

**Minnesota State University,  
Mankato University Policy**

<b>Policy Name:</b> Emergency Notification	<b>Effective Date</b> August 2022
<b>Custodian of Policy:</b> Vice President for Student Affairs and Enrollment Management	<b>Last Review</b> September 2021
<b>Date of Adoption</b> July 1, 2010	<b>Next Review</b> September 2027

**POLICY**

Minnesota State University, Mankato will issue notifications to staff and students as required by the Clery Act. Upon receiving information about an incident that poses a threat to the campus, University Security will determine which level of notification is appropriate for the situation. If it is a situation where there is an imminent/immediate threat to the campus community, University Security will issue an immediate Star Alert. For other types of alerts that involve less urgent/serious threats, before issuing alerts/notifications, University Security will consult with the Vice President for Student Affairs and Enrollment Management or another member of the Campus Emergency Response Team.

Whether to issue a warning and which type of warning/notification to issue will be decided on a case-by-case basis. The following criteria will be considered:

1. The type of crime/threat involved.
2. The continuing danger to the campus community.
3. The possible risk of compromising law enforcement efforts.

Notifications shall include information about the crime that triggered the warning, information that would promote safety and that would aid in the prevention of similar crimes, and campus and local emergency contact information.

**PROCEDURES**

To determine when and how to communicate an actual or potential threat to the safety of the campus community, University Security will compare elements of an incident with established criteria. There are three types of alerts that will be utilized.

**Types of Emergency Warnings & Notifications:**

1. **Immediate Threat – Star Alert**
  - a. There is an imminent/immediate, serious, and ongoing threat to the campus community.
  - b. Notification methods typically include:
    - 1) Emergency Public Address System
    - 2) Text message
    - 3) Email

- 4) Social media: Facebook, Twitter, Instagram, etc.
- 5) May be followed up with a Timely Warning or Security Advisory.
- 6) Status updates will be made when new information or instructions are available.
- 7) An "All Clear" notification indicates the emergency situation has been contained.

## 2. Timely Warning

- a. There is a potential, serious, and ongoing threat to the campus community.  
(Note: **NOT** imminent or immediate)
- b. Notification methods typically include:
  - 1) Email
  - 2) University Security website
  - 3) Posters
  - 4) Personal safety hotline

## 3. Security Advisory

- a. There was an incident or a series of incidents where the University community would benefit from having information shared.
- b. Sharing the information will not interfere with a law enforcement investigation.
- c. Notification methods may include any appropriate method such as:
  - 1) Posters
  - 2) University Security website
  - 3) Personal safety hotline
  - 4) Email to specific groups
- d. ~~University Security will issue a Security Advisory for all reported sexual assaults that occur on University-affiliated property that do not meet the criteria for a Timely Warning. For these advisories, an email notification will be utilized, and the subject line will be Security Advisory (Trigger Warning) Sexual Misconduct.~~

## Testing

Testing of the designated text message system occurs semi-annually. Testing of the Emergency Public Address System is completed monthly. Any deficiencies identified will be addressed promptly.

## RATIONALE

University officials are frequently made aware of threats on campus. It is an obligation to relay this information to the University community if doing so will cause no further harm and the information will enable the community to take action to protect themselves.

<b>Policy:</b>		
<b>Formal Review Process</b>	<b>Date Submitted</b>	<b>Date Reviewed</b>
<b>✓ Vice President's Recommendation</b>		<b>Date</b>
<b>✓ President's Approval</b>		<b>Date</b>