstances regarding the crime or incident, but it will also contain additional information to help promote safety and, where appropriate, the means to avoid similar crimes. Timely warning notices will typically include the following information, if known:
 - A succinct statement of the incident, including the nature and severity of the threat and locations or persons who might be affected
 - Any connection to previous incidents
 - Physical description of suspect and/or vehicle
 - Date and time the warning was released
 - Other relevant and important information, such as any bias, motive, the gender of the victim, and/or student/non-student status
 - Appropriate safety tips
7. In the event there is a determination not to issue a timely warning notice, the Campus Security Authority will document the reasons for not issuing the notice. This information will be maintained on file in accordance with the Seminary's record retention policy for Campus Security information.