TRITON ALERT EMERGENCY NOTIFICATION POLICY

I. Introduction

The University of California, San Diego provides emergency notifications to all members of our campus community and the public upon confirmation of a significant emergency or dangerous situation occurring on or around campus that involves an immediate threat to the health or safety of students or employees.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), UC San Diego has developed and maintains a comprehensive system known as the “TRITON ALERT Emergency Notification” system, which is used to immediately inform the UC San Diego community upon confirmation of an emergency or dangerous situation.

Reporting Emergencies - All members of the UC San Diego community should report emergencies to the UC San Diego Police Department by calling 9-1-1 from a campus telephone or 858-534-4357 (858-534-H-E-L-P) from a mobile or any non-UC San Diego phone. The UC San Diego Police Department can dispatch other emergency responders such as Fire or Paramedics in addition to local law enforcement.

Any situation or incident that involves a significant emergency or danger that may pose an immediate or on-going threat to the health and safety of students, employees and/or visitors on campus should be reported immediately.

II. When TRITON ALERT Emergency Notifications are Sent

Upon confirmation of a significant emergency or dangerous situation which presents an immediate threat to the health or safety of students or employees, UC San Diego will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the TRITON ALERT Emergency 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 types of emergencies that may trigger a TRITON ALERT include, but are not limited to: an approaching tornado, hurricane or other extreme weather condition; a structure or wildland fire; an outbreak of meningitis, norovirus, or other serious contagious illness; a natural disaster; gas leak; active shooter or armed intruder; a bomb threat; civil unrest or rioting; an explosion; a terrorist incident; a nearby chemical or hazardous materials spill; or a significant impact power outage.

A. Emergency Instructions

TRITON ALERT Emergency Notifications will contain a brief description of the emergency with instructions about what to do. It is critical that the instructions be followed immediately. If the emergency affects only a small portion of UC San Diego and is unlikely to impact the larger community, a TRITON ALERT Emergency Notification may be made only to the group affected, although an all-UC San Diego TRITON ALERT Emergency Notification may still be sent. This decision will be made by the UC San Diego Police Department Watch Commander or the UC San Diego Campus Emergency Manager.
B. Evacuations

In the event an evacuation of a portion or all of the campus is needed, the TRITON ALERT Emergency Notification will describe those procedures. In addition, the Emergency Operations and Incident Management Plan (EOP) and the Emergency Management web page include evacuation guidelines that will be used in the event of a campus evacuation.

C. Follow-up Information

After the initial TRITON ALERT Emergency Notification, follow-up information will be distributed by additional TRITON ALERT Emergency Notifications and the main UC San Diego or Emergency page until the emergency or threat has concluded.

III. Institutional Officials Authorized to Send TRITON ALERT Emergency Notifications

In the case of a reported significant emergency or threat, the UC San Diego Police Department Watch Commander or the UC San Diego Campus Emergency Manager, or in the event neither is available, their designated substitutes, will confirm with first responders / area experts that the emergency or dangerous situation exists. Confirmation of an immediate threat or emergency does not necessarily mean that all of the pertinent details are known or even available.

Upon confirmation of an immediate threat or emergency, the UC San Diego Police Department Watch Commander, the Campus Emergency Manager or their direct designee, will draft and send a TRITON ALERT Emergency Notification message to all university community members, subject to the exception noted above in Section II.

IV. Types of TRITON ALERT Emergency Notifications

A. E-MAIL to Official UC San Diego Accounts

When it has been determined that a TRITON ALERT Emergency Notification is required, an e-mail will be sent to all faculty, staff and students at their official ucsd.edu e-mail address. The university-wide e-mail subject line will be “TRITON ALERT." University faculty, staff and students may not opt-out of receiving TRITON ALERT Emergency Notifications sent their official UC San Diego email account.

B. TEXT / TELEPHONE to Mobile or Land-line Numbers

On an annual basis, all UC San Diego faculty, staff and students will be asked to provide telephone and text message contact information to be used solely for the purpose of receiving TRITON ALERT Emergency Notifications or as part of a drill to test the TRITON ALERT Emergency Notification system. In order to receive TRITON ALERT Emergency Notifications via text message or telephone, individuals must provide accurate and up to date contact information. Students, faculty and staff are reminded to update their contact numbers once a year or when the information changes. Contact information may be updated at Triton Alert Emergency Notifications. UC San Diego strongly encourages all faculty, staff and students to provide text / telephone contact information, however, individuals may opt-out from receiving TRITON ALERT Emergency Notifications sent via text message or telephone. Opt-out information may be found at Triton Alert Frequently Asked Questions.

Standard text messaging and voice messaging rates apply. All telephone numbers provided for TRITON ALERT Emergency Notifications will only be used during an emergency or a test of the TRITON ALERT Emergency Notification system.
C. Additional Methods of Providing TRITON ALERT Emergency Notifications

Loudspeakers, bullhorns, Talkaphone Callboxes, UC San Diego Police Department vehicle public address systems, building fire alarm systems or paper postings are methods that may also be used to relay information in an emergency or threatening situation.

Emergency information may also be provided through announcements to TritonLink, all at UC San Diego email notices, campus emergency status messages, social media websites, and the UC San Diego Radio Station (1610 AM),

V. Emergency Information via Web Sites

The following web sites may also contain local emergency information:
- UC San Diego homepage
- UC San Diego Emergency Status website
- UC San Diego Police Department website
- San Diego County Emergency homepage

VI. TRITON ALERT Emergency Notification Tests / Drills:

A full-scale test of the TRITON ALERT Emergency Notification system will occur via email, text and telephone annually and is generally performed in October. The University will publicize its emergency response and evacuation procedures in conjunction with the test. For each test, the University documents a description of the exercise, the date and time and whether it was announced or unannounced. Documentation of each test will take place and be maintained by the University for seven years. The results of recent tests are placed on the Emergency Management page.

VII. UC San Diego Non-Affiliates: Parents, Visitors, Neighbors and Others

Individuals without ucsd.edu email accounts including parents, guests, neighbors or contractors who are not UC San Diego employees but may conduct business on campus may sign up to receive TRITON ALERT Emergency Notifications. They may provide and update their contact information by visiting the Affiliate Portal.

Standard text messaging and voice messaging rates apply. All telephone numbers provided for TRITON ALERT Emergency Notifications will only be used during an emergency or a test of the TRITON ALERT Emergency Notification system.

VIII. Notification to Surrounding Community

The UC San Diego Police Department Watch Commander or the UC San Diego Campus Emergency Manager are responsible for providing notification to the neighboring community of any emergencies or dangerous threats. The Watch Commander or the Emergency Manager will contact the San Diego County Office of Emergency Service or San Diego Police Department via phone call or text message to coordinate the appropriate response. Individuals in the surrounding communities can go to the main UC San Diego or Emergency page or for updated information.

IX. References

A. UC San Diego Emergency Operations & Incident Management Plan
B. Emergency Preparedness – Blink
C. The Handbook for Campus Safety and Security Reporting