



Idaho State University

Emergency Communications

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Record of Changes

CHANGE NUMBER	SUBJECT OR PAGE NUMBER	ENTERED BY	DATE ENTERED
1	Content Clarification; Associate Vice President for Marketing & Communications added to Issuing Personnel in Decision Matrix table (page 8)	J Sears - EM	04.06.22
2	Content Clarification; Link to update Timely Warning Decision Matrix added (page 23); Link and screen shots of Clery Boundaries Map added (page 21-22); Definition section expanded to include Clery Crimes, Clery Geography, and Campus Security Authority (page 5-6).	N White - Clery Compliance Coordinator	04.28.22
3	Language Update: Added "Emergency" to ISU Alert to meet compliance changes for Emergency Messages (all)	J Sears - EM	11.30.22
4	Clarifications to optional members of the Message Review Group.	J Sears - EM	05.17.23

Introduction

Early warnings of emergency conditions are essential to preserving the safety and security of the University community. The Emergency Communications Plan establishes the protocols Idaho State University (ISU) uses for determining the need to provide an Emergency Notification, Timely Warning, or Safety Advisory to the University community after an emergency or threat is reported to the ISU Department of Public Safety Dispatch, or other responsible party operating within their direct area of responsibility and directly involved with the emergency response for incidents at Idaho State.

This document addresses roles and responsibilities, activation triggers, delivery modes, and template messages for a variety of emergency situations that may require activation or use of the Emergency Notification System (ENS).

Background

ISU has an Emergency Notification System (ENS) capable of delivering messages to faculty, students, and staff. Notifications sent via the ENS provide rapid notification to the University community on developing or ongoing incidents, hazards, or other emergency situations. Idaho State utilizes three types of notifications to inform the campus community of potential threats against which they can take preventative measures:

- Emergency Notifications (also referred to as an ISU Alert)
- Timely Warnings
- Safety Advisories

Emergency Notifications and Timely Warnings are ongoing disclosure requirements of the Clery Act and have specific criteria as part of their federal requirements. Safety advisories are not federally required and are used when ISU learns of an incident or situation the campus community should be aware of that does not meet the threshold of an Emergency Notification or Timely Warning.

Customized notifications are distributed using Rave Mobile Safety, an automated emergency notification system capable of delivering messages via phone call, text message, email, and/or social media platforms. During critical incidents, emergency communications are prioritized over public information messages to provide emergency instructions or situational awareness to the University community. The system is also used to provide updates during emergency situations to inform the campus community when the event has concluded.

Definitions

Command Text: informational text sent to pre-identified individuals and used as a heads-up of potential or ongoing threats on campus.

Emergency Notification (aka ISU Alert): immediate notification upon confirmation of a dangerous situation or emergency with a significant impact to life or property on the ISU campus. ISU Alert utilizing Rave Mobile Safety is the quickest way to send an emergency notification campus-wide. Once confirmation is made, it is not necessary to coordinate through the Executive Policy Group.

Emergency Notification System (ENS): a mechanism established for the purpose of and dedicated to enabling University officials to quickly contact or send messages to students and employees in the event of an emergency. Includes but is not limited to, ISU Alert emails, text messages, etc.

Incident Commander: responsible for the overall management of the emergency incident. The Incident Commander is frequently the most trained and qualified individual on the scene, but university faculty or staff who are first on the scene may have to take this position until a more qualified position shows up. The Incident Commander may be an individual from a partnering response agency.

Responsible University Authorities (RUA): university officials who have been authorized by the Vice President of Campus Operations to authorize an Emergency Notification and/or Timely Warning.

Safety Advisory: notification to heighten awareness in response to an identified risk, enable the campus community to take safety precautions, or seek additional information from the campus community.

Timely Warning: communication triggered to alert the University community about Clery crimes occurring within a Clery reportable location, that have already been committed and are determined to represent a serious or ongoing threat. Timely warnings are released once pertinent information is available. Timely Warnings are reviewed by the Collaborative Message Review Group, time permitting.

Clery Act Crimes (Clery Crimes): crimes required by the Clery Act to be reported annually to the University Community, which includes: criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (rape, fondling, statutory rape, and incest); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (any of the aforementioned crimes including larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that are motivated by bias); dating violence; domestic violence; stalking; and arrests

and referrals for disciplinary action for liquor law violations, drug law violations, and weapons law violations.

Clery Geography (Clery Reportable Location): property that is owned, leased, or controlled by the University which includes:

- buildings and property that are part of the institution’s campus;
- public property within or immediately adjacent to and accessible from the campus; and
- in or on non-campus buildings or property that are owned, controlled, or leased by the University, used for educational purposes, but geographically separated from one of the campuses.

Campus Security Authority (CSA): individuals at the University who, because of their official job duties or functional role, have an obligation to notify the University of alleged, actual, and/or potential crimes that are reported to or witnessed by the CSA.

Purpose, Scope & Authority

The provisions set forth in this Plan support the comprehensive Idaho State Emergency Operations Plan. The following section authorizes and directs certain actions to provide prompt notification to the ISU community minimizing the impact of the identified threat or hazard.

Purpose

The ISU ENS provides the capability to issue safety and security notifications to the University community in an emergency situation, or for critical incidents, where action must be taken to:

- Maintain the safety and security of students, faculty, and staff.
- Provide protection for key resources or critical infrastructure.

An Emergency Notification is created and distributed when the authorized personnel has confirmed that an emergency situation poses an immediate threat to life safety or security of the University. There may be cases where the authorized personnel may feel issuing an emergency notification may compromise the ability to contain the emergency. In this instance, the decision must be documented and notification made to the Department of Public Safety Dispatch.

Scope

Procedures contained within the Emergency Communications Plan apply to emergency situations that occur on or near the Pocatello, Idaho Falls, or Meridian campuses. The protocols have been reviewed and approved by the ISU Emergency Communications Working Group, the Policy Group, or their designees, and are consistent with existing University Public Safety policies.

Authority

Executive Policy Group

The following University officials, collectively referred to as “Policy Group”, have the authority by the President to approve and implement policies and actions that aid the university in protecting students, staff, and faculty. Officials within this group frequently oversee critical areas of the university campus and therefore at times receive information updates during an emergency situation prior to the entire campus community. This group consists of:

- University President
- Vice President and Provost
- Chief of Staff
- Vice President for Operations
- Vice President for Health Sciences
- Vice President for Student Affairs
- Vice President for University Advancement
- Vice President for Research
- Associate Vice President of Marketing and Communications
- Athletic Director
- Senior Associate Vice President for Finance

Collaborative Message Review Group

Time permitting, the following University officials are designated to review messages prior to being issued campus-wide. Draft messages are reviewed within a specified time limit for: (1) clarity of message; (2) appropriate sentence structure, form, and style; (3) gender and culturally inclusive language; and (4) avoidance of victim-blaming language.

- Vice President for Campus Operations
- Vice President for Student Affairs
- Associate Vice President of Marketing and Communications
- Director of Public Safety/Chief Security Officer
- Director of department involved in response
- Assistant Vice President and Dean of Students

- Chief of Staff, as appropriate
- Chief Legal and Compliance Officer, as appropriate
- Title IX Coordinator, as appropriate
- Human Resources, as appropriate

Responsible University Authorities (RUA)

The following University officials, collectively referred to as “Responsible University Authority”, have the authority by the Vice President for Campus Operations to issue emergency notifications and timely warnings to provide alerts, warnings, and safety instructions:

- Director of Public Safety/Chief Security Officer
- Director of Emergency Management
- Assistant Director of Public Safety
- Clery Compliance Coordinator
- Department of Public Safety Senior Security Officer (or Incident Commander)
- Department of Public Safety Dispatcher

Situation & Assumptions

In order to plan for and consider the effectiveness of the Emergency Communications Plan, the following situation and assumptions were taken into account.

Situation

Idaho State University has the authority and responsibility to notify students, faculty, and staff about incidents, threats, or other emergency situations that threaten the safety and security of the campus community.

- Some situations occur with enough warning to notify the campus community to ensure the appropriate level of preparation can be taken. Other situations occur with little to no time to provide adequate warning.
- The system can be utilized to limit the number of individuals notified to a specific campus population or the entire campus community.
- As a hazard becomes known, and based on circumstances and conditions that evolve, decisions will be made to select:
 - The best communication delivery modes to use given the situation;
 - The appropriate message content;

- The optimal format for each message; and
- The most effective times for releasing each message.
- Effective emergency messages require communication of the nature, extent, and expected impact of a hazardous incident as well as clear, concise, and decisive information concerning appropriate protective measures.
- The timely and coordinated use of an emergency notification system can reduce the impact of hazardous incidents.
- Each communication mode has different limitations.
 - Text: 150 characters
 - Email: 10000 characters
 - ISU Website post: 3000 characters
 - Twitter: 270 characters
 - Facebook: 63000 characters
 - Internal/External Speakers: 3000 characters
 - Rave Mobile Safety (Push Notification): Subject Line - 160 characters; Message Body - 10000 characters

Assumptions

The Emergency Communications Plan is based on the following planning assumptions and conditions:

- Disasters and emergencies can occur at any time without warning.
- Emergency situations will be reported promptly to the Department of Public Safety Dispatch, or another Responsible University Authority for activation of the Emergency Notification System.
- The Responsible University Authority has the training and authorization to disseminate Emergency Notifications and Timely Warnings via Rave Mobile Safety.
- If an incident occurs suddenly and evolves rapidly, information received may be incomplete or unconfirmed.
- Various factors can influence the public's response to an emergency message including interpretation of the message, previous experiences, observations, and perception of risk.

Concept of Operations

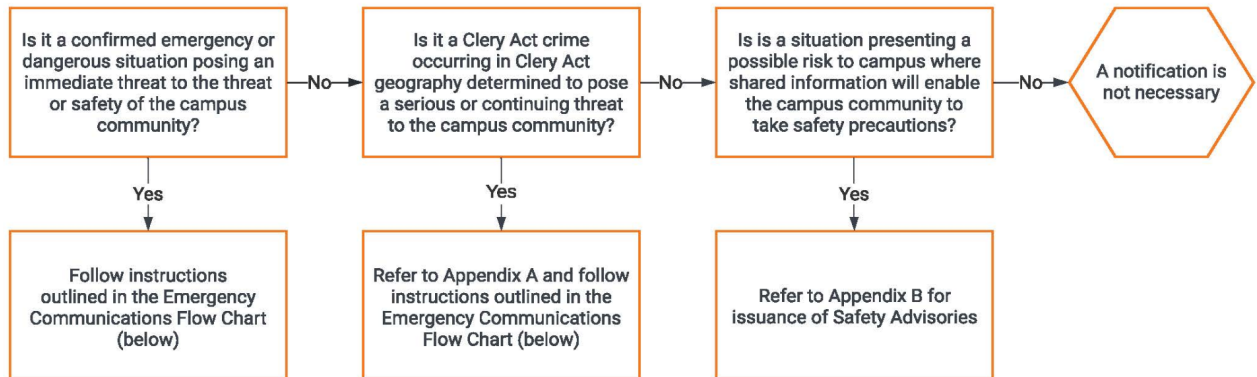
The decision to issue an Emergency Notification/ISU Alert and Timely Warning is frequently a collaborative effort with two or more individuals who are considered Responsible University Authorities. Once the decision is made, the Responsible University Authority will:

- Time permitting, notify the Chief Security Officer (unless already notified) and the Vice President for Campus Operations;
- Determine the most appropriate audience and mode(s) of communication;
- Develop a message (complete message review process, time permitting);
- Authorize the dissemination of the notification;
- Determine if the situation requires activation of the Emergency Operations Center; and
- Provide situational updates and follow-up messages as appropriate.

Level	Authorized By	Message Review Required?	Issued By	Potential Mode
Emergency Notification	<ul style="list-style-type: none"> • Responsible University Authority; or • Vice President of Campus Operations 	No, unless time permits.	<ul style="list-style-type: none"> • Public Safety on Duty Dispatcher; or • Associate Vice President for Marketing & Communications; or • Other trained personnel 	<ul style="list-style-type: none"> • ISU Alert (Phone Call, Text, Email) • ISU Website • ISU Social Media • Interior & Exterior ENS • Push notifications through Rave Mobile Safety
Emergency Notification All Clear	<ul style="list-style-type: none"> • Incident Commander; • Director of Public Safety; • Assistant Director of Public Safety; • Emergency Manager; or • Vice President of Campus Operations 	No, unless message is complex.	<ul style="list-style-type: none"> • Public Safety on Duty Dispatcher; or • Associate Vice President for Marketing & Communications; or • Other trained personnel 	<ul style="list-style-type: none"> • ISU Alert (Phone Call, Text, Email) • ISU Website • ISU Social Media • Interior & Exterior ENS • Push notifications through Rave Mobile Safety
Timely Warning	<ul style="list-style-type: none"> • Responsible University Authority; or • Title IX Coordinator; or • Vice President of Campus Operations 	Yes	<ul style="list-style-type: none"> • Public Safety on Duty Dispatcher; or • Associate Vice President for Marketing & Communications; or • Other Trained Personnel 	<ul style="list-style-type: none"> • Email • ISU Social Media
Safety Advisory	<ul style="list-style-type: none"> • Responsible University Authority; • Vice President of Campus Operations 	Yes	<ul style="list-style-type: none"> • Public Safety on Duty Dispatcher; or • Associate Vice President for Marketing & Communications; or • Other Trained Personnel 	<ul style="list-style-type: none"> • Email • ISU Social Media

Decision Making Process

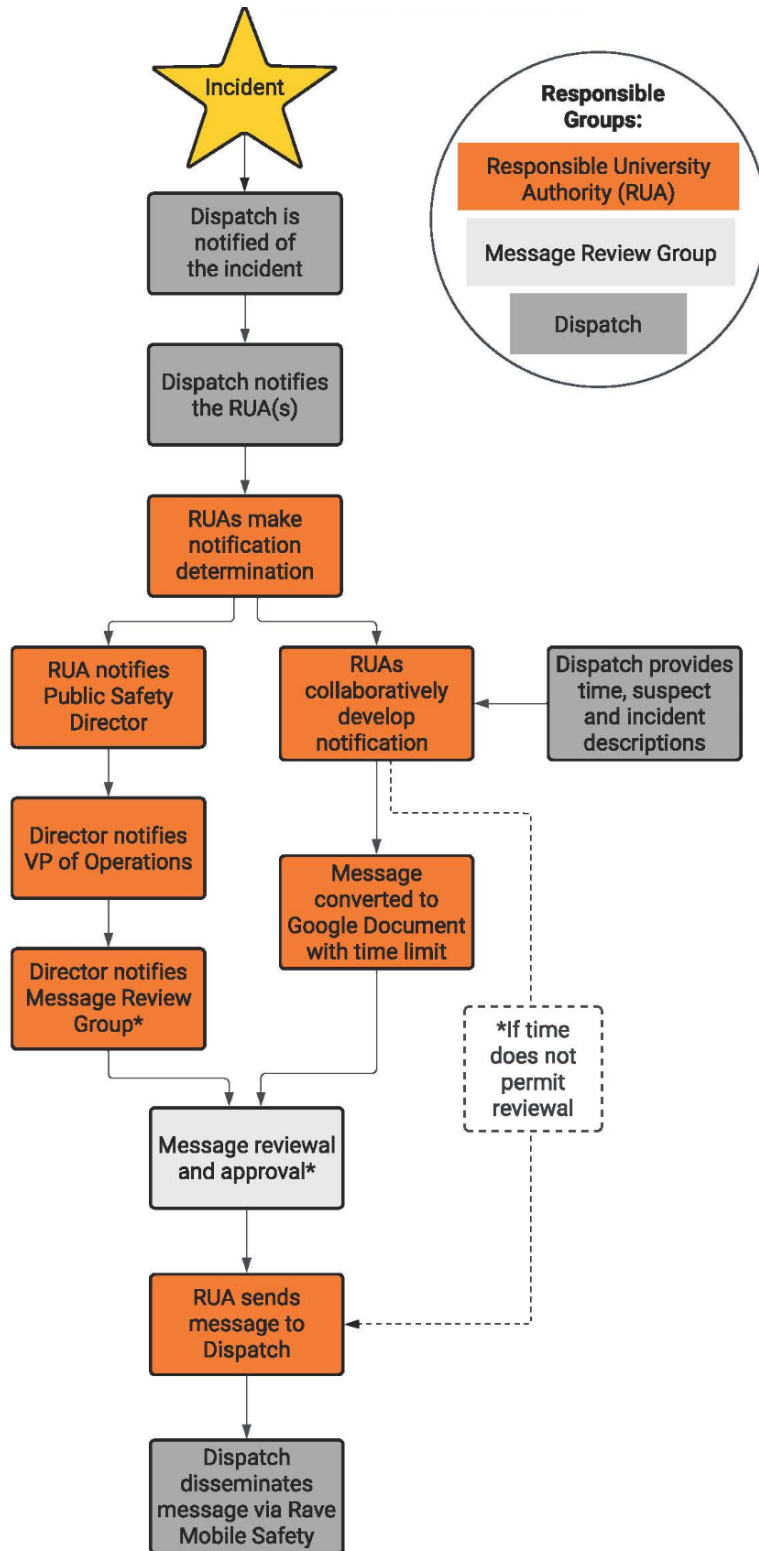
When the Department of Public Safety becomes aware of a situation which may require a notification to the ISU community, the decision is based on the following tiered assessment of known facts:



Considerations for first line decision maker (i.e. Public Safety Officer and/or Dispatcher)

- Is there time/need for collaboration with others from Public Safety?
- Need to call in additional help via Command Text?
- Should we do a Command Text to Zoom link to RUAs??

Emergency Communications Flow Chart



Command Text

A Command Text is used to provide campus leadership, and/or the Incident Management Team early notification of developing incidents with potential impact to the campus operations or institutional reputation. ISU utilizes the capabilities of the ENS to pre-select groups that may be notified during emergency situations or critical incidents that require action from the University. Some examples of groups identified prior to an incident include:

- **Law Enforcement:** a small group of individuals involved in incidents on campus with sensitive information typically reserved for law enforcement personnel. The information is confidential and should not be shared outside of those notified without the approval of the Senior Security Officer on duty and the Chief Security Officer, or their designees.
- **Emergency Operations Center Personnel:** all members of the Responsible University Authority Group, Incident Management Team, and Executive Policy Group. This information provides advance notification of developing or ongoing situations with the potential to impact campus operations. It can also be used to notify Incident Management Team members to respond to the Emergency Operations Center, if applicable.
- **Executive Policy Group:** members of the Executive Policy Group. This information provides advance notification of developing or ongoing situations with the potential to impact campus operations, but does not require notification to the Emergency Operations Center personnel. This could be utilized to gather/call to action all decision makers.
- **Speciality Groups:** disaster specific personnel who may need prior notification, but the emergency situation does not escalate to the need for all emergency operations personnel.
 - Severe Winter Weather Group
 - Power Outage
 - Cyber Security Incident

Command Texts are beneficial when providing situational updates. This reduces the need for calls made to the Public Safety Dispatch for additional information from leaders around the campus community.

A Command Text can also be used to initiate the message review process to the Message Review Group.

- Send via text and email (i.e., ISU Alert: Need to review a message to be sent to campus)
- Include a deadline for review (i.e., 30 minutes, 1-hour, etc.)
- Include link to Message Review Google document

Message Review

Time permitting, messages are drafted by the Responsible University Authority and circulated for a message review using a Google Document to the following individuals, or their designees.

Draft messages are reviewed within a specified time for clarity, content, and appropriateness. The Responsible University Authority has the ability to create and distribute the message without consultation if the individuals listed above are not available and timeliness is an issue.

Organization and Assignment of Responsibilities

The following matrix outlines the roles and responsibilities for the Idaho State University personnel assigned for authorizing and issuing ISU Alerts:

Title/Position	Responsibilities
Executive Policy Group	<ul style="list-style-type: none"> ● Function as the highest level of authority during an emergency. ● Provide for management and enforcement of policies which govern the management of the incident. ● Receives situational updates during emergency situations that impact the entire campus community. ● Declaring an emergency and/or campus closure, when required.
Vice President of Campus Operations, or designee	<ul style="list-style-type: none"> ● Provide executive oversight to the Department of Public Safety. ● Assist in the decision making process, as requested. ● Notify the University Executive Policy Group of actions and provide situational updates, as needed.
Director of Public Safety/Chief Security Officer, or designee	<ul style="list-style-type: none"> ● Receive notification of Emergency Notification authorizations and ensure they are issued. ● Provide executive direction to the ISU Alert issued for initial and follow-up messages. ● Notify the Public Information Officer and provide updates and guidance. ● Activate the Emergency Operations Center as required for coordination and support to the Incident Commander. ● Authorize and issue any Status Updates and All Clear Notifications as required. ● Document all actions with time stamps.
Responsible University Authority	<ul style="list-style-type: none"> ● Confirm whether the emergency situation threatens the life safety or security of the university for situations within the authorization of the Responsible University Authority. ● Authorize Department of Public Safety Dispatch to either coordinate or issue an Emergency Notification or Timely Warning. ● Determine whether an emergency notification to the university would create a more

	<ul style="list-style-type: none"> serious emergency and/or compromise current response efforts. Notify the Chief Security Officer of all actions and provide Situational Updates. Document all actions with time stamps.
Most senior Security Officer on duty/ Incident Commander	<ul style="list-style-type: none"> Confirm the emergency situation or threat. Determine whether an emergency notification to the campus would create a more serious emergency and/or compromise the University's efforts to contain the emergency. Notify Dispatch about the need for an Emergency Notification or Timely Warning. Document all actions with time stamps. May authorize an All Clear Notification (for incidents in which this person has incident command).
Public Safety Dispatcher	<ul style="list-style-type: none"> Coordinate with the Public Safety Officer on duty. Coordinate with outside agencies to assist in response efforts as needed. Notify University Emergency Response Group via a Command Text, as instructed. Notify the Director of Public Safety, or designee of the situation, of notifications authorized/issued, or notifications not authorized/issued due to the potential to compromise university efforts to contain the emergency, and any other actions taken to contain the emergency. Issue Emergency Notification or Timely Warning once authorized. Issue Status Updates and/or All Clear Notifications as instructed.
Emergency Notification System Supervisor	<ul style="list-style-type: none"> Provide training to new employees on the Emergency Notification System. Add new users. Maintain the system as necessary to ensure notifications can be sent.
Collaborative Message Review Group	<ul style="list-style-type: none"> Receive advanced notification of a campus emergency or critical incident. Review and approve Emergency Notifications and Timely Warnings, time permitting.

Administration and Logistics

The Emergency Notification System is maintained by Public Safety's Emergency Notification System Supervisor. The software is renewed on an annual basis.

Plan Development and Maintenance

To develop this plan, an Emergency Communications Working Group was established to develop and review procedures identified in this plan. This group consisted of experts in public safety

and security, compliance, notifications systems, communication processes, and emergency management.

The plan was reviewed and approved by the Vice President for Campus Operations, Associate Vice President for Marketing and Communications, Director of Public Safety/Chief Security Officer, Chief Legal and Compliance Officer, and Vice President for Student Affairs.

This plan, titled "Emergency Communications Plan", is included as part of the University's comprehensive Emergency Operations Plan. The plan will be maintained and reviewed on an annual basis by the Director of Emergency Management.

Training & Exercise

All employees who have a role in the emergency communication process receive an initial training on the Rave Mobile Safety system by the ENS Supervisor and a refresher when requested. In addition, the Director of Emergency Management, or designee, will assess the effectiveness of the Emergency Communications process after each training, exercise, or actual emergency.

Training and Exercises will occur along the following guidelines:

- The Director of Emergency Management, or designee, will coordinate training annually and upon hiring of new employees.
- Public Safety dispatchers will test the Emergency Notification System (RAVE) on at least a monthly basis by sending a "test" notification to predetermined individuals.
- An exercise of the Winter Weather Class Delay and Cancellation procedures (Appendix B, Tab A) will be exercised annually.
- An annual exercise of the Timely Warning process will be conducted with collaboration of the Clery Coordinator
- Additional exercises may occur at the discretion of the Director of Emergency Management.

Authorities & References

- 2008 Higher Education Opportunity Act, p 222, Criminal Offenses Reported section 485(e) (20 U.S.C 1092(f))
- 20 U.S.C. § 1092(f), Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act)
- 34 C.F.R. § 668.46, Institutional Security Policies and Crime Statistics

- U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting, 2016 Edition*, Washington, D.C., 2016
- Clery Act Compliance, Idaho State University Policies and Procedures, [ISUPP 1050](#)
- Policy on Equal Opportunity, Harassment and Non-discrimination, Idaho State University Policies and Procedures, [ISUPP 3100](#)
- Mass E-mail Policy, Idaho State University Policies and Procedures, [ISUPP 6020](#)

Appendix A: Timely Warnings

Timely Warning Overview

When a crime specified by the Clery Act (as included in Definitions above) is reported to have occurred in Clery Geography (as included in Definitions above or shown below) that, in the judgment of the Chief Security Officer/Director of Public Safety or designee, may pose a serious or continuing threat to members of the University community, a “timely warning” may be distributed. The intent of a timely warning is to warn the University community regarding reported criminal activity occurring on or near ISU campuses to enable individuals with the opportunity to protect themselves by taking reasonable precautions for their safety.

Timely warnings will be distributed as soon as pertinent information is available, in a manner that is timely, that withholds the names or other personally identifying information of victims or reporting parties as confidential, and will aid in the prevention of similar occurrences of crime. Timely warnings generally include information regarding the nature of the crime, when and where it took place, and safety tips that may aid in the prevention of similar crimes.

In general, the Director of Public Safety/Chief Security Officer, or designated Responsible University Authority (RUA), will:

- Determine the existence of a serious or continuing threat to campus.
- Provide advanced notification, as applicable, to the Policy Group.
- Draft a timely warning for message review, generally with a 1-hour time limit.
- Ensure the approved timely warning is distributed to the affected campus via email or other determined modality.
- Repeat the notification process to provide additional pertinent information as it becomes available (optional and not required by the law).

Timely warnings may be considered, but not required, for crimes that occur outside the institution's Clery geography or for other non-Clery crimes that have been reported to the Department of Public Safety. These situations will be evaluated on a case-by-case basis. Information related to these non-Clery crimes occurring outside ISU's Clery geography may be the subject of a [Safety Advisory](#) as outlined in a section below.

Under the Clery Act, crimes that are only reported to a pastoral or professional counselor, when acting in their role, may not be the basis of a timely warning because these professionals are not required to report crimes to the Department of Public Safety. This only applies to certified professional counselors or pastoral counselors who are providing counseling or confidential assistance to a crime victim and are in that role as a function of their primary employment with the University.

Decision Making Process

A timely warning will be distributed when the following criteria are met: (1) a Clery crime is reported; (2) the crime occurred in Clery geography; and (3) it is determined that the incident may pose a serious or ongoing threat to members of the ISU community. A full list of Clery Act Crimes and geography definitions can be found in the supplemental document: [Clery Crime and Geography Definitions](#).

Incidents reported directly to the Department of Public Safety or brought to the attention of a CSA or local police agency who subsequently provides the information to the Department of Public Safety are evaluated on a case-by-case basis to determine whether the crime may pose a serious or ongoing threat. The factors evaluated include, but are not limited to: the nature of the crime, the exact location, the time of the incident, whether or not the alleged perpetrator has been apprehended, the local police response and guidance to campus officials, and the current danger or continuing danger to the campus community.

Timely warnings may generally be issued for the following crime classifications that have occurred in Clery geography and are determined to pose a serious or ongoing threat to the campus community:

- Murder/Non-negligent Manslaughter
- Robbery involving force, violence, or a weapon (cases including pick pocketing and purse snatching will typically not result in the issuance of a timely warning, but will be evaluated on a case-by-case basis)
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger ISU community)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Department of Public Safety).
 - *Cases of sexual assault that are reported long after the incident occurred may not result in the issuance of a timely warning due to the lack of ability to distribute a "timely" warning to the ISU community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a timely warning.*
- Major incidents of Arson
- Other Clery reportable crimes as deemed necessary by the Chief Security Officer/Director of Public Safety, or designee.

The Director of Public Safety/Chief Security Officer or other designated RUA is responsible for making a timely warning determination using the above criteria, guided by the "Timely Warning Decision Matrix ([Tab B](#))."

Message Development and Dissemination

If the timely warning criteria are met, the RUA will draft a message and initiate the message review process by circulating a draft message to the Collaborative Message Review Group, generally with a 1-hour time limit. The Chief Security Officer/Director of Public Safety has the authority to create and distribute the message without consultation if timeliness is an issue or the individuals involved in the message review process are not available.

Timely warning messages will typically include the following information unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or timeframe of the incident;
- A brief description of the crime that triggered the warning;
- The general location of the incident;
- Information that would promote safety;
- Information that would aid in the prevention of similar crimes; and
- Other information deemed appropriate by the Director of Public Safety/Chief Security Officer or designee.

Messages will be composed without disclosing a Complainant's name or other identifying information while still providing enough information for community members to make safety decisions in light of the potential danger.

Once a timely warning is prepared for distribution, the RUA shares the approved message with Public Safety Dispatch who subsequently disseminates the message to the campus community. Timely warnings are typically issued via email by Rave Mobile Safety, but may also be distributed through social media or other modes of communication within the capabilities of the Emergency Notification System, when appropriate. The email will automatically be sent to all individuals within the Rave system, which typically includes all enrolled students and current employees.

Status updates or additional information regarding the resolution of a particular criminal incident resulting in a timely warning may also be initiated and distributed using the same process, when deemed necessary.

Tab A: Clery Geography Definitions

Clery Geography (also referred to as Clery Reportable Locations) encompasses the property that is owned, leased, or controlled by the University which includes:

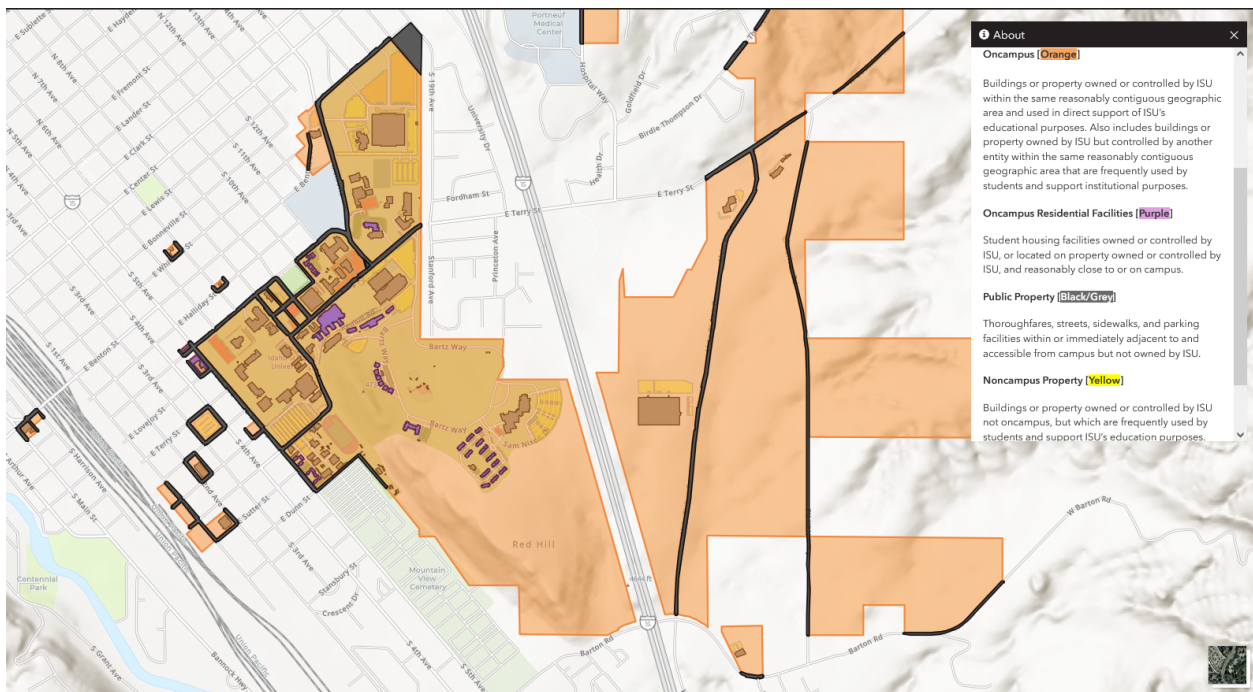
- buildings and property that are part of the institution's campus;

- public property within or immediately adjacent to and accessible from the campus; and
- in or on non-campus buildings or property that are owned, controlled, or leased by the University, used for educational purposes, but geographically separated from one of the campuses.

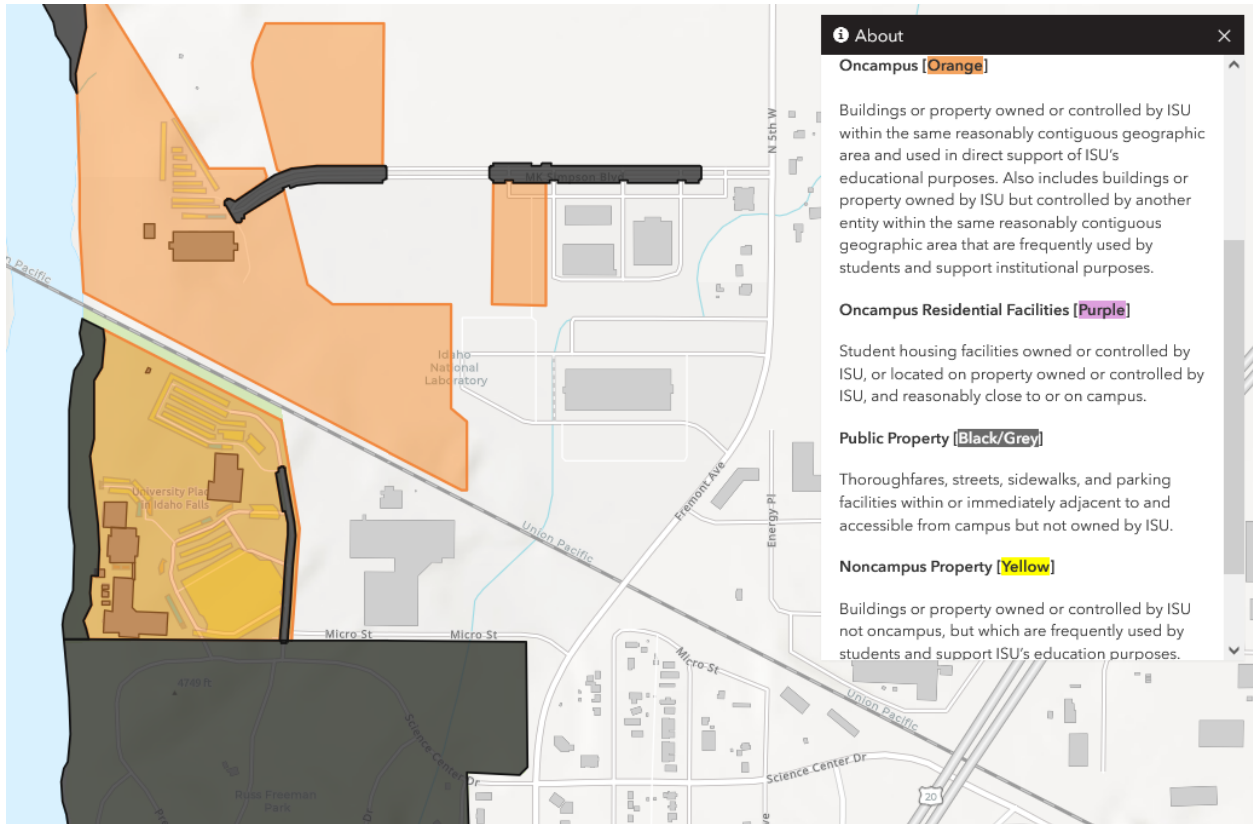
A full list of Clery geography definitions can be found in the supplemental document: [Clery Crime and Geography Definitions](#).

Idaho State has Clery reportable locations in Pocatello, Idaho Falls, and Meridian, which are shown on Idaho State's [Clery Boundaries map](#).

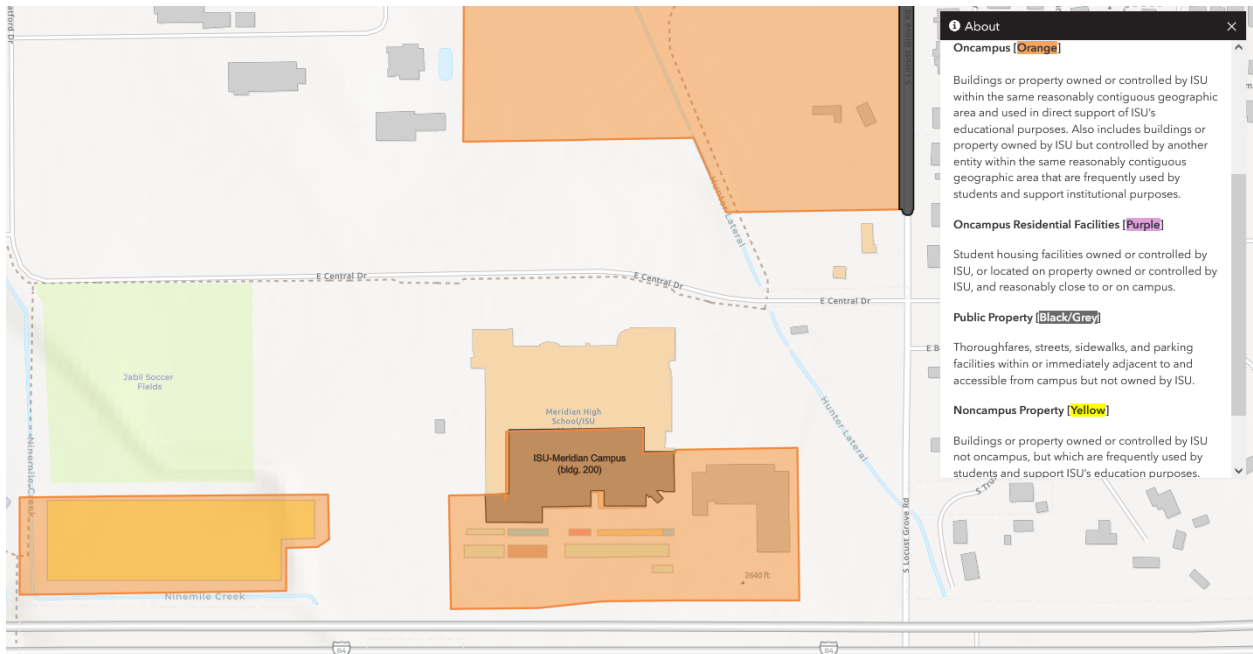
Pocatello Campus



Idaho Falls Campus



Meridian Campus



Tab B: Timely Warning Decision Matrix

Idaho State University has developed a [Timely Warning Decision Matrix](#) that can assist the decision-making process related to timely warnings. The matrix contains a series of questions aimed at evaluating the facts of a criminal incident to determine if the reported conduct may reach the threshold of posing a serious or continuing threat to members of the ISU community.

Timely Warning Decision Matrix		
Incident Number(s)	Date & Time Reported to Public Safety	Date & Time Incident(s) Occurred
Location of crime (as specifically as known):		
Suspect unknown? <i>If answered "Yes," skip to Section B. If answered "No," fill out Section A and B.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Section A		
Suspect has a criminal record that increases concerns?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Suspect has a Student Conduct and/or Human Resources disciplinary record that increases concerns?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Suspect has a current or past trespass from campus?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Section B		
Suspect still at large?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Evidence that there are multiple suspects? (Camera footage, victims' descriptions, etc.)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Evidence the suspect is targeting the larger campus community (EX: verbal or written threats of violence)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Students and employees at risk of becoming victims of a similar crime?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Directed at a particular group/recurring event?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Involve physical violence?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Involve the threat of physical violence?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Weapon used or threatened in the commission of the crime? If yes, list the weapon(s).		<input type="checkbox"/> Yes <input type="checkbox"/> No

Use of "date-rape" or similar drugs or intoxicants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Multiple victims?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Victim under 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Victim directly confronted by the suspect?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Victim sustain any injuries? If yes, explain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Continuation of determining a "serious or continuing threat" to the campus community.

Property stolen? If yes, explain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Property damaged or vandalized? If yes, explain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fall into a pattern of recently reported crime(s)? If yes, list additional report numbers.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any extenuating circumstances not already listed on the form:		
Based on the above answers, and taking into account other situational information, does the incident represent a serious or continuing threat to students and employees? <i>I.e. Should a Timely Warning be sent?</i>		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If a timely warning was NOT issued, indicate the reason(s) why:

- Suspect is in custody
- Significant delay between incident and report date
- Incident targeting specific individual
- Isolated incident with no pattern
- Did not include violence or threat thereof
- Not enough information to determine if threat continues or exists
- Other:

Provide additional details if needed:

Incident Information
This portion of the document should be completed by a Responsible University Authority.

Crime Classification (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Murder/Non-Negligent Manslaughter | <input type="checkbox"/> Hate Crime |
| <input type="checkbox"/> Negligent Manslaughter | Indicate previous offense(s) or below |
| <input type="checkbox"/> Rape | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Fondling | <input type="checkbox"/> Intimidation |
| <input type="checkbox"/> Incest | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Statutory Rape | <input type="checkbox"/> Simple Assault |
| <input type="checkbox"/> Robbery | Indicate the category of bias |
| <input type="checkbox"/> Aggravated Assault | <input type="checkbox"/> Race |
| <input type="checkbox"/> Burglary | <input type="checkbox"/> Gender |
| <input type="checkbox"/> Motor Vehicle Theft | <input type="checkbox"/> Gender identity |
| <input type="checkbox"/> Arson | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Domestic/Dating Violence | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Stalking | <input type="checkbox"/> Ethnicity |
| <input type="checkbox"/> Drug, Liquor, Weapons Law Violation | <input type="checkbox"/> National origin |
| <input type="checkbox"/> Other crime(s): | <input type="checkbox"/> Disability |

Clery Act Geography: Online Clery Map	<input type="checkbox"/> On-campus	<input type="checkbox"/> On-campus Residential
	<input type="checkbox"/> Public Property	<input type="checkbox"/> Noncampus Property
	<input type="checkbox"/> Not in Clery Geography	

Attach this form to a copy of the incident report(s).

If a Timely Warning is sent, attach copies of the sent message, the draft message with the Review Committee's initials, and the message distribution reports from Rave.

Revised 3/17/2022

Appendix B: Safety Advisories

Safety Advisory Overview

When criminal incidents or other situations occur on or near campus but do not reach the level of requiring a timely warning or emergency notification, a “safety advisory” may be distributed. A safety advisory may be issued to heighten awareness in response to an identified risk and enable the campus community to take safety precautions, or to seek additional information about an incident from the campus community.

Public Safety will:

- Confirm the existence of a possible safety risk to campus.
- Provide advanced notification, as applicable, to the Policy Group.
- Work in collaboration with Marketing and Communications to craft a safety advisory for review within a 1-hour time limit.
- Communicate the safety advisory to the affected campus via email or other determined modality.
- Repeat the notification process to signal an optional update or all-clear message, as necessary.

Note: A severe winter weather event with the impact to close campus follows a distinct process. This is outlined in Tab A.

Tab A: Severe Winter Weather

Winter Weather Class Delay and Cancellation Decision Making Protocol

Idaho State University (ISU) strives at all times to keep University spaces open for the furtherance of our educational mission. The University may delay and cancel classes to ensure the safety of students, faculty, staff, and campus community members or when closure is necessitated by other extenuating circumstances. Decisions to delay or cancel classes may be different than local school districts due to weather impacts/conditions on campus and organization needs. Due to the public mission of the University, certain functions must always be operational and carried forth by faculty and staff; these positions are identified as being mission critical personnel.

Decision Making Overview

Class cancellation and/or delay decisions will be based upon the following:

- The severity and timing (arrival) of the weather event as issued by the National Weather Service. Other factors may include snowfall rate, wind intensity, incident duration, and temperature.
- Latest information obtained from local law enforcement, street departments, and emergency management agencies pertaining to road conditions (low visibility, icy roads, blowing snow, snowpack, etc).
- ISU's ability to clear parking lots, walkways, and stairways before the start of normal campus operations and ability to maintain clearance during the weather incident.
- Scheduled major events and contractor and tenant operations.

Decision Making Authorities

The President has the ultimate authority to determine class delay or cancellation. The Provost is the back-up in the event the President is not available. The decision will be made in consultation with Public Safety and the Admin Council. The Director of Emergency Management consults with the other campus location leadership when making the recommendation to the President.

- Idaho Falls Campus - Dean of Academic Programs
- Meridian Campus - Executive Director
- Twin Falls Campus - Director of University Programs at Twin Falls (recommendation)
- Alaska???
- Caldwell???

Decision Making Timeline

- Morning by 0600 - Morning class delay or cancellation (prior to Commuter Express 0600 pickup in Idaho Falls).
- Morning by 1100 - Afternoon/Evening afternoon cancellation (made prior to afternoon activity and class start).

Communication Steps of Class Delay/Cancellation

- A Campus Notification Message will be developed by Marketing and Communications (MarCom) and forwarded to Public Safety.
- Public Safety relays the message via the emergency notification system (RAVE).
- Weather related information is also available by calling (208) 282-3936 (ISU School Closure Line).

Winter Weather Conference Call Agenda

- Roll Call
- Briefing - Emergency Management
 - Weather forecast/timing
 - Campus conditions and estimated clearance time

- Road conditions and closures
- Area school district delay/cancellation statuses
- Recommendation
- Delay or Cancellation Decision - ISU President in consultation with the Provost and Vice Presidents.

Decision Making Process Timeline, Action, and Responsible Party Action List

Time	Action	Responsible Party
Day(s) prior to Weather Incident		
Ongoing	Active monitoring of weather conditions through the National Weather Service (NWS).	Director of Emergency Management (Chief Security Officer as backup)
Ongoing	Weather briefings & potential weather impacts sent via email.	Director of Emergency Management (Chief Security Officer as backup)
Afternoon prior to weather impacts	An advisory will also be shared with Transportation of potential delay/cancellation in the morning - IF commuter shuttle potential impact.	Director of Emergency Management (Chief Security Officer as backup)
Afternoon prior to weather impacts	An advisory text will be sent to the decision making authorities prior to potential weather impacts requiring a potential delay/closure decision in the morning at 0545.	Chief of Staff to the President
Overnight prior to weather impacts	Monitor weather conditions and campus impacts.	Director of Emergency Management/Public Safety Staff
Day of Weather Incident		
*0445-0530	Situational awareness of weather conditions and campus impacts developed including: <ol style="list-style-type: none"> 1. Weather updates - NWS 2. Pocatello Streets Department 3. School district decisions - District Contacts 4. Campus conditions - Facility Services 5. Campus events - Events Calendar 6. Satellite campus leadership recommendations 	Director of Emergency Management (Chief Security Officer as backup)
0530	Notification of Chief of Staff to the President a morning class delay or cancellation recommendation is made.	Director of Emergency Management (Chief Security Officer as backup)
0532	Notification of the President of the recommendation and need for a conference call.	Chief of Staff to the President

0535	Notification of the Provost and Vice Presidents of the conference call via group text message, or a Command Text using Rave.	Director of Emergency Management (Chief Security Officer as backup)
0540	A conference call using Zoom Meeting (Free Conference Call as backup) established for 0545 meeting.	Director of Emergency Management (Chief Security Officer as backup)
0545-0555	Conference call using Winter Weather Conference Call conducted and decision made.	President, Provost, Vice Presidents, Chief of Staff to the President, AVP MarCom, Director of Emergency Management, and Chief Security Officer
0555-0615	If there is a decision to delay/cancel morning classes, the following will occur: <ol style="list-style-type: none"> 1. MarCom will develop the message 2. Message will be distributed by Public Safety via text message and email. 3. Transportation will be advised by the EM Director. 4. MarCom will post information on social media and the ISU website. 5. Public Safety will update the closure phone line. 	AVP MarCom, Director of Emergency Management, and Chief Security Officer
Morning of winter weather impacts	Ongoing situational awareness and weather conditions will be conducted.	Director of Emergency Management (Chief Security Officer as backup)
Morning of winter weather impacts	Regular updates will be made as needed to campus leadership and core operational partners.	Director of Emergency Management (Chief Security Officer as backup)

Morning (prior to 1030).	Situational awareness of weather conditions and campus impacts developed. (See procedure for 0445-0530)	Director of Emergency Management (Chief Security Officer as backup)
1030	Notification of Chief of Staff and the Office of the President of an afternoon/evening class delay or a cancellation recommendation is made.	Director of Emergency Management (Chief Security Officer as backup)
1032	Notification of the President of the recommendation and need for a conference call.	Chief of Staff to the President
1035	Notification of the Provost and Vice Presidents of the conference call via group text message.	Director of Emergency Management (Chief Security Officer as backup)
1040	A conference call using Zoom Meeting (Free Conference Call as backup) established for 1045	Director of Emergency Management (Chief Security Officer as backup)

	meeting.	
1045-1055	Conference call using Winter Weather Conference Call Agenda conducted and decision made.	Decision Making Authorities: Chief of Staff to the President, AVP MarCom, Director of Emergency Management, and Chief Security Officer
1055	Communication of morning delay/cancellation (See procedure listed for 0555-0615).	AVP MarCom, Director of Emergency Management, and Chief Security Officer
Afternoon/evening of winter weather impacts	Ongoing situational awareness and weather conditions will be conducted.	Director of Emergency Management (Chief Security Officer as backup)
As needed	Activation of the Emergency Operations Center and Campus Incident Management Team may be necessary if conditions overwhelm regular operations, create damages, and/or lasts over an extended time duration.	Director of Emergency Management (Chief Security Officer as backup)
Day(s) after Weather Incident		
Timely	Campus Impact Assessment completed (as needed to document damages or other significant impacts to Campus operations).	Director of Emergency Management
Timely	After Action Review completed and circulated for comment.	Director of Emergency Management

***There may be fluctuations in actual time periods based upon circumstances and weather conditions etc.**

Appendix C: Communication Requirements

	Emergency Notifications	Timely Warning	Safety Advisories
Legal Standard *Triggered by	Significant emergency or dangerous situation involving an immediate threat to health or safety of students or employees.	Potential serious OR continuing threat to students or employees.	Not applicable.
Circumstances	Clery-reportable crimes as well as other types of emergencies (i.e., happening right now or about to happen).	Clery-reportable crimes that have been reported (i.e., already occurred or occurred in the past).	Circumstances that do not meet the threshold for an ISU Alert or Timely Warning.
Where	On campus or imminently threatening campus.	Anywhere in Clery Act geography. On-campus, public property adjacent or within campus, noncampus, separate campuses	At ISU's discretion.
Examples	Gas leak in a campus building, active shooter on campus, approaching tornado, armed robbery that just occurred, etc.	Recent robbery of a student on campus, a string of Housing Facility burglaries, etc.	Series of bike thefts on campus, multiple reports of identity theft, etc.
Purpose	To alert the campus community to situations posing a threat to health or safety on campus.	To enable people to protect themselves and to aid in the prevention of similar crimes.	To heighten awareness or seek additional information.
Audience	Can be sent to a segment of the community, if appropriate.	Community-wide.	At ISU's discretion.
When Issued	Immediately upon confirmation of an emergency or dangerous situation.	As soon as pertinent information is available (often before ALL facts are known).	At ISU's discretion.
How Sent	Via Rave Mobile Safety as an "ISU Alert" primarily through text and email. Consider leveraging ISU social media, ISU website, and Internal & External ENS.	Via Rave Mobile Safety primarily as an email. Consider leveraging ISU social media or ISU website.	At ISU's discretion.
Follow-up	Required. Consider sending follow-up by same mode(s) as preceding message(s).	Not required	At ISU's discretion
Miscellaneous	Tell the campus community what you want them to do or not to do.	Must include at least one crime prevention tip related to the reported incident.	
Past ISU Use Examples	11/10 - Sexual assault and battery suspect fleeing police near campus heading toward campus. 10/12 - Stabbing suspect fleeing police near campus.	11/7 - Intentional drugging (use of date rape drugs). *Clery Aggravated Assault occurring across from campus.	10/31 - Three vehicles stolen after they were left running to warm up while unlocked and unoccupied. *One was stolen near campus.

Appendix D: ISU Alert Templates

Idaho State University has developed a variety of templates that can assist in the development of messages. Templates allow for faster dissemination of information and are customizable with specific details of emergency situations. Below are examples of text message only ISU Alerts. A full list of available templates can be found in the supplemental document: [Emergency Notification System: Templates](#).

Emergency Notification (ISU Alert)

Message Type	Character Count (max 150)	
Active Fire	144	ISU Emergency Alert: Active fire in (building/area) on [BLANK NAME] campus. Fire Department (is on scene/have been notified). Stay clear of area.
Active Shooter	165	ISU Emergency Alert: An active shooter confirmed on [insert campus] campus, located in [insert name] building. Be prepared to run, hide or fight. Call 911 with info.
Bomb Threat	170	ISU Emergency Alert: Bomb threat reported at [BLANK NAME] building/location(s) on [BLANK NAME] campus. Evacuate (describe areas of concern) and call 911 if you have info.
Explosion	175	ISU Emergency Alert: Explosion reported at [BLANK NAME] building on [BLANK NAME] campus. Evacuate and stay clear of (describe areas). Follow instructions from authorities.
Generic Emergency	145	ISU Emergency Alert: There is an [EMERGENCY EVENT] at [AREA] on [BLANK NAME] campus. Please (stay clear of this area/or other actions necessary).
Generic All Clear	120	ISU Emergency Alert: The [EMERGENCY EVENT] at [AREA] on [BLANK NAME] campus has ended. All normal operations may resume.
HazMat (Evacuation)	177	ISU Emergency Alert: Due to a [hazardous material/chemical spill/substance], evacuate [BLANK NAME] building(s) on [BLANK NAME] campus. Remain clear of area until further notice.
Shots Fired	136	ISU Emergency Alert: Report of a shot fired at (location) on the/near the [BLANK NAME] campus. Law Enforcement on scene. Avoid the area.
Suspicious Package	153	ISU Emergency Alert: Suspicious (device/package/etc) found at [BLANK NAME] building on [BLANK NAME] campus. Evacuate immediately and stay away from area.

Timely Warning

[insert the approved message "shell" with customizable spots for incident description and safety/crime prevention tips.]

EMAIL MESSAGE	Character Limit w/ spaces: 10,000	Current Count:
<p>[DESCRIPTION OF CRIME; DATE IT WAS REPORTED TO PUBLIC SAFETY OR CSA; DATE AND TIME IT OCCURRED (CAN BE APPROXIMATE); LOCATION OF THE CRIME INCLUDING THE CAMPUS (CAREFULLY CONSIDER EXACT LOCATION - CAN STATE IN A RESIDENCE HALL OR IN A CAMPUS APARTMENT IN ORDER TO HELP PROTECT THE IDENTITY OF THE VICTIM); ETC.]</p>		
<p>It is never possible to completely eliminate the risk of becoming the victim of a crime. Perpetrators are responsible for crimes. Crime victims are never responsible for the behavior of perpetrators. Trust your instincts. If you feel unsafe on or near campus, contact Public Safety at (208) 282-2515 for a safety escort, use the Rave Guardian app, or call 911.</p>		
<p>Here are suggestions to reduce your risk of being targeted:</p> <ul style="list-style-type: none"> • [LIST OF SAFETY TIPS] 		
<p>You are receiving this timely warning notice as part of Idaho State University's commitment to providing campus crime information, in compliance with the federal Clery Act.</p>		

Safety Advisory

Date	Day, Month Day & Year

	Campus Email	Text Alert	Twitter	Facebook	Instagram	Media Release
Lead						N/A
Time Sent						

TWITTER

Due to inclement weather, travel to and from the University campuses may be difficult. All members of the campus community are encouraged to use caution. Crews are attempting to clear the parking lots and sidewalks but drifting snow and ice are causing challenges.

The Twin Falls campus will be closed on (Day of Week), Date, due to weather.

INSTAGRAM STORY

Due to inclement weather, travel to and from the University's campuses may be difficult. Crews are attempting to clear the parking lots and sidewalks, but drifting snow and ice are causing challenges. All members of the campus community are encouraged to use caution.

The Twin Falls campus will be closed on (Day of Week, Date), due to weather.

TEXT ALERT

ISU ALERT: Due to inclement weather, travel to and from ISU's campuses may be difficult. The Twin Falls campus will be closed today. Check your ISU email.

EMAIL ALERT: STUDENTS, FACULTY, AND STAFF

(Date)

Due to inclement weather, travel to and from the University's campuses may be difficult. Crews are attempting to clear the parking lots and sidewalks, but drifting snow and ice are causing challenges. All members of the campus community are encouraged to use caution.

Additionally, the Twin Falls campus will be closed on (Day of Week, Date), due to weather.

If safe and feasible, University employees in Pocatello, Meridian, and Idaho Falls should strive to follow their assigned work schedules or telework with supervisor approval. Safety is our primary concern, so in some situations, a late arrival is expected. Use your best judgment when determining travel and notify your supervisor of a late arrival. Supervisors are instructed to allow for flexibility and work with employees who may need to delay their arrival.

Please initial after you have reviewed:

Name	
Name	

Name	
------	--