



**UNIVERSITY OF THE  
INCARNATE WORD.**

## **Emergency Notification and Timely Warning Policy and Procedures**

**Effective Date: September 15, 2016**

**Contact: Jessica Serbantes, Chief, UIW  
Police Department**

### **Emergency Notification**

When any significant emergency or dangerous situation occurs on the campus involving an immediate threat to the health or safety of students or employees, an emergency notification will be distributed to the University community immediately upon confirmation that a dangerous situation or emergency exists or threatens.

Once a significant emergency or dangerous situation has been reported, Campus Police officials will seek to confirm the information reported through various investigative methods. At that time, Campus Police will determine if an initial emergency notification will be issued to the entire campus community and how much information is appropriate to disseminate at different points in time. Campus Police will consult with the Vice President for Business and Finance prior to issuance **only if time permits**. Campus Police are responsible for activating an emergency notification to the campus community through various modes of communication.

When an emergency notification is required, the Chief of Police or designee, will issue the emergency notification through various modes of communication. These modes of communication may include, but are not limited to: Voice Mass Notification System (VMNS), RAVE alerts via text messaging and/or emails, notice on the University website ([www.uiw.edu](http://www.uiw.edu)), KUIW radio, a fire alarm, UIW's official Facebook page (<http://www.facebook.com/uiwcardinals>), UIW's official Twitter account (<http://www.twitter.com/uiwcardinals>).

The University of the Incarnate Word 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 professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Director of Communications and Marketing will be notified as soon as possible of the emergency notification issued to the campus community to coordinate release of consistent information through all university communication mediums. Notices to be posted on the

University website ([www.uiw.edu](http://www.uiw.edu)), KUIW radio, UIW's official Facebook page (<http://www.facebook.com/uiwcardinals>), and UIW's official Twitter account (<http://www.twitter.com/uiwcardinals>) will be provided to the Director of Communications and Marketing for posting.

During a significant emergency or dangerous situation, law enforcement will direct students and employees to a safe location. For information regarding emergency response and evacuation, please see <http://www.uiw.edu/safety/emergency-response.html>.

Monthly tests of the Voice Mass Notification System (VMNS) and RAVE alert system are scheduled during both the Fall and Spring semesters. Tests of the VMNS and RAVE Alert systems may be announced or unannounced. Emergency response and evacuation procedures will be distributed to the campus community once per semester via email.

A test of the emergency notification and evacuation procedures will be held once per year. All documentation of this test, including: a description of the test, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced will be kept by Environmental Health, Safety and Risk Management.

Anyone with information about a significant emergency or dangerous situation on campus is asked to immediately report it to UIW Police Department by telephone at (210) 829-6030 or in person on the first floor of Clement Hall.

### **Timely Warning**

When any Clery Act crimes committed on any University of the Incarnate Word campus location are reported to our campus security authorities or a local law enforcement agency and are considered by the University of the Incarnate Word to represent a serious or continuing threat to students and employees, a timely warning will be issued as soon as the pertinent information is available.

Clery Act crimes include: Murder/Non-Negligent Manslaughter; Manslaughter by Negligence; Rape; Fondling; Incest; Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; Arson; Dating Violence; Domestic Violence; Stalking; Illegal Weapons Possession; Drug Law Violations; Liquor Law Violations and Hate Crimes.

Once a Clery Act crime has been reported, Campus Police officials will seek to assess the existence of a continuing danger and/or threat to the campus community at the affected location(s). Campus

Police will determine how much information is appropriate to disseminate at different points in time. Campus Police will consult with the Vice President for Business and Finance prior to issuance. Campus Police are responsible for activating a timely warning to the campus community at the affected location(s) through various modes of communication.

The Director of Communications and Marketing will be notified as soon as possible of the timely warning that will be issued to the campus community to coordinate release of consistent information through all university communication mediums. Notices to be posted on the University website ([www.uiw.edu](http://www.uiw.edu)), KUIW radio, UIW's official Facebook page (<http://www.facebook.com/uiwcardinals>), and UIW's official Twitter account (<http://www.twitter.com/uiwcardinals>) will be provided to the Director of Communications and Marketing for posting.

When a timely warning is required, the Chief of Police or designee, will issue the timely warning through various modes of communication. These modes of communication may include, but are not limited to: RAVE alert via email, notice on the University website ([www.uiw.edu](http://www.uiw.edu)), KUIW radio, a fire alarm, UIW's official Facebook page (<http://www.facebook.com/uiwcardinals>), UIW's official Twitter account (<http://www.twitter.com/uiwcardinals>).

The University of the Incarnate Word will issue a timely warning to enable members of the campus community to protect themselves. The timely warning will include all information that would promote safety and that would aid in the prevention of similar crimes. Timely warnings will be issued as soon as the pertinent information is available unless issuing a warning will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the situation.

The University of the Incarnate Word may, in appropriate circumstances, include personally identifiable information in a timely warning. Although personally identifiable information is generally protected from disclosure under The Family Educational Rights and Privacy Act (FERPA), such information may be released in an emergency situation (34 CFR 99.31(b)(6) and 99.36).

Anyone with information about a Clery Crime on campus is asked to immediately report it to UIW Police Department by telephone at (210) 829-6030 or in person on the first floor of Clement Hall.



**University of the Incarnate Word  
Video Security Applications**

**Effective Date: February 28, 2018**

**Contact: Sam McDaniel, Dir EHSRM,  
Environmental Health and  
Safety**

**PURPOSE**

To govern the use of Video Security Applications on campus properties.

**SCOPE**

This policy applies to all campus properties owned, leased or controlled by the University of the Incarnate Word. Video security applications shall serve two purposes:

- If an area is posted as being under video monitoring or surveillance, video security applications can be a crime deterrent.
- Once a crime has been committed, the video security applications can assist in the identification of the responsible parties.

**DEFINITIONS**

**Camera Control Operator:** anyone who operates, views, or reviews video security application images. Typically, this will be a UIW Police officer or EHSRM employee.

**Video Security Application:** any device or component that captures images (with or without sound). Examples of video security applications include closed-circuit television (CCTV), video cameras, web cameras, still cameras, and any electronic means to store and review their images.

**OFFICE OF ENVIRONMENTAL, HEALTH, SAFETY, & RISK MANAGEMENT**

This policy shall be administered by the Office of Environmental, Health, Safety, & Risk Management (EHSRM). All Video Security Applications shall conform to federal and state law in addition to standards established by EHSRM.

**USE**

EHSRM shall review, recommend, approve, and manage proposed and existing video security applications. To ensure the ability to use the data, the equipment and systems shall be standardized and accessible to EHSRM, Human Resources, Title IX Coordinator and law enforcement authorities upon request. ESHRM shall maintain a list of all video security applications. ESHRM shall also:

- Document the release of any video security applications data.
- Periodically review this policy and update as necessary.

Information obtained through video security applications is primarily for security and law enforcement purposes, and compliance with university policies. Information may also be approved by ESHRM for other purposes, including, proceedings for employee and student disciplinary investigations, civil claims or lawsuits where the recording are relevant or may be subpoenaed.

Releases of video security applications data shall be released and authorized only by ESHRM or the Chief of Police. No other campus unit may release data obtained through video security applications.

## **GUIDELINES**

1. Video monitoring for security purposes must be conducted in a professional, ethical, and legal manner. Personnel involved in monitoring will be appropriately trained and supervised in the responsible use of this technology.
2. Video monitoring is not permitted to view or record personal living and private areas where there is a reasonable expectation of privacy. ESHRM will not approve camera locations with views of interior residential spaces, with the exception of the use of video monitoring for criminal investigations where the focus of the cameras will not cover areas where there is an expectation of privacy. This does not preclude monitoring the exterior of buildings or building lobbies.
3. Camera control operators and/or managers of video security applications will monitor based on suspicious behavior, not individual characteristics. Monitoring will be conducted in a manner consistent with all University policies, including the Non-Discrimination Policy, the Sexual Harassment Policy, Sexual Misconduct Policy and other relevant policies. Camera control operators will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by the University's *Non-Discrimination Policy*.
4. Camera control operators of video security applications will not seek out or continuously view people being intimate in public areas.
5. Camera control operators will be trained in the technical, legal, and ethical parameters of appropriate camera use. Camera control operators and/or managers of video surveillance applications will receive a copy of this policy and will provide written acknowledgement that they have read and understand it. Failure to provide acknowledgement does not excuse violation of this policy.
6. ESHRM and UIW Police are authorized to use still cameras or video equipment to record events where there are likely to be violations of state or federal laws, university policies or violations of the law. Cameras may be operated either overtly or covertly depending on the circumstances. In the case of demonstrations, protests, and similar situations, cameras may be permanently mounted or operated from either remote locations or by automated devices.
7. The following signage may be required by ESHRM and UIW Police at public locations monitored by video surveillance:

### **“THIS AREA IS SUBJECT TO VIDEO RECORDING**

**For more information, contact XXXXXXX at XXX-XXX-XXXX”**

An exception to the use of signage would be if announcing the use of video surveillance would undermine its purpose.

8. Dummy cameras will NEVER be used, as they could lead the viewer to a false sense of security that someone is monitoring the cameras.
9. Campus departments approved by ESHRM to operate and manage video surveillance systems will make available to ESHRM and UIW Police the recorded video tapes or permit access to their application via the campus network for maintenance, auditing, and police investigations.
10. Recorded images will be stored in a secure location with access by authorized personnel only.
11. Recorded images will be stored for a period of no less than 30 days before they are erased. Recordings may be retained longer if they are subject to a litigation hold, subpoena, or request by law enforcement by law enforcement authorities.
12. Installation of video security applications are the budgetary responsibility of the requesting department. This responsibility includes the cost of IP addresses, service, and maintenance.

13. At least five business days' notice must be provided to EHSRM prior to changing the connectivity, digital storage, or IP address for a video system.

Implementation of this policy for all existing uses of video monitoring and recording is within 6 months of the policy's date.

**Web Site Address for This Policy:**

[uiw.edu/safety/videosecuritypolicy](http://uiw.edu/safety/videosecuritypolicy)

**First Approved:** February 28, 2018

**Revised:**

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