

EMERGENCY NOTIFICATION (from page 38-40 of the [CWU Annual Security and Fire Safety Report 2022](#))

When any serious threat or disaster to the campus community occurs, University Police and Public Safety officers will respond and depending on the needs or magnitude of the incident, coordinate with other first responders, such as the Ellensburg Police Department, Kittitas County Sheriff's Office, Washington State Patrol, and Kittitas Valley Fire and Rescue. If you need to report an emergency, dial 9-1-1.

In an emergency, it is essential to swiftly provide information to the entire campus community. To that end, Central Washington University has implemented an Emergency Notification System with several components:

- RAVE Alert! sends emergency notifications via email, telephone (landline and cellular) and text messaging.
- RAVE Alert! sends a notification to all active CWU computers connected to the CWU local-area network.
- A screen "crawl" scrolls a notification across the main CWU web page on a continuous loop.
- Other possible messaging sources include handheld and vehicle equipped public address systems, CWU website(s), official CWU social media, and local media such as television and radio. If any these systems fail or the university deems it appropriate, in-person communication may be used to communicate an emergency.

All CWU faculty, staff, and students are automatically added to this system using their telephone and email addresses as they have been entered into the MyCWU database.

When responding officers determine there is an incident that is a severe or imminent threat to the campus community, they will notify the on-duty or on-call (after hours) administrator, which is either the Chief of Police, Assistant Chief, Lieutenant, or the Vice President of University Relations. The Public Safety staff is responsible for responding to reported emergencies and confirming the existence of an emergency, sometimes in conjunction with campus administrators, local first responders and/or the national weather center. Emergency notification and timely warning messages will be issued in a manner that does not convey identifying information of the complainant and/or victim.

The Chief of Police or designee are empowered and authorized to issue RAVE Alerts and/or notifications on behalf of CWU. The Emergency Notification System may be used to provide instructions, information, or even an evacuation order,

to all or part of the CWU population. Without delay, notification will be immediately made when University Police and Public Safety personnel confirm that a significant emergency or dangerous situation threatens the health or safety of the campus community and members that occurs on campus. Notification can be made using pre-drafted notification statements or customized statements as needed.

The Chief of Police has various templates that are used so the process is not delayed. Before activating this system, the Chief of Police or designee will take into account the safety of the community, determine the content of the notification, segment of community to receive 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. University Police and Public Safety will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will—in the judgment of the first responders (including, but not limited to: University Police and Public Safety, Ellensburg Police, Kittitas County Sheriff, Kittitas Police, Washington State Patrol and Kittitas Valley Fire and Rescue—compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Because emergency incidents can evolve rapidly, additional messages with follow-up information will be sent using some or all the methods used to communicate emergency information. Incidents may require that agencies and departments both on and off campus assist in the response and recovery efforts. In these instances, the National Incident Management System and Incident Command Post would be established and additional notifications to the local community would be made at the direction of the incident commander and assigned public information officer.

The emergency notification system will be tested at least two times annually to ensure that it is properly running. These tests may be announced or unannounced as determined by the Chief of Police. With approval of the Chief of Police, or designee, the system may be used on a limited basis for planned events such as closures, utility shutdowns, or other important safety notices when deemed necessary.

The departments involved in the delivery of messages or notifications will meet after the incident and conduct a debriefing. This process allows for open discussions relating to the specific incident, and how services, communication, and interaction can be improved.

EVACUATION, PREPARATION AND RESPONSE

In the case of an evacuation (other than residence hall fire alarms), the Student Union and Recreation Center (SURC) is the primary building for evacuees to begin reunification and receive services. Residential halls have predetermined evacuation locations specifically for fire alarms. If, while in your residence hall, you receive an emergency notification message, go to the SURC, or follow the instructions as outlined in the message. In the event the SURC is not available or viable, the incident commander will determine a safe location for reunification. This information will be communicated either directly or via the Emergency Notification System. This information will be shared during emergency notification testing. The SURC's public address system, generator, and other emergency systems are tested annually.

Officers of University Police and Public Safety receive annual training in the National Incident Management System (NIMS), the CWU Emergency Operations Plan, or other drills and activities. Many of these drills and tabletop exercises involve other first responders and medical providers. NIMS training has also been given to University Leadership on campus, so in the event of an emergency, there is a core group who can respond and establish an incident command post. If the event is not strictly a law enforcement issue, a joint operations center is established with agencies such as the fire department, medical aid, or facilities management.

Command staff of the Kittitas County Sheriff, Ellensburg Police Department, and Kittitas Valley Fire and Rescue receives the RAVE Alert! notification for rapid response and coordination during an emergency. The Ellensburg Police Department and Kittitas County Sheriff's Office notify University Police and Public Safety when there is a potential threat approaching campus so a determination can be made about whether to alert the campus community.

Campus Housing facilities practice fire and complete evacuation drills quarterly. Other buildings, such as the SURC, also have practice drills that the University Police and Public Safety, fire, and other first responders observe and participate in. CWU participates in the annual Great Washington Shake Out, which is an earthquake preparedness drill. On the set date/time, the RAVE Alert! System is activated and the message contains information about what to do during an earthquake and a reminder about evacuations and reunification locations.

Preparedness is vital to effectively manage an emergency or disaster. Everyone is responsible for their own security and the security of others. The University Police and Public Safety web page has guidelines that may help overcome specific situations. Visit ready.gov to become informed and better prepared.

TIMELY WARNINGS

Emergency notifications are triggered for any event involving a significant emergency or immediate threat to our campus community. In contrast, the timely warning notification may be issued when a specific crime occurs (referred to as Clery crimes) within the CWU Clery Geography (On-Campus, Public Property, and Non-Campus Property), and in the judgment of the University Police and Public Safety. Timely warnings are issued as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and in a manner that will aid in the prevention of similar crimes. Officers will notify the Sergeant, Lieutenant, Assistant Chief, or Chief of Police of such instances so a determination can be made if a timely warning is appropriate.

Timely warnings may be issued by using all, or portions of the RAVE Alert! System (telephone, email, text, computer messaging). Other means of issuing a timely warning include posting notices on the intranet, sending emails, telephone, or social media and local media. [CWUR 7-80-020](tel:780020).

University Police and Public Safety, with assistance from other departments, will distribute timely warning announcements when there appears to be a threat to the safety and security of persons on campus for the following crimes:

- Aggravated assault
- Major incident of arson
- Burglary
- Manslaughter by negligence
- Motor vehicle theft
- Murder/non-negligent manslaughter
- Robbery
- Sexual offenses
- Domestic violence, dating violence, and stalking
- Violations of liquor law, drug law, or weapons possession law
- Any other crime in which the victim was chosen based on race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

Timely warning notices may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of CWU.

Timely warning notices are typically written and distributed by University Police and Public Safety, University Relations, or designee.

Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

- Nature of the crime
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

University Police and Public Safety share dispatch services with local police agencies. This partnership allows for cooperative information sharing when a crime occurs near or bordering campus, which may warrant a timely warning. The institution is not required to issue a timely warning with respect to crimes reported to a pastoral or professional counselor.

Anyone with information warranting a timely warning should report the circumstances to the University Police and Public Safety office, by phone at 509-963-2959 or in person at the Public Safety Building located at 1211 N Wildcat Way, or by calling Kittcom dispatch at 509-925-8534.