



## Standard Operating Procedure: Immediate Notification

Effective Date: September, 2017

Office: *If detailed questions, which  
office is best contact?*

University Police

**PURPOSE:** *This section should include reason or rationale for the policy.*

If a serious crime, a natural disaster or a man-made emergency occurs that poses an immediate threat to the health and safety of the UIndy community or a segment of the UIndy community, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

**REFERENCE DOCUMENTS/  
RELATED INFORMATION:** *List  
any other policies or information  
that should be cross referenced.*

**SCOPE:** *Who is affected by this policy or needs to read it?*

Faculty, Staff and Students

**POLICY HISTORY:** *Include any  
information about previous versions  
or whether this replaces an existing  
policy.*

# Policy Title

**POLICY STATEMENT:** *State the policy here. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. If viewers read only this section, they will know that the policy is and how it extends to the university. If procedures are short in nature, please include in policy. If procedures are lengthy, please provide separate document.*

Departments involved in fulfilling the obligations of this Standard Operating Procedure include: The Vice President for Student Affairs & Campus Affairs and Dean of Students, the University of Indianapolis Police Department, and the Vice President for Communication and Marketing.

There is a separate procedure governing timely warning notices that are sent to the UIndy Community to notify members of the community about serious crimes against people that occur on campus, when it is determined by UI PD administrators that the incident may pose an ongoing threat to members of the UIndy community.

If a serious crime, a natural disaster or a man-made emergency occurs that poses an immediate threat to the health and safety of the UIndy community or a segment of the UIndy community, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

If the institution implements the procedures regarding notification of the UIndy community for an immediate threat, the institution is not obligated to implement the timely warning notice procedures. The types of incidents that may cause an immediate threat to the UIndy community could include but are not limited to emergencies such as: an active shooter on campus, hostage/barricade situation, a riot, suspicious package with confirmation of a device, a tornado, a fire/explosion, suspicious death, structural damage to a UIndy owned or controlled facility, biological threat (anthrax, etc.), significant flooding, a gas leak, hazardous materials spill, etc.

All members of the UIndy Community are notified on an annual basis that they are required to notify the UIndy Police Department (UIPD) of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on going threat to the health and safety of students and/or employees on campus.

The University of Indianapolis Police Department has a responsibility to respond to such incidents to determine if the situation does in fact, pose an immediate threat to the community. The UIPD Supervisor on duty is responsible for immediately notifying the appropriate UIPD administrator (as per the UIPD notification policy) of any situation that poses an immediate threat to the community.

The UIPD administrator who has been notified is responsible for immediately notifying the following individuals who are responsible for developing the content of the message and sending it to the Vice President of Student Affairs & Campus Affairs and Dean of Students, Chief of Police second, Lieutenant third and the Vice President of Communication and Marketing will send the message out using some or all of the below listed methods:

- If The Office of Communication and Marketing receives information from other offices/department such as Physical Plant, about a situation on campus that may cause an immediate threat, they are responsible for contacting a UIPD Administration (Lieutenant Chief, or Vice President for Student Affairs & Campus Affairs and Dean of Student) to confirm whether or not UIPD has responded to the incident.
- The Vice President of Student Affairs & Campus Affairs and Dean of Students or the Office of Communication and Marketing will determine the content of the message and will use some or all of the systems described below to communicate the threat to the UIndy Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.
- As per the requirements of the law, The Vice President of Student Affairs and Campus Affairs and Dean of Students or Office of Communication and Marketing 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 SOP 9.3.01 notification will, in the judgment of the first responders (including, but not limited to: UIPD, LOCAL PD, and/or the Indianapolis CITY Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
- The various systems the institution has in place for communicating information quickly to the UIndy community, include:
  1. Network emails
  2. Watchdog Alert
  3. University of Indianapolis Alert System the Office of Communication and Marketing will post updates during a critical incident on the UIndy Campus home web site at UIndy.edu. Some or all of these methods of communication may be activated in the event of an immediate threat to the UIndy campus community.