

San Mateo County Community College District Alert Levels

	CRIME ALERT (Timely Warning)	URGENT ALERT (Informational Notification)	EMERGENCY ALERT (Emergency Notification)	CRITICAL ALERT (Emergency Notification)
Purpose	Clery requirement; Crime statistic reporting; Crime prevention	Information about potentially dangerous or disruptive events; follow-ups to events that have been resolved and/or are no longer classified as emergency alerts	Time-sensitive warning/notification about dangerous or disruptive events and/or campus/district closures (may include Clery Act crimes)	Time-sensitive instruction on immediate action required to prevent loss of life or injury (may include Clery Act crimes)
What for?	At a minimum, for crimes that are 1. reported to campus authorities, 2. there is an ongoing threat, and 3. serious, such as one of the Clery Act reportable crimes: Criminal homicide (murder and manslaughter); Sex offenses (rape, fondling, incest, statutory rape); Robbery; Aggravated assault; Burglary; Motor vehicle theft; Arson. <i>A Timely Warning may also rise to an emergency or critical alert.</i>	Any potentially dangerous or disruptive events that may impact the campus community. Examples include, but are not limited to, road closures/accidents/special events that may impact traffic or affect campus access, inclement weather warnings, ITS disruptions, cyber-attacks, mountain lion sighting, construction work in progress on campuses.	Any significant event that may disrupt instruction, business or be hazardous/dangerous to the district community. Examples include, but are not limited to, poor AQL, PSPs, major ITS disruptions, cyber-attacks, local emergencies, and inclement weather. Clery-Act-required messages for assaults, homicides, robberies, and other covered incidents. Drill and test messages that simulate an emergency for practice and policy compliance reasons also qualify as emergency messages.	Any dangerous event that is an immediate threat to life, health, and/or property. Examples include, but are not limited to, fire, explosion, chemical release, active shooter, earthquake, riot. Clery-Act-required messages for assaults, homicides, robberies, and other covered incidents.
Who is sent the alert?	The affected campus community	Only forecasted impacted parties	Can be tailored to just those affected, such as a single building that is evacuated. May be sent to entire campus or districtwide.	The entire campus community or districtwide
When do we send the alert?	As soon as enough information is available from Public Safety and/or local law enforcement to adequately describe the threat	Can be delivered in advance or during the event	Immediately upon confirmation of the event	Immediately upon confirmation of the event
Who needs to approve it?	1. On-site public safety supervisor (public safety director, public safety captain, emergency management, or alternate) AND 2. On-site head administrator (chancellor, vice chancellor, president or delegee)	1. On-site public safety supervisor (public safety director, public safety captain or alternate) OR 2. Emergency management staff OR 3. Lead administrator (chancellor, vice chancellor, president or alternate) OR 4. Lead ITS administrator OR 5. Facilities manager	1. On-site public safety supervisor (public safety director, public safety captain or alternate) OR 2. Emergency management staff OR 3. Lead ITS administrator AND 3. Lead administrator (chancellor, vice chancellor, president or alternate)	1. On-site public safety supervisor (public safety director, public safety captain or alternate) OR 2. Emergency management staff AND 3. Lead administrator (chancellor, vice chancellor, president or alternate)
Who sends the alert(s)?	Public safety, District PIO, or college PIO, ITS	Public safety, District PIO, college PIO, or emergency management staff, ITS, facilities	Public safety, emergency management staff, District PIO, or college PIO, ITS	Public safety, emergency management staff, District PIO, or college PIO, ITS
How?	Via Rave to Email. May also include long-code text and social media, depending on the incident.	Via Rave to email, Outlook to email, and/or post on emergency webpage, depending on incident. May also include long-code text and social media.	Via Rave emergency broadcast to phone, short code text, email, RSS feed, Alertus, emergency webpage post, homepage alert bars. May also include campus EAS announcements.	Via Rave emergency broadcast to phone, short code text, email, RSS feed, Alertus, emergency webpage post, homepage alert bars/interrupter. May also include campus EAS announcements.