



<b>University Policy Number:</b> UP-03-04		<b>Effective/Revision Date:</b> November 18, 2022
<b>Subject</b>	FAMU Alert	
<b>Authority</b>	34 C.F.R. § 668.46	
<b>Applicability</b>	University Community	
<b>Related</b>	See Page 5	

## I. POLICY PURPOSE AND INTENT

This Policy is applicable to all students, employees, volunteers, (University Community) on all Florida A&M University (FAMU or University) campuses. The Florida A&M University is committed to providing a safe working and learning environment to protect all members of the University community and to ensure compliance with state and federal regulations.

## II. STATEMENT OF POLICY

The Florida A&M University will promptly notify the University community to take reasonable precautions upon confirmation of a severe emergency or dangerous situation posing an immediate threat to people's health and safety occurring on any FAMU campus. The FAMU ALERT System can only be used, activated, or deactivated by authorized individuals for the aforementioned reasons. The procedures for approving, activating, using, and testing emergency notification systems are outlined in this Policy.

## III. DEFINITIONS

- A. **Activate:** Initiate an action or implementation of a system.
- B. **Confirmation:** An authorized FAMU official(s), listed in Section IV. D. below, has verified that a legitimate emergency or dangerous situation exists. Confirmation does not necessarily mean that all the pertinent details are known or available at the time of activation.
- C. **Drills:** Test of a procedural operation.
- D. **Exercises:** Test of coordination of efforts between the Campus Safety and Emergency Management Departments.
- E. **FAMU ALERT System:** A communication system that provides timely and accurate information about emergencies that could affect the University, which is activated primarily for life safety situations.
- F. **Follow-through activity:** An activity designed to review the test.
- G. **Immediate Threat:** An imminent or impending threat to the health or safety of students or employees.
- H. **Severe Emergency:** Any occurrence, or threat thereof, whether natural, technological, medical, or human-caused in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to, or loss of, property, including a declared emergency. Also, a finding and declaration by the University President in accordance with University Regulations 1.021, Authority of the President, that a closure and/or an Emergency, as defined by this Policy or otherwise exists.
- I. **Tests:** Regularly scheduled drills, exercises, and appropriate after-action reviews designed to assess and evaluate emergency plans and capabilities.
- J. **Timely Warning:** A message issued to the University community alerting them of crimes that have already occurred on University-owned or controlled-property that continue to pose

a threat to health or safety. Timely warnings are issued for both crimes to persons and crimes to property.

#### IV. PROCEDURES

##### A. Comprehensive Emergency Management Plan (CEMP):

1. FAMU has a CEMP, which outlines key operational responsibilities in the event of an emergency on campus. The CEMP identifies key emergency support responsibilities as coordinated with the appropriate FAMU departments, as well as local, state, and federal agencies. When FAMU learns of an emergency or dangerous situation on campus that poses an imminent threat to the health or safety of students or employees, the University community will be informed promptly.
2. FAMU ALERT System will be tested at the designated times and dates. Any impending tests will be promptly announced to the University community. The final decision on the approval of such tests rests with the Assistant Vice President for Safety and Security and the Chief of Police, after consultation with the Emergency Management Director.
3. FAMU conducts tests to assess the emergency response and evacuation procedures on an annual basis. These tests may be announced or unannounced. In accordance with federal law, a summary of at least one test will be published on an annual basis.

##### B. Authorized Personnel

The following University personnel may authorize the activation of the FAMU ALERT System for emergency notifications or timely warning messages:

- Assistant Vice President of Safety and Security and Chief of Police
- Deputy Chief of Police Department
- Lieutenant of Police Department
- Police shift supervisor on duty
- Dispatch *at the directive of Chief of Police or their designee*
- Assistant Vice President and Director of Emergency Management
- Deputy Director of Emergency Management
- Director of Communications
- Vice President of Student Affairs
- Provost
- Executive Vice President and Chief Operating Officer
- President
- Others as deemed necessary per the Chief of Police or Emergency Management Director

During an activation of the FAMU ALERT System, the following University personnel have the ability to send messages through the FAMU ALERT System:

- Police Dispatchers *at the directive of the Police Chief or their designee*
- Deputy Chief of Police Department
- Lieutenant of Police Department

- Assistant Vice President of Safety and Security and Chief of Police
- Assistant Vice President and Director of Emergency Management

### **C. Activation and Deactivation of the FAMU ALERT System**

1. Individuals who have the authority to activate the FAMU ALERT System must ensure that it is activated for life safety situations only and that it is not used for routine notifications.
2. As soon as there is confirmation of a severe emergency or dangerous situation posing an immediate threat to health or safety, the notification system must be activated right away.
3. One or more of the notification systems will be used to send out timely alerts or emergency notifications, depending on the severity and the kind of incident.
4. The deactivation of the FAMU ALERT system will be done in stages, depending on the scale and type of emergency. A large-scale emergency will require that some FAMU ALERT systems remain active until the entire University community is aware of its current status.

### **D. Confirming the Existence of a Severe Emergency or Dangerous Situation**

1. All students, employees, and volunteers should promptly and accurately report crimes in progress, life and death situations, vehicle crashes with injuries, and other suspected emergencies and dangerous situations to 911. Dialing 911 on campus will contact University Police. Individuals calling from mobile phones must specify their location and remain on the line until their location is confirmed by the dispatcher.
2. The FAMU Police Department will respond to complaints of criminal activity, possible crises, or dangerous situations on campus by either dispatching an officer or informing the caller to come to FAMU Police Department headquarters to report the occurrence. When it is judged appropriate, FAMU Police Department investigators will look into the report. Reporting incidents to the FAMU Police Department is essential to facilitate the timely determination of the existence of a significant emergency or dangerous situation. Timely reporting also facilitates the inclusion of criminal offense information in the yearly disclosure of crime statistics and assessment for sending the timely warning messages to aid in the prevention of similar crimes.
3. The FAMU Police Department maintains a Daily Crime Log, which is accessible to the public and can be viewed at [The Department of Campus Safety & Security \(famuedu\)](http://The Department of Campus Safety & Security (famuedu)).

### **E. How FAMU ALERT Works**

1. FAMU ALERT is a multimedia communications system that provides timely and accurate information about emergencies that could affect the University.
2. The FAMU Department of Emergency Management, the FAMU Police Department, and FAMU's Office of Communications determine which notification systems will be used during an emergency. These Departments work together to provide timely and accurate information to the University community and will determine how much information is appropriate to disseminate at different points of time.
3. If these Departments, or the individuals listed in Section IV.B., receive information about an immediate threat to the FAMU campus, they will:
  - a) Confirm that a threat exists;
  - b) Determine which areas of campus should receive the notification;
  - c) Determine the content of the notification;

- d) Initiate one or more of the notification systems;
  - e) Distribute updates to the initial notification, if necessary; and,
  - f) Distribute a final notification informing the University community that the threat to the campus no longer exists.
4. When a situation poses a threat to the campus as a whole or when a very significant part of the University community could be adversely affected, the entire University community will be informed. The threat will be assessed moving forward, and if justified, new University community groups might be informed. Only situations that pose an immediate threat to the University community or that will severely impair University operations—such as bomb threats, road or parking closures due to an emergency—will be covered by FAMU ALERT notifications.

#### **F. Testing**

1. At least annually, FAMU will test the emergency response and emergency notification procedures. The test may be announced or unannounced and is designed for assessment of emergency plans and capabilities and measured against pre-defined goals. The test will contain each of the following steps:
  - a) Tested at least the first two weeks of each semester;
  - b) Be scheduled;
  - c) Identify training challenges;
  - d) Identify coverage concerns;
  - e) Identify maintenance issues; and
  - f) Conduct follow-through activities.
2. FAMU will document each test conducted and retain test documentation for seven years. Test documentation will include at least the following:
  - a) A description of the exercise, (i.e. the test);
  - b) The date the test was held;
  - c) The time the test started and ended; and,
  - d) Whether the test was announced or unannounced.

#### **G. Timely Warning**

1. FAMU will issue a timely warning to the University community for reported criminal incidents that continue to pose an imminent threat to the University community. Timely warning messages will be distributed as soon as the pertinent information is available, to enable people to protect themselves and prevent similar crimes from occurring.
2. The decision of whether or not to issue a timely warning will be decided by the FAMU Police Department on a case-by-case basis in light of all the facts surrounding a reported crime, including factors such as:
  - a) The nature of the crime;
  - b) The continuing danger to the University community; and,
  - c) The possible risk of compromising law enforcement efforts.
3. The timely warning message will include all information that would promote safety and that would aid in the prevention of similar crimes from occurring, as well as information about the crime that triggered the warning, but will never include a victim's personal identifying information.

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4. The timely warning will be issued using one or more of the notification systems, in an effort to reach the entire University community.

**Related Information Links:**

- [FAMU Department of Campus Safety and Security](#)
- [FAMU ALERT](#)
- [Code of Federal Regulations, 34 CFR Section 668.46, Institutional Security Policies and Crime Statistics](#)
- [The Handbook for Campus Safety and Security Reporting: 2016 Edition](#)
- [Department of Homeland Security Act 2002](#)



**Larry Robinson, Ph.D.**  
President

12/9/2022

Date

*Dr. William E. Hudson, Jr*

**Dr. William Hudson, Jr.**  
Vice President for Student Affairs

12/2/2022

Date

<b>Attachments:</b>	N/A
<b>Hyperlink Addresses:</b>	N/A