



Annex A – Warnings

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted
#1	9/30/24	Timely Warning Procedures		

General

- Timely Warnings and Emergency Notifications about emergency conditions are essential to preserve the safety and security of the university community. This annex outlines the different warning systems available and their use, as well as provides operational guidance for issuing timely warnings or emergency notifications. Information about timely warnings and emergency notifications can also be found in the current PVAMU

Annual Security Report (ASR).

- All timely warnings and emergency notifications must be accurate, clear, and consistent. Within the constraints associated with the messaging system, all messages should include accurate, sufficiently detailed information about the situation and what actions to take. PVAMU should provide updates to conditions as needed.

Concept of Operations

- Reports of Dangerous Conditions & Notifications to University Administrators
 - Any report received by the University Police Department (UPD) dispatch or Waller County Sheriff's Office dispatch regarding emergencies and dangerous conditions should be communicated to one of the following groups on campus, depending on the nature of the emergency:
 - Office for Risk Management & Safety
 - UPD leadership
 - Waller County Sheriff's Office Dispatch
 - Physical Plant Operations
 - UPD dispatch should initially notify the above areas when an emergency occurs. Upon receipt of a report, Risk Management & Safety and/or UPD leadership should determine if an Emergency Notification is required.
 - Once a determination from Risk Management & Safety and/or UPD leadership is made regarding if an Emergency Notification should be issued, UPD dispatch will follow the Emergency Notification procedures.

Emergency Notification Procedures

- The following procedures should be used to notify the campus community of certain critical emergencies or dangerous situations that pose an imminent threat to the campus community.
 - The Panther Alert System (PAS), which is Prairie View A&M University's (PVAMU) emergency notification system, gives the university the ability to communicate health and emergency information to the campus community via phone, SMS text messages and e-mails.
 - Various types of emergency notifications can be sent, including information from, but not limited to, law enforcement, fire department, emergency medical services, the National Weather Service, other personnel from Risk Management and Safety, and various additional offices/departments on campus.
 - The university will, without delay, consider the safety of the campus community, determine the content of the notification, and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Emergency Notification Procedure: University Police Department

- The UPD will be involved in any confirmed emergencies related to law enforcement, the fire department, or emergency medical services. The UPD, the Clery Coordinator, or

their designees, will determine the content and distribute the notification to the campus community. The Center for Information Technology of Excellence (CITE) Office will serve as a backup to the UPD or Clery Coordinator in distributing the notification.

- A notification banner on the PVAMU website can also be used to provide information to the campus community if the Office for Marketing and Communications (MARCOMM) determines it is necessary.
- MARCOMM will be contacted through the initial email notification and is responsible for updating the website with the appropriate information. The Office for Marketing and Communications can also send a notification via social media to the campus community and will be responsible for updating.

Emergency Notification Procedure:

Office for Risk Management & Safety and Office for Marketing and Communications

- The Office for Risk Management & Safety is involved in all confirmed emergency notifications that are non-law enforcement related, including weather notifications, gas leaks, etc.
- MARCOMM will be involved in all schools' closures that result from emergency notifications that are non-law enforcement related.
- Risk Management and Safety and/or MARCOMM will determine the content and distribute the notification to the campus community. C I T E will serve as a backup to Risk Management Safety and MARCOMM, in distributing the notification.
- A notification banner on the PVAMU website can also be used to provide information to the campus community. MARCOMM will be contacted through the initial email notification and responsible for updating the website with appropriate information.
- The Office for Marketing and Communications can also send a notification via social media to the campus community and will be responsible for updating social media with the appropriate information.

- **Examples of Events That Require Emergency Notifications**

- Outbreak of meningitis; norovirus or other serious illness
- Approaching tornadoes, hurricanes, or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Chemical or hazardous waste spill
- For emergency conditions that may warrant altering or canceling classes and/or normal operations, Risk Management & Safety and/or UPD leadership will notify the Provost and Senior Vice President for Academic Affairs and/or the President.

Emergency Notification Content

- For both law enforcement-related and non-law enforcement-related incidents, the content of the notification and necessary follow-up messages will provide information that will aid the campus community in response or evacuation measures. Follow-up notification will also be provided upon mitigation of the threat via the Panther Alert System.

Timely Warning Procedures

- The following procedures should be used to notify the campus community of certain crimes in a timely manner and to aid in the prevention of similar crimes. The intent of a Timely Warning is to disclose pertinent information as soon as it becomes available so that people can make informed decisions regarding their safety and protection.
- A Timely Warning is triggered when a Clery-reportable crime, which allegedly has taken place in the Clery geography of PVAMU, is reported to a Campus Security Authority, and the crime is considered to pose a serious or continuing threat to students and employees. PVAMU issues Timely Warnings via e-mail only.

Criteria to Determine Timely Warning

- When issuing a Timely Warning, the following factors should be considered on a case-by-case basis considering all the facts surrounding the crime:
- The nature of the crime. Clery Act crimes are required to be considered for timely warnings.
- Whether or not the alleged incident reportedly occurred within the PVAMU Clery geography.
- The continuing danger to the campus community. Consider whether students and employees are at risk of becoming victims of a similar crime.
- The possible risk of compromising law enforcement efforts. Consider the potential impact on various law enforcement operations.

Clery-Reportable Crimes Include:

Criminal Offenses

- Criminal Homicide
- Murder and Non-negligent Manslaughter
- Manslaughter by Negligence
- Sexual Assault
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Hate Crimes

(Bias-based offense to include factors such as race, religion, sexual orientation, gender, gender identity, ethnicity, national origin or disability)

- Includes all criminal offenses listed above; and,
- Includes the following incidents, if committed as a hate crime:
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

Violence Against Women Act (VAWA) Offenses

- Domestic Violence
- Dating Violence
- Stalking

(**Note:** Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes.)

Arrests and Referrals for Disciplinary Action

- Liquor Law Violations (does not apply to public intoxication or DUI)
- Drug Law Violations
- Weapons Law Violations

Hazing

Criteria for Determining Issuance of a Timely Warning

The circumstances in which a Timely Warning will be generated include, but are not limited to, the receipt of a good faith report to the UPD or other CSA of a crime reportable under the Clery Act that poses a serious or continuing threat to the campus community. Crimes that may warrant a Timely Warning include, but are not limited to, those within the Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications listed under the Criminal Offenses section above; and, all other Clery crimes as determined necessary by the UPD Chief of Police, or their designee, and/or the Clery Coordinator or their designee.

The determination as to whether to issue a Timely Warning will be made on a case-by-case basis after due consideration of all the pertinent available facts surrounding the crime, such as:

- The nature of the crime. All reported Clery Act crimes are required to be considered for potential dissemination of a Timely Warning.
- Whether or not the alleged crime reportedly occurred within PVAMU Clery geography.
- Whether or not there is a continuing danger to the campus community.

If neither UPD nor another CSA is notified of a crime in a manner that would allow for timely provision of a Timely Warning, a warning may not be issued, depending on the circumstances.

Timely Warning Sequence for Clery-Reportable Crimes

When a Clery-reportable crime occurring within PVAMU's Clery geography is reported, the following procedures should be followed.

The UPD Chief of Police, or their designee, must notify the Clery Coordinator, or their designee, after receiving the report. When time permits, a discussion between the UPD Chief of Police, or their designee, and the Clery Coordinator, or their designee, should occur to determine if the crime poses a serious or continuing threat to the PVAMU community. If it is deemed reasonably likely that the reported crime poses a serious or continuing threat to the PVAMU community, then a Timely Warning will be issued.

The UPD Chief of Police, or their designee, is primarily responsible for determining the content of Timely Warnings. However, the Clery Coordinator, or their designee, can assist with the content development of Timely Warnings, if necessary. Also, the UPD Chief of Police, or their designee, is primarily responsible for distributing Timely Warnings to the campus community. However, the Clery Coordinator, or their designee, the Center for Information Technology Excellence (CITE), Office of Risk Management & Safety (RMS), or Office for Marketing & Communications (MARCOMM) can also distribute Timely Warnings, if necessary .

Timely Warnings shall be disseminated to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences. Timely Warnings are primarily distributed to all students and employees by email via Rave Alert at <https://www.getrave.com/login/pvamu>. If <https://www.getrave.com/login/pvamu> is not accessible to issue a Timely Warning, CITE or MARCOMM will issue the Timely Warning through a mass email message to the students and employees.

Once a Timely Warning has been sent to the campus community, if deemed necessary, MARCOMM may also put out information via social media channels as a supplement and update the PVAMU website with information related to the Timely Warning.

If any crime is determined to be unfounded by sworn or commissioned law enforcement personnel, this information must be reported to the Clery Coordinator in a timely manner.

Required Elements of a Timely Warning

When issuing a Timely Warning, include specific information about the crime that prompted the warning. Minimally, include:

- Title of the crime reported.
- Date and time the alert was released.
- Date, time, and general location of the incident.
- Nature of the crime and factors influencing safety (indicators of a serious or ongoing threat) or describing a pattern (suspect at large, egregious behavior, multiple incidents of similar nature occurring, etc.).
- Physical description of the suspect, when sufficient detail exists to help identify suspects or groups of suspects. Such detail may include a combination of gender, race, clothing, height, body type, build, accent, tattoos, hair color, facial hair, or other unique identifying characteristics.
- Crime prevention and safety tips related specifically to the nature of the incident itself.
- Reminders on where to report any suspicious activity that might be related to this incident.

UPD dispatch

- Receives emergency calls. UPD dispatches appropriate emergency response resources.
- Contact appropriate personnel who determine if a Timely Warning or Emergency Notification is required. Drafts and disseminates Emergency Notification (Panther Alerts) or Timely Warning after approval from the Chief of Police and/or Risk Management and Safety.

Chief of Police or their designee

- Determines if a Timely Warning or Emergency Notification is required, alone or in

cooperation with the Clery Coordinator. Direct the emergency response as needed.

The Clery Coordinator

- Determines if a Timely Warning or Emergency Notification is required, alone or in cooperation with the Chief of Police. It is the backup for drafting and disseminating Emergency Notifications (Panther Alerts) and Timely Warnings.

Executive Director for Marketing and Communications

- Works with UPD and/or Clery Coordinator to determine if the current situation requires a Timely Warning or Emergency Notifications. This is the backup for drafting and disseminating Emergency Notifications (Panther Alerts). Serves as the primary point of contact for news media.

CITE

- Provides technical support. Performs system updates and is the backup for disseminating Emergency Notifications (Panther Alerts) and Timely Warnings.

Executive Director for Risk Management & Safety

- Determines if an Emergency Notification is required (for non-law enforcement related incidents), either alone or in cooperation with the Clery Coordinator and/or Chief of Police.
- Direct the emergency response as needed.