

Minnesota State University, Mankato University Procedure	
<b>Procedure Name:</b> Emergency Notification	<b>Effective Date of Last Review:</b>
<b>Custodian of Procedure:</b> Vice President for Student Affairs and Enrollment Management	<b>Date of Last Review:</b> September 2021
<b>Date of Adoption:</b>	<b>Date of Next Review:</b>

## PROCEDURE

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 – Emergency Broadcast and Star Alert**
  - a. There is an imminent/immediate, serious, and ongoing threat to the campus community.
  - b. Notification methods typically include:
    - 1) Emergency Broadcast on Phones and Public Address System
    - 2) Star Alert Text message and Star Alert Email
    - 3) Email
    - 4) Social media: Facebook, Twitter, Instagram, etc.
    - 5) May be followed up with a Timely Warning or Security Advisory.
    - 6) May post information and updates on University Website
      - 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

**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.

