

 Policy & Procedure	Policy Number	01.7430.06
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Department: School of Nursing	Supersedes	New
	Last reviewed	
Policy Title: Campus Alert Policy	Page 1 of 3	
Keywords:		

PURPOSE:

To provide the campus community with information necessary to make informed decisions about their health and safety.

GUIDELINES:

- In the event that a situation arises that constitutes an ongoing or continuing threat to the safety of students, faculty, or staff, a campus-wide **timely warning** will be issued by the Dean of the Nursing Program or the Director of the Safety Program.
- An **immediate notification** will be made by this same procedure upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff on the campus.
- Examples of timely warnings are for any *Clery Act* crime reported to campus security authorities that is considered to represent a serious or ongoing threat to students and employees, such as violent crimes against persons or a rash of motor vehicle thefts.
- Examples of significant emergencies or dangerous situations include:
 - fire on campus
 - outbreak of meningitis, norovirus, or other serious illness
 - approaching tornado, hurricane, or other extreme weather conditions
 - earthquake
 - gas leak
 - terrorist incident
 - armed intruder
 - bomb threat
 - civil unrest or rioting
 - explosion
 - nearby chemical or hazardous waste spill

PROCEDURE:

- The Dean and/or Safety Director will confirm the threat, significant emergency, or dangerous situation.
- The Dean and/or Safety Director 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 responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.
- Warnings will be issued to all students, faculty, and staff via Populi electronic college management system. All students, faculty, and staff are enrolled in Populi upon employment or admission at: <https://sjson.populiweb.com>.
- Campus notifications will be sent via text message to active Faculty, Staff, Students and Advisors who have opted in to text notifications (USA and Canada only). All students, faculty, and staff are advised to opt in to text notifications but it is not required.
- Those students, faculty, and staff who have not opted in will receive the campus notification via email.
- The notifications are also posted on the Populi website and the sender will receive a confirmation email and the number of email notifications and text notifications that were successfully sent.

See Also:

- **Policy for Class Cancellation**

REFERENCE:

U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting, 2016 Edition*, Washington, D.C., 2016.

Policy Origination, Review and Revision History:

Date Originated	Originator(s):
9-20-2016	Betty Sadaniantz

I. Approval:

Betty Sadaniantz, DNP, RN

Betty Sadaniantz, DNP, RN
Dean, School of Nursing

Frank Castellone

Frank Castellone
Director, Security Services

Deborah Stamp

Deborah Stamp, RN, BSN, MSN, CCM
Vice President Patient Services/CNO

David Kobis

David Kobis
President, Our Lady of Fatima Hospital