

**University of Chicago Police Department  
GENERAL ORDER**

<i>Effective Date</i> November 8, 2018		<i>Number</i> <b>GO 405</b>
<i>Subject:</i> <b>Emergency Notification System- cAlert</b>		
<i>References:</i> CALEA: 91.1.5, IACLEA 17.1.4		
<i>Reevaluation Date</i> Annually		<i>No. Pages</i> 5
<i>Amends</i> 27 AUG 2015 Version                      05 JUL 2013 (O.D.P.)		<i>Rescinds:</i>
<i>Approved By:</i> Kenton W. Rainey, Chief of Police	Signature: Original signed document of file in Accreditation Office	

**405.1 PURPOSE**

The purpose of this policy is to define the use, activation and managerial responsibilities of the emergency notification system (cAlert).

**405.2 DEFINITION**

Emergency – an event that threatens life or safety and requires immediate action.

**405.3 PROCEDURES**

**A. Emergencies**

1. Emergencies which may cause activation of the emergency notification system include, but are not limited to;
  - a. Natural disasters (earthquake, tornado, flood) that put the campus in immediate danger.
  - b. Chemical spills or accidents that require evacuation or sheltering.
  - c. Violent intruders requiring evacuation, lockdowns or campus closure or partial closure.
2. Messages and modalities to be used such as; text, email, or phone call will be authorized and determined by a UCPD Captain or Sergeant. Other staff who may authorize an emergency message include;
  - a. Chief of Police

- b. Associate Vice President of Safety and Security
  - c. Executive Director for Campus Safety
  - d. Executive Vice President for Administration & CFO
  - e. Vice President for University Communications
  - f. Associate Vice President News & Public Affairs
  - g. Executive Director of Environmental Health & Emergency Management
3. ECC personnel will develop message content and activate the system at the request and with the approval of one or more of the above. (17.1.4.a,c,d)
  4. The emergency notification will be sent to the campus population, or that portion of the campus population for which the alert is relevant. This determination will be made by the approving authority, above. (17.1.4.b)
  5. An emergency notification shall be made to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus. (17.1.4.e)
  6. Follow-up communications shall be authored and sent by University Communications staff for the duration of the event. Adequate follow-up information will be provided to the community as needed, once an emergency notification is made. (17.1.4.f) ECC personnel may be asked to send these communications at the request of University Communications or the Incident Commander.
  7. In all cases when the emergency notification system has been activated, a communication shall be sent announcing the emergency situation has ended.

**B. Urgent Situations**

1. Urgent situations which may activate the emergency notification system include, but are not limited to:
  - a. Natural disasters that do not pose immediate danger, but do pose potential danger in a time frame where traditional forms of communication may not be reasonable.

- b. Local emergencies or events that could lead to evacuation, sheltering, lockdown, campus closure, class cancellation, or disruption of normal operations.
- 2. The Emergency Management Team in consultation with the Executive Policy Group will consult to determine the urgency, timing and impact of the potential threat and determine if an alert will be sent.
- 3. The content of the communication shall be developed by members of the Executive Policy Group in consultation with University Communications.
- 4. Follow-up communications shall be authored and sent by University Communications staff for the duration of the event. ECC personnel may be asked to send these communications at the request of University Communications.
- 5. A communication shall be sent announcing the emergency situation has ended.

**C. Informational Communications**

- 1. Informational communications for which the emergency notification system could be activated include, but are not limited to:
  - a. Local emergencies or events that have ended and do not affect normal operations, but will likely be visible to the community and external audiences, local or national via the news media.
  - b. Information related to an ongoing or concluded event that does not pose a likely threat to safety or security.
- 2. The Emergency Management Team in consultation with the Executive Policy Group will consult to determine the urgency, timing and impact of the potential threat and determine if an alert will be sent.
- 3. The content of the communication shall be developed by members of the Executive Policy Group in consultation with University Communications.
- 4. Follow-up communications shall be authored and sent by University Communications staff for the duration of the event. ECC personnel may be asked to send these communications at the request of University Communications.

**D. Message Content**

- 1. Emergency and urgent communications shall contain at least the following (17.1.4.d):

- a. A subject line containing the words “UC Alert”
  - b. Immediate Action Required
  - c. Specific area of campus (if known)
  - d. Status of campus (e.g., lockdown, closed, evacuation, etc)
2. Informational communications, including follow-up communications, shall contain at least the following;
- a. A subject line with the words “Important Information”
  - b. Date & Time of Update
  - c. Current situational status
  - d. Continued action if required
  - e. How to obtain additional information

#### **405.4 ROLES AND RESPONSIBILITIES**

- A. The Department of Safety & Security shall have a representative as the Organizational Leader for the operational and functional aspects of the cAlert system which includes;
  - 1. Identifying and enumerating groups within the system.
  - 2. Maintaining and updating data.
  - 3. Testing of the system on an established schedule.
  - 4. Liaison with ITS regarding data feeds and network connectivity.
- B. **The Emergency Director** of the EOC is authorized to activate the emergency notification system.
- C. **The Emergency Management Team** is responsible for consulting with University Communications to activate the emergency notification system when they are aware of situations requiring urgent or safety/security based communications.
- D. **The Vice President for University Communications and Associate Vice President for News & Communications** are authorized to activate the emergency notification system.
- E. **Information Technology Services (ITS)** is responsible for;

1. Importing user personal/business information data into the Rave system.
2. Maintaining the cAlert website and user portal.
3. Designating an Organizational Leader to support DSS.
4. Managing the application back end and technical requirements.
5. Monitoring connectivity between University and Rave.