



Policy Name:	Timely Warnings to the Community		
Associated Form(s):	N/A	Policy Number:	2023-15
Reviewed:	Non-Academic Policy Committee	Approved:	August 17, 2023
Approval Authority:	President <i>Susan Parish</i>	Adopted:	August 28, 2023
Responsible Executive(s):	Executive Director of Campus Safety and Emergency Management	Revised:	N/A
Responsible Office(s):	Office of Campus Safety	Contact(s):	Director of Campus Safety

I. Policy Statement

Timely Warnings are issued to the University Community when the Department of Campus Safety is made aware of a Clery reportable crime that occurs on campus property or property immediately adjacent to and accessible from the campus and which poses a serious or *continuing* threat to the Community. These Warnings are issued in compliance with federal law for select crimes identified as part of the Clery Act. Victim information is kept confidential during this process and the Warning is designed to prevent a similar occurrence from affecting the Community in the future.

The decision to issue a Timely Warning is made by the Executive Director for Campus Safety and Emergency Management in consultation with other members of the University's executive management as necessary, including the Office of General Counsel. When it is appropriate, the University will issue an immediate notification via the public address system, text messaging, and electronic mail. The University is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

II. Emergency Notification and Response

Mercy University utilizes an emergency mass notification system (MERCY ALERT) to transmit via telephone, text, or e-mail emergency messages to the University Community. Upon confirmation by the Department of Campus Safety of a significant on campus emergency or dangerous situation involving an *immediate* threat to the health or safety of students, faculty or employees Mercy University will, immediately, taking into account the safety of the community, determine the content of the notification and initiate the notification system. This is done unless the notification will, in the professional judgment of Campus Safety or upon conferral with the emergency responders, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Campus Safety will respond to the scene and/or confer with emergency responders to determine the level of the emergency. Campus Safety will notify the Mercy University Emergency Response Team who will be responsible for managing the emergency incident until closure. Follow up information will be provided to the community as appropriate, either through the continued use of the MERCY ALERT emergency mass notification system or via the broader electronic media described below.

In case of an imminent threat to life or property, Campus Safety will be responsible for issuing an Emergency Notification that will be disseminated to the entire campus community. Where time allows, Campus Safety will collaborate with the Mercy University Emergency Management Team (EMT) to craft an appropriate notification that may or may not be limited to a particular segment or segments of the campus community as appropriate. The emergency situation will be continuously assessed to determine if additional segments of the campus community require notification. Members of the larger community can learn about significant emergencies via the Mercy University social media platforms, through local media outlets, or via MERCY ALERT if

their contact information has been included by a Mercy University affiliate. A test of the emergency broadcast system is conducted once a semester.

To disseminate emergency information to the University community, Mercy University may also utilize the Mercy University website, www.mercy.edu, Mercy Connect, Outlook e-mail, Mercy's Facebook page, X (formerly known as Twitter) or the Mercy University information line in addition to the MERCY ALERT emergency mass notification system.