

University Policies

Policy Name: Emergency Notification	Effective Date: July 1, 2010
Custodian of Policy: Dean of Students	Last Review: New Policy
	Next Review: September, 2016

Policy:

All students and employees of Minnesota State University, Mankato are required to immediately notify University Security of any situation or incident on campus that is an emergency or dangerous situation that may involve an imminent or on-going threat to the health and safety of students and/or staff.

Once an incident is reported, University Security and/or the Mankato Department of Public Safety will respond to and investigate the situation to determine if it does pose an imminent threat to the University community.

In the event that the incident does pose an immediate threat to students and/or staff, University Security will, without delay and taking into account the safety of the community, determine with a member of the Campus Emergency Response Team as defined in the campus emergency response plan to determine the type of notification to be provided to the University community.

Procedures:

Types of Emergency Warnings & Notifications

Imminent Danger

Any condition that creates a danger which could reasonably be expected to cause death or serious physical harm immediately or before the onset of such danger can be eliminated.

Personal Safety/Crime Alerts

Informational alerts used for on-campus incidents that pose a continued or perceived threat to the personal safety of University community members. Crime alerts are used for property crime situations.

Off Campus Incidents

Community wide alerts that are used to provide information regarding incidents that pose a continued or perceived threat to the personal safety of the City of Mankato community members. These alerts are initiated through the City of Mankato and passed on through campus resource communication systems.

Weather Related Class Cancellations/University Closings

Alerts that are given during weather events that may lead to the cancellation of classes or the closing of the University. See <http://www.mnsu.edu/security/emergencies/closings.html> for the definition of each type of closing.

Post Incident Communication

Communications to the University community following an imminent danger event that leads to the need for further instructions and/or recovery information.

Notification Methods

Warning systems, at the discretion of the President or designee within Minnesota State University, Mankato, shall include but not be limited to:

- STAR ALERT Emergency Messaging System
- Voice over IP
- Message Boards
- Personal Safety Hotline
- Class Cancellation Hotline
- Personal Safety Posters
- Web Page
- Minnesota State Mankato's Public Information Officer (through radio and news media)
- Campus Wide Email

The President or designee shall be made fully aware of the type of situation requiring the warning notification.

The following warning systems will be used to notify the campus community, dependent upon the type of emergency/notification as follows:

- Imminent Danger – STAR ALERT, Voice over IP
- Personal Safety/Crime Alert – Personal Safety Hotline, Personal Safety Posters, Web Page, Campus Wide Email (personal safety related only).
- Off Campus Incidents – Personal Safety Posters, Web Page
- Weather Related Class Cancellations/University Closings – Class Cancellation Hotline, MSU Public Information Officer (Local radio and news), STAR ALERT
- Post Incident Communications – Web Pages, MSU Public Information Officer, Message Boards, Campus Wide Email

Testing

Testing of the designated text message system occurs semi-annually. Testing of the campus voice-over IP telephone system is completed monthly. Any deficiencies identified will be addressed immediately. All tests will be documented and reported in the campus annual security report.

Emergency Evacuation

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. Drills are coordinated through the departments of Residential Life and Environmental Health and Safety. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of the fire alarm system components or any other tool used during emergency situations.

Reports are prepared by participating departments to identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate department/offices for consideration.

In the event of an emergency that requires an extended evacuation, occupants should temporarily report to Bresnan Arena or to the Centennial Student Union ballroom, if Bresnan Arena is the area evacuated.

Additional information regarding the different methods of evacuation can be found on the University emergency preparedness website.

Rationale:

For the protection of all members of the University community and to ensure compliance with federal legislation; this policy is to establish emergency response and evacuation procedures that will provide immediate notification to 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 employees occurring on campus, unless the notification at that time will compromise efforts to contain the emergency.