Notifications

Types of Notifications

The Clery Act requires institutions of higher education to maintain two types of alerting systems, timely warnings and emergency notifications, for separate and distinct purposes. Below is a table breaking down the distinctions between these two types of alerts.

A safety notification or crime bulletin will be posted when incidents that concern the safety of the university occurs, but do not meet the requirements of the Timely Warning or Emergency Notification disclosures.

	TIMELY WARNING	EMERGENCY NOTIFICATION
When should this alert be sent?	When Clery crimes reported to a campus security authority or local law enforcement pose a serious or ongoing threat to the campus community	When there is confirmation of an immediate threat to the health and safety of the campus community, such as severe weather warning, environmental emergency, Criminal activity with an imminent threat to campus community, health pandemic on campus
Does the location of the incident matter?	Only required for Clery crimes occurring within Clery geography that pose a serious or ongoing threat	On-campus emergencies only
What should this alert contain?	Date, nature, location of incident; prevention tips; how to report a similar occurrence	Information about the nature of the emergency and what changes one needs to make immediately as a result; evacuation procedures if necessary; assurance that an all-clear will be sent when emergency is over

Who should receive this alert?	Must reach entire campus community	Can be segmented, if appropriate
How is a determination made to send the alert?	Case-by-case analysis if the factors above are present	Once UPD has received the report, the Chief of Police, or designee, will confer with the appropriate public official (e.g., fire chief, health department) and any campus officials responsible for managing the on-campus emergency, if available, to confirm both: 1) a legitimate emergency or dangerous situation exists in on-campus geography; and 2) the emergency or dangerous situation poses an immediate or imminent threat to members of the on-campus community.
Who issues the alert?	The Chief of Police will confer with the Clery Director or designee, if available, to determine the most appropriate method(s) to distribute a Timely Warning	The Chief of Police will determine the most appropriate method(s) to distribute an Emergency Notification
How should it be disseminated?	Multi-modal system intended to reach the entire campus community; most commonly emails, website updates, and social media posts	Multi-modal system is best to ensure delivery (Emergency Notification System) most commonly texts, phone calls, desktop alerts, website updates and social media posts; segmentation of messaging is permitted, if appropriate

NOTE: Although the *Clery Act* does not define "timely," **the intent of a warning regarding a criminal incident(s) is to enable our university community to protect themselves.** This means that **a warning is issued as soon as <u>pertinent information</u> is available.**

Emergency Notification System

For more information on the Sac State <u>Emergency Notification System</u>

Additional ENS Eligibility

Sacramento State Auxiliary staff

UEI, ASI, UU, CPR, OWP members are strongly encouraged to join ENS, and need to request a SacLink email account from the **IRT Service Desk** if they don't currently have one.

Visiting Contractors & Volunteers

Are welcome to join ENS, and will need a SacLink email account requested by their campus sponsor from the **IRT Service Desk**.

Parents, Spouses, Guests, and our Community

The ENS program supports current students, faculty, staff, and visitors with active SacLink accounts who would be immediately impacted by a campus emergency. ENS notifications for third parties such as parents, spouses, guests, and other interested parties is being planned. In the meantime, we encourage you to download the free **Sac State Mobile app** and enable push notices on your mobile device(s) to receive ENS alerts.