CALIFORNIA LUTHERAN UNIVERSITY
CLERY ACT
EMERGENCY NOTIFICATION POLICY

PURPOSE

The purpose of this policy is to outline procedures that California Lutheran University will use to issue Emergency Notifications in compliance with the Clery Act.

POLICY

Upon confirmation of sufficient information to indicate that an emergency or dangerous situation is or has taken place, the University will, without delay, initiate the notification system. The University’s activation of this system will take into account the safety of the community, as it determines the content of the notification. A notification may not be initiated in cases where the responsible authorities believe it would compromise efforts to assist a victim or in cases where officials believe it could exacerbate the emergency.

SCOPE

This policy focuses on significant emergency or dangerous situations involving an immediate threat occurring on the campuses of California Lutheran University.

PROCEDURES

In the event of a significant emergency or dangerous situation involving an immediate threat occurring on the campuses of California Lutheran University, the following steps will be taken:

- The University will confirm the significant emergency or dangerous situation poses an immediate threat to the health or safety of University faculty, staff, students, and/or visitors.
- This determination will be based upon:
- Personal observation of the event (by sight, smell, sound or other perceptive sense).
• Report from Campus Safety, faculty, staff, students, administrators, or visitors to
  the campus.
• Information from a reliable outside source, such as local police or fire
  departments, local news media, or notification from a government entity.
• Other reliable means that might be available.

When possible, the content of initial message should contain the following:

• Who the message is from;
• Type of incident and sufficient details to enable recipients to take proactive safety
  precautions;
• Action to be taken; and
• Where additional information may be obtained.

If the initial message is also sent as a text message, it may be shorter due to limitations
on the number of characters that can be transmitted in a single message.

The method for disseminating the Emergency Notification: One to the university
community will include one or more of the following methods:

• CLAlert System: utilizes a combination of email, voice, and text messaging.
• Campus email system
• Posting of a message on the University emergency phone line (888-260-5450)
• California Lutheran University Web site http://www.callutheran.edu
• KCLU -88.3 FM

If the larger community needs to be advised of an emergency situation on a University
 campus, a combination of the following methods may be used:

• Posting of a message on the University emergency phone line (888-260-5450)
• California Lutheran University Web site http://www.callutheran.edu
• KCLU -88.3 FM
• Media Relations to contact local public media (radio, television, press)
• Request the City of Thousand Oaks utilize their emergency notification system or
  reverse 911 systems to notify residents.
RESPONSIBILITIES

Campus Safety, in conjunction with input from the President, Vice President for Student Affairs/Dean of Dean Students, or their designated representatives, will determine the content and initiate the notification. If time is of the essence, Campus Safety will make the initial notification and a follow-up notification will be sent as soon as possible containing additional information and instructions.

Authorization to carry out an initial emergency notification to the University campuses and the immediate community may come from the:

- University President
- Provost
- Vice President, Administration & Finance
- Vice President, Student Affairs/Dean of Students
- Vice President, Enrollment Management and Marketing
- Vice President, University Advancement
- Vice President, Mission & Identity
- Associate Vice President, Planning and Operations
- Chief Information Officer
- Director of Campus Safety
- Assistant Director of Campus Safety
- Campus Safety Officers, but only if delay could result in loss of life