TRITON ALERT EMERGENCY NOTIFICATION POLICY

1. SCOPE

This policy applies to UC San Diego.

2. POLICY SUMMARY

Introduction

The University of California, San Diego provides emergency notifications to 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 that involves an immediate threat to the health or safety of students or employees.

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. The UC San Diego Police Department can request 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.

3. DEFINITIONS

4. POLICY STATEMENT

1. 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. Instructions should 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; 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 evacuation procedures. The Emergency Operations and Incident Management Plan (EOP) and the Emergency Management web page also 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 until the emergency or threat has concluded. Updates and follow-up information will also be added to the UC San Diego homepage or the Campus Emergency Current Status page, as appropriate.

2. 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 students, faculty and staff at their official ucsd.edu e-mail address. The university-wide e-mail subject line will be "TRITON ALERT." University students, faculty and staff may not opt-out of receiving TRITON ALERT Emergency Notifications sent to their official UC San Diego email account.

B. TEXT to Mobile Numbers

On an annual basis, all UC San Diego students, faculty and staff will be asked to provide 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, individuals must provide accurate and up-to-date contact information. Students, faculty and staff are reminded to update their contact numbers once a year and are advised to update the information sooner if it changes. Contact information may be updated at the Triton Alert Emergency Notifications page. UC San Diego strongly encourages all students, faculty and staff to provide contact information for text messages; however, individuals may opt-out from receiving TRITON ALERT Emergency Notifications sent via text message. Opt-out information may be found at the Triton Alert FAQ page.
C. Additional Methods of Providing TRITON ALERT Emergency Notifications/Emergency Information

Telephone, 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, campus emergency status messages, social media websites, and the UC San Diego Radio Station (1610 AM).

3. Emergency Information via Web Sites

The following web sites may also contain local emergency information:

1. UC San Diego homepage
2. UC San Diego Emergency Status website
3. UC San Diego Police Department website
4. San Diego County Emergency homepage

4. TRITON ALERT Emergency Notification Tests / Drills

A full-scale test of the TRITON ALERT Emergency Notification system will occur at least once a year. One of the tests will generally be performed in conjunction with a regional drill or exercise. The University will publicize its emergency response and evacuation procedures in conjunction with the annual 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.

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

Other individuals may sign up to receive TRITON ALERT Emergency Notifications. They may provide and update their contact information by visiting the UC San Diego Affiliate/Guest Portal.

Standard text messaging rates apply.

6. Providing Information to Surrounding Community

Individuals in the surrounding communities may go to the main UC San Diego homepage or the Campus Emergency Current Status page for information regarding any significant emergency or dangerous situation which presents an immediate threat to the health or safety of students or employees. The UC San Diego Police Department Watch Commander or the UC San Diego Campus Emergency Manager are responsible for making updates on these websites as appropriate and as reasonable under the circumstances, and for contacting the San Diego County Office of Emergency Services or San Diego Police Department to provide information regarding the emergency or dangerous threat and to coordinate the appropriate response.

5. RESPONSIBILITIES

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 whether 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 a significant emergency or dangerous situation which presents an immediate threat to the health or safety of students or employees, the following individuals or offices are authorized to draft and send a TRITON ALERT Emergency Notification message:

- UC San Diego Police Department Police Chief;
- UC San Diego Police Department Watch Commander;
- Environment, Health & Safety Director;
- Campus Emergency Manager; or
- Any direct designee of the UC San Diego Police Department Police Chief who is within the UC San Diego Police Department or any direct designee of the Environment, Health & Safety Director who is within the Environment, Health & Safety department.

6. PROCEDURES

None

7. FORMS

None

8. RELATED INFORMATION

1. UC San Diego Emergency Operations & Incident Management Plan
2. Emergency Preparedness – Blink
3. The Handbook for Campus Safety and Security Reporting

9. FREQUENTLY ASKED QUESTIONS (FAQ’S)

None

10. REVISION HISTORY

October 10, 2017 - Policy revised to update Emergency Notification procedures. Also, Policy reformatted into standard template.

September 22, 2016 - New policy