

READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 388

SUBJECT: Timely Warnings (Security)

Responsibility of: RSHS Program Directors
Revised: February 2020 Reviewed:

SCOPE: Students, faculty and staff at the Reading Hospital School of Health Sciences (RSHS).

PURPOSE: The intent of timely warnings is to alert the campus community to potentially dangerous situations on or close to campus.

POLICY: Threats to campus security will be communicated to students, faculty and staff by the use of a timely warning system.

DEFINITIONS: NA

PROCEDURE: If a crime or series of crimes have occurred on campus or close to campus and could be considered an ongoing threat to other students, employees, and faculty, the Reading Hospital Security Department and RSHS Director may implement a “Security Timely Warning Alert.” Timely warnings may be used for the following crime activities: criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, arson, illegal liquor, drug and weapons violations, hate crimes, when the crime is deemed to pose an ongoing threat to the school community.

The Director of Security or designee and the RSHS Director or designee are responsible for making the decision to initiate, prepare, and send out timely warnings. In the event that the RSHS Director is unavailable, a school designee, Director of Security, or the on-shift security supervisor will make the determination to initiate, prepare, and send out timely warnings.

The dissemination of information is accomplished through the electronic distribution of an authorized “Security Alert”, campus wide e-mail or the Everbridge Notification System. Through these e-mail and phone message alerts, members of the campus community are provided with prompt notice of incidents that may have a direct impact on their safety and security. Local police agencies may be informed of events that require timely warnings. Students, faculty and staff are responsible to keep their contact information current and accurate by notifying the registrar of any changes in telephone numbers, and e-mail or home address.

All members of the school community (students, faculty, staff) are expected to immediately communicate potentially dangerous situations or crimes of any sort on campus to the RSHS Director and the Security Department.

EDUCATION AND TRAINING: NA

REFERENCES: NA

COMMITTEE AND COUNCIL APPROVALS: RSHS Directors Meeting, February 2020

CANCELLATION: Reading Hospital or Tower Health policies directly related to this topic shall supersede this RSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.