UW-GREEN BAY PROTOCOLS FOR EMERGENCY NOTIFICATION AND TIMELY WARNING UNDER THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires institutions of higher education to provide notification of certain types of emergencies or crimes to all members of the campus community. Under the law, there are two different categories of notifications; the Emergency Notification and the Timely Warning.

**Emergency Notification**

The Clery Act requires institutions to **immediately notify** the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. “Immediate threat” is defined as an imminent or impending threat which could include a significant fire, outbreak of a serious illness, extreme weather conditions, gas leak, armed suspect, terrorist incident, bomb threat, civil unrest explosion, chemical spill or other dangerous situation.

**UW-Green Bay Protocol**

The Director of Public Safety or his/her designee is authorized to activate the Emergency Notification when it is his/her professional opinion that a criminal, facility, or weather emergency exists that satisfies the above criteria.

The Dean of Students or his/her designee is authorized to activate the Emergency Notification when it is his/her professional opinion that a health emergency exists that satisfies the above criteria.

Notification will be done through one or more of the following: GB Alert, NetNotify, email, website banner, loud speakers and/or campus phone systems as appropriate to the particular situation.

Every effort will be made to notify the Chancellor’s Office and the Office of Marketing and Media Relations prior to issuing an Emergency Notification, however some serious and imminent threats may not allow for that.

**Timely Warning**

The Clery Act requires institutions to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. This includes crimes where the circumstances indicate that there may be a serious or continuing threat to students or employees. The decision to issue a timely warning must be decided on a case-by-case basis in light of all the facts surrounding a crime, including such factors as:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts
UW-Green Bay Protocol

A timely warning will be issued when at least two of the following are in agreement that such warning should be issued:

- Director of Public Safety or police supervisor in Director’s absence
- Marketing and University Communication Director or his/her designee
- Dean of Students or his/her designee
- Chancellor or his/her designee

Notification will be done through email, flyers and/or postings as appropriate to the situation. Depending on the circumstances GB Alert, NetNotify, website banner, loud speakers and/or campus phone systems may also be appropriate to the particular situation for the notification.

The Chancellor’s Office and the Office of Marketing and Media Relations will be notified prior to issuing a Timely Warning.

Annual Updates

The Chief of University Police Services, Director of Marketing of Media Relations, Dean of Students and their designees will meet annually to review this protocol, ensure compliance, and evaluate any warnings or notifications that were made.