

# UW Whitewater Police



## Campus Warning Systems

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Special Instructions: CALEA 91.1.5			
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### I. Purpose

The purpose of this General Order is to describe the available Campus Warning Systems, their intended use, activation, and de-activation.

### II. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) for Officers to utilize the appropriate warning systems when needed and deactivate the systems in order to return the campus to normal functions.

### III. Procedure

#### A. Fire Alarms:

1. Fire alarms throughout both campuses are activated through pull box stations and automatic detection systems monitored by a private vendor.
2. Fire alarms are self-contained and should only be deactivated after the appropriate Fire Department authority directs, it is known to be a false alarm or sworn officers arriving on the scene determine a cause such as burnt food in a shared kitchen.
3. All UWW PD Officers are trained in procedures for resetting the fire alarm systems in campus buildings.

#### B. Tornado Warning Systems

1. In most cases the Tornado Warning System will only be activated when one or both of the campuses is under a "tornado warning" issued by the National Weather Service.
2. The system could also be used under very limited weather conditions when the National Weather System issues another alert for a possible life safety weather event.
3. Tornado warnings for campus are provided by several means; weather radios in select buildings throughout campus, City of Whitewater outdoor warning sirens, local media outlets, email and text messaging capability, InformaCast Application messaging, and through indoor building speakers and IP-based phones on campus.
4. Dispatch, all sworn and certain administrative staff of the police department and select staff from University Media and Communications all have the authorization

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and ability to activate and deactivate the system. However, it is usually activated in conjunction with the City of Whitewater warning sirens by the dispatcher on duty. This system will continue to sound until it is deactivated manually by a UWW PD Sworn staff member, at the direction of a UWW PD Supervisor.

- a. Since the Rock County Campus is in another county and sworn staff are not available 24/7, all sworn staff, specific staff at the University Marketing and Communications and specific trained staff at the Rock County Campus in administration and facilities are able to activate the Rock County Campus.
- C. Shelter in Place Warning Systems (Run, Hide Fight)
1. Shelter-in-place warnings are designed to inform the campus community of a severe life safety event such as an active killer that creates an immediate danger to the public on campus.
  2. All sworn UWW PD staff, select administrative staff at UWW PD, select staff at University Marketing and Communication, Dispatchers of the Joint Dispatch Center in consultation with UWW PD, and select administration/facilities staff at the Rock County Campus are authorized to activate the system. However, Dispatchers can only activate the Whitewater Campus and Rock County Staff can only activate the Rock County Campus system.
  3. Shelter-in-place warnings for the campus are provided through the InformaCast Application, e-mail/text messaging, over IP phones, over the University's Website, and through fire alarm panels. The systems are integrated together so one push application should send the initial message out over all listed means of communication.
  4. On the Whitewater Campus, this warning can be issued through the Joint Dispatch Center, a push-button control panel in the UW-Whitewater Police Department's main building, and over internet applications. All sworn staff, select administrative staff at UWW PD, and select staff at University Marketing and Communications are trained in these applications.
  5. On the Rock County Campus, this warning can only be issued through the online applications by either UWW PD Staff and UMC staff listed above; and specific staff at the Rock County Campus in administration and facilities.
- D. Additional Systems
1. Campus paging (Rock County Campus Only): Located within the Hyatt Smith Hall vestibule entrance is a microphone system capable of communicating over all the IP speaker systems on campus. The microphone is used by opening the cabinet, pressing the "Campus Paging" button, waiting for the system to initiate, and then speaking.
  2. Mass email: A mass email alert or message can be initiated by UWW PD Supervisors or University Marketing and Communications personnel via computer or smartphone.
    - a. This system can be used to let students know of a safety event on campus or the surrounding area. This can be used for crimes in progress or to ask the public to stay

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away from a specific area. Such as an armed offender at an off-campus location or on-campus address that is not an active killer. It can also be used for chemical, biological, steam, or radiological releases that pose a risk to the public.

3. UHF/VHF Radios (Whitewater Campus Only): A message can also be sent over the "All Call" Channel of the Campus UHF Radio System.
4. Message over IP Phones and Fire Alarm System (Whitewater Campus Only). UWW PD supervisors have access to a call-in system that allows a message to be recorded and played over the campus IP and Fire Alarm Systems.

## E. Testing of Emergency Message System

1. Testing of the system will be done periodically throughout the year at select times.
2. There will be a test completed before the start of both the Fall Semester (August) and Spring Semester (January) each year.
3. There is also a test of the alert systems for Tornados completed during Severe Weather Awareness Week in Wisconsin (usually April) on the date and time the Governor's Office and Wisconsin Emergency Management selects.
4. Whenever a test is completed, an after-action report will be completed and shared with all parties involved with the alert system including Information Technology Services so repairs and updates can be completed.
5. Additional testing can be completed if technology, software or other updates warrant a test of the system.