

San Mateo County Community College District Alert Levels
Updated December 13, 2024

	CRIME ALERT (Timely Warning)	CAMPUS/DISTRICT NOTICE (Informational Notification)	EMERGENCY ALERT (Emergency Notification)	CRITICAL ALERT (Emergency Notification)
Purpose	Clery requirement; Crime statistic reporting; Crime prevention	Information about potentially dangerous or disruptive issues or events; follow-up 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 <ol style="list-style-type: none"> 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. <p><i>A Timely Warning may also rise to an Emergency or Critical Alert.</i></p>	Any potentially dangerous or disruptive issues or 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, water shutdown, non-functioning elevators, 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 AQI, 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 entire campus community (+ key district personnel*) or districtwide.	Only forecasted impacted parties. May expand audience to ensure communication is inclusive	The entire campus community (+ key district personnel*) or districtwide.	The entire District community.
When do we send the alert?	As soon as enough information is available from Public Safety and/or local law enforcement to adequately describe and confirm the threat or crime	Can be delivered in advance or during the issue/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. Lead department administrator (facilities, emergency management, ITS, public safety, or alternate)	1. On-site public safety supervisor (public safety director, public safety captain or alternate) OR 2. Emergency management 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 AND 3. Lead administrator (chancellor, vice chancellor, president or alternate)
Who sends the alert(s)?	Primary: District PIO, college PIO, or public safety Backup: Emergency management or ITS	Primary: College PIO, district PIO Backup: Emergency management, ITS, public safety, or facilities	Primary: Public safety or emergency management Backup: District PIO, college PIO, or ITS	Primary: Public safety or emergency management Backup: District PIO, college PIO, or ITS
How?	Post on alerts webpage and send via Rave to email. May also include long-code text and social media.	Post on alerts webpage and send via Rave to email. May also include long-code text and social media.	Post on alerts webpage and send via Rave emergency broadcast to phone, short code text, email, RSS feed, Alertus, and homepage alert bars. May also include campus EAS announcements and social media.	Via Rave emergency broadcast to phone, short code text, email, RSS feed, Alertus, and EAS announcements. Posts on alerts webpage and alert bars/interrupter on homepages. May also include social media.

*Key district personnel include all college presidents, PIOs, public safety captains, and facilities managers. 12/13/24