

Emergency Notification, Red Alert and Timely Warnings Policy

Policy/Procedure

Timely Warnings, Emergency Notification, and Public Safety Advisories

It is the policy of Dickinson College to communicate accurate, timely information to members of the campus community in the event of a crisis, serious crime, emergency, or other situation which may impact the safety of the community.

Timely Warnings

In the event that a situation arises involving an incident identified as a “Clery Act” crime (Murder; Manslaughter; Manslaughter by Negligence; Aggravated Assault; Robbery; Rape; Forcible Fondling; Burglary; Domestic Violence; Dating Violence; Stalking), on campus, in non-campus buildings or property, or on public property immediately adjacent to and accessible from the campus that, in the judgment of the Chief of Public Safety or their designee, constitutes an immediate or continuing threat to students, faculty, staff, or visitors, a campus wide “Timely Warning” will be issued. The warning will be issued through the college Red Alert mass notification system utilizing text-only communication paths.

A timely warning will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts: Date and time or time frame of the incident; a brief description of the incident; information that will promote safety and potentially aid in the prevention of similar crimes; suspect description(s) when deemed appropriate and if there is sufficient detail; police/Public Safety agency contact information; and other information as deemed appropriate.

Depending on the particular circumstances of the crime, methods of dissemination may also include, but are not limited to, electronic distribution through e-mail, posting of hard copies in public areas, posting on the Public Safety website in the “Crime Alerts” section, posting on the Public Safety monitor on the first floor of the Holland Union Building (HUB), and dissemination via local media outlets. Status updates regarding the resolution and issued timely warnings will be disseminated in a similar fashion and updated as soon as possible. The intent of a Timely Warning is to provide information to enable members of the college community to protect themselves.

When Clery Act Timely Warnings are issued, a copy of the warning will be attached to the corresponding Public Safety Investigation Report (if applicable). A copy of the warning will also be maintained in the Clery Act annual retention file at Public Safety. Timely Warning information will remain on file at Public Safety for a period of at least 7 years from the date of the warning.

Anyone with information warranting a Timely Warning should report the circumstances to Public Safety, by phone (717-245-1111) or in person at the Public Safety office, Kaufman Hall, at the northeast corner of Cherry and West Louthers Streets (400 E. North Street (rear), Carlisle, PA 17013).

Emergency Notification, Red Alert and Timely Warnings

Emergency Notification

The college will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus. An Emergency Notification will be issued as deemed necessary by the Chief of Public Safety or their designee, in consultation with other campus administrators.

The alert will be issued by DPS or their designee through the Red Alert system utilizing voice, text and email paths, and may also be sent through the college e-mail system to students, faculty, and staff. Depending on the particular circumstances of the incident, DPS may also post the notice on the Public Safety website.

Public Safety Advisories

If Public Safety learns of a serious crime, either on or off campus, and there is no indication of a serious or continuing threat to the college community, Public Safety may issue a Public Safety Advisory for the purpose of seeking additional information from the public or to heighten awareness.

Red Alert System

Dickinson College communicates accurate, timely information to members of the campus community in the event of a crisis, serious crime, emergency or other situation which may impact the safety of the community by utilizing the Red Alert Emergency Notification System. In the event that a disaster or crisis arises, either on or off campus, that, in the judgment of the Chief of the Department of Public Safety or his/her designee, in consultation with other administrators, constitutes an ongoing or immediate threat, a campus wide alert will be issued. In less urgent situations, other forms of communication, such as the college email system, may be utilized.

Red Alert enables college emergency response team members to communicate with students, staff, and faculty in minutes by sending a message via a number of contact methods—including email, text messaging, and cell phones. Red Alert is only used for emergencies, crises and reports of serious crime where a situation exists which potentially constitutes an ongoing or immediate danger. This is a free service to members of the Dickinson College community.

Red Alert and Red Alert System test records will be maintained on the website of the vendor (Everbridge). The Red Alert system will be tested at least twice a year. A copy of each message and test documentation will also be maintained at the Department of Public Safety. Red Alert notifications will remain on file at Public Safety for a period of at least 7 years from the date of the alert.

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Related Information

History/Revision Information

Responsible Office/Division:	Public Safety
Effective Date:	1/29/2013
Last Amended Date:	9/12/2019
Next Review Date:	9/12/2022
Also Found In:	Annual Security and Fire Safety Report on Public Safety website