NIU Safety Bulletins

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Chief of Police

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Date
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Section 1: Fundamentals

I. Introduction

A. The goal of NIU Department of Police and Public Safety (NIU PD) is to balance the need to provide warnings as quickly as possible with the need to ensure accuracy and provide helpful safety instructions to our campus community.

B. NIU Safety Bulletins are designed to notify as many people as possible as quickly as possible based on the specific incident circumstances.

C. NIU Safety Bulletins have been designed as a multi-layered approach that will help spread emergency notifications quickly and accurately. The multiple communications layers will initially provide basic information to alert the community of an emergency situation.

II. Laws and Authorities:


B. The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended (HEA).
Section 2: NIU Safety Bulletins: Emergency Notifications

Concept of Operations:

A. The campus community will be notified by the University’s emergency warning notification system if a major emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs on or near campus.

B. The major emergency or dangerous situation will normally be confirmed by NIU PD personnel prior to alerting the campus community. Shift supervisor will contact the Chief of Police or designee and advise him/her of the incident.

C. NIU Safety Bulletins are initially designed to warn faculty, staff and students by activating some or all NIU Safety Bulletins layers. The notification may be expanded to the community through news releases, TV, radio, siren system, etc., based on the judgment of the Chief of Police or designee.

D. Additional warning notifications and follow-up information will use other layers of NIU Safety Bulletins. The NIU Safety Bulletins layers are:

1. Text messaging system
   i. NIU University faculty, staff and students are automatically enrolled to receive an emergency notification text message. Individuals can verify their contact information by following link http://www.myniu.niu.edu.

2. Facebook Posts
   i. If selected, the emergency notification will be displayed onto the NIU and NIU Department of Police and Public Safety’s Facebook pages: “https://www.facebook.com/NorthernIll Univ/” and https://www.facebook.com/NIU.POLICE.and.PUBLIC.SAFETY/.

3. Twitter Posts
   i. If selected, the emergency notification will be displayed onto the NIU and NIU Department of Police and Public Safety’s Twitter pages: @NIUSafety, @NIULive, and @niupolice.
4. Alertus Alert
   i. An alert will be sent to all University computers which will display incident information on desktop monitors that are connected to the NIU Server.
   ii. The alert will be displayed for approximately 5 minutes. Desktop users have the option to minimize the displayed message once the message has been read.

5. Contact-Bridge Mobile App
   i. If selected, emergency notifications will be sent to the Contact-Bridge Mobile App for Apple and Android users.

6. University E-mail
   i. An e-mail will be sent to all students, faculty, and staff with an niu.edu address.

7. Web Publishing
   i. An emergency notification will be displayed on the NIU Home page www.niu.edu and to the safety bulletin website page.
   ii. The Division of Marketing and Communications will post additional information, if applicable, for campus-related emergencies to these pages.

8. University residences personnel will implement internal notification procedures to alert people in individual halls via their resident assistants, phones, and signage.

9. The Division of Marketing and Communications will work with the news media-radio, TV, newspapers, and Internet – to assist with communicating the emergency alert, as needed.
   i. Division of Marketing and Communications will determine which emergencies require the news media to be notified.

Activation

A. Most major emergencies or dangerous situations will be reported to the NIU PD Dispatch Center who will dispatch NIU PD to investigate and confirm the emergency. If confirmed, NIU dispatch center starts the notification process by notifying the Shift Supervisor.

B. The Chief of Police or designee will normally direct NIU Safety Bulletins activation. However, the responding supervisor may direct NIU Safety Bulletins activation if there is an immediate or emerging threat to life safety.
C. The initial **NIU Safety Bulletins** notifications will use a template message that provides very basic information that is designed to immediately notify NIU faculty, staff, and students.

**Section 3: Responsibilities**

**Responsibilities:**

A. Supervisors have the authority to activate all or part of **NIU Safety Bulletins**. However, for most emergency incidents information will be relayed to the Chief of Police or designee who will determine **NIU Safety Bulletins** activation. They will direct NIU Dispatch Center to activate applicable **NIU Safety Bulletins** layers and ensure the Division of Marketing and Communications are notified who may activate additional **NIU Safety Bulletins** layers.

B. There are three types of NIU Safety Bulletins that may be issued: **Emergency Alerts, Timely Warnings, and Community Awareness Bulletins**.

C. Emergency Alerts activation will be based on emergency threats and urgency of notification (life safety considerations). The decision to take action and initiate an Emergency Alert notification should be based on the severity of the emergency to the NIU campus community that pose an imminent or emerging threat to life safety.

D. For Emergency Alerts, there are two types of threats: **Immediate** and **Emerging Threats**.

1. **Immediate Threats:** Any incident or condition that poses a direct threat to life safety which requires immediate action. Upon discovery and verification of an immediate threat, the Shift Supervisor will have full authority to activate any one of the **NIU Safety Bulletins** alert methods. Examples include:

   i. Tornado Warning
   ii. IED Detonation
   iii. Active Shooter
   iv. HAZMAT Spill
   v. Fire

2. **Emerging Threats:** An incident or condition that does not pose an immediate threat to life or safety, but that is of a nature where timely receipt of information or instructions may directly affect the
well-being of the recipient. Upon discovery of an *Emerging Threat*, the Shift Supervisor will inform Command Staff of the threat. Command Staff will then request authorization from the Chief of Police to activate any layer of the [NIU Safety Bulletins](#). Examples include:

1. Bomb Threat (911, Third Party, etc.)
2. Severe Weather Watch
3. Tornado Watch
4. Potential HAZMAT Release
5. Public Health Emergency (H1N1, Food/water contamination, etc.)

F. Timely Warnings and Community Awareness Bulletins require approval by the Chief of Police or designee.

1. Once it has been determined that a Timely Warning or Community Awareness Bulletin must be issued, the Shift Supervisor will notify the on-call Commander who will begin drafting the message.

2. The on-call Commander or designee will submit the final draft of the Timely Warning or Community Awareness Bulletin to the Chief of Police for approval.

3. Once the message is approved, the Shift Supervisor or designee will initiate the [NIU Safety Bulletins](#) notification.

G. The decision to take action and initiate a Timely Warning or Community Awareness Bulletin should be based on whether knowledge of a crime or threat would potentially aid others in not becoming a victims of a similar incident that occur within the core campus or patrol jurisdiction.

H. The decision to initiate an Emergency Alert and Timely Warning or Community Awareness Bulletin can be made by assessing two operational factors: Time and Space.

1. **Time**: The time it takes to impact life safety will determine the appropriate NIU Safety Bulletins to initiate (Emergency Alert, Timely Warning, and Community Awareness Bulletin).

2. **Space**: The distance and vicinity of the threat in relation to NIU proper will influence the decision for initiating NIU Safety Bulletins.
I. The supervisor who initiates the emergency warning notification system should undertake this responsibility after careful consideration of the emergency and the threat to human life and safety. For example:

1. A tanker truck leaking a hazardous gas that is moving onto a campus requires immediate action to provide enough time for people outside to take shelter inside of a building. This type of emergency and the need for rapid notification requires the responding officer/supervisor to take action as quickly as possible. The supervisor has the authority to activate NIU Safety Bulletins. NIU Safety Bulletins will be immediately activated.

2. A potential release of a hazardous gas does not have the immediacy of a release and the threat to life safety is less severe. The people who are initially notified would be able to move up through the hierarchy to a decision-maker (Command Staff) who would determine the appropriate level and the type of emergency notification systems to activate.

Section 4: Review Process

After Action Review Process

A. When NIU Safety Bulletins is activated an after action review will be conducted by Command Staff. Activation procedures and message system effectiveness will be reviewed. Lessons learned will be documented and incorporated to improve the standard operating procedures.

B. NIU Safety Bulletins activation will be maintained per Department G.O 334 Public Alerts for all activations. The report will show the type of activation and overall number of activations for the year.
Section 5: NIU Alert Flow Chart

NIU Safety Bulletins: NIU PD Flow Chart

1. Incident/Threat
   - Initial Notification
     - Radio
     - 911 Call
     - Third Party Call
     - Visual ID
   - Initial Size-up
     - Verify threat/incident
     - ID threat to community
     - 7 critical steps (ILEAS)
     - Determine COA

2. NIU Safety Bulletins

3. Emergency Alert
   - Immediate Threat
     - Active Shooter
     - IED Blast
     - SW Warning
     - Tornado Warning
     - HAZMAT Spill
     - Fire
   - Emerging Threat
     - Bomb Threat
     - SW Watch
     - Tornado Watch
     - Potential HAZMAT
     - Public Health Emergency
   - Authority: Sergeant
   - Message: Dispatcher
   - Distribution: Dispatcher
   - Characteristics
     - Incident or crime has occurred
     - No immediate or emerging threat to community
     - Crime occurred on or near campus
     - Updated when information becomes available
   - Time: Space
   - Coordination: Div Marketing/Communications

4. Timely Warning
   - Authority: Chief or Designee
   - Message: Dispatcher
   - Distribution: Dispatcher
   - Characteristics
     - Intent is to advise community and disseminate information about health/safety issues
     - No singular crime has occurred
     - Intended use: crime prevention, traffic, or weather info
   - Time: Space
   - Coordination: Div Marketing/Communications

5. Community Awareness Bulletin
   - Authority: Chief or Designee
   - Message: Dispatcher
   - Distribution: Dispatcher
   - Characteristics
     - Intent is to advise community and disseminate information about health/safety issues
     - No singular crime has occurred
     - Intended use: crime prevention, traffic, or weather info
   - Time: Space
   - Coordination: Div Marketing/Communications

Decision Points

1. On-duty Sergeant determines need to activate NIU Safety Bulletins.
2. Type of NIU Safety Bulletin is determined based on TIME and SPACE.
3. Threat to community is determined: Immediate or Emerging.

NIU Safety Bulletin Layer Activation

<table>
<thead>
<tr>
<th>Emergency Alert</th>
<th>Timely Warning</th>
<th>Community Awareness Bulletin</th>
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<tbody>
<tr>
<td>Text</td>
<td>Text</td>
<td>Email</td>
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<tr>
<td>Alertus</td>
<td>Email</td>
<td>Contact Bridge App</td>
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<td>Email</td>
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Contact Bridge App
Section 6: Emergency Notifications Templates

General Guidelines

- Text messages may not be longer than (120) characters.
- E-mail and voice mail messages should generally be the same message.
- There are two categories of notices for Everbridge® Alert text messaging: Immediate and Developing Situation.
  - Immediate – An incident or condition, expected or unexpected, that threatens life or safety and requires immediate action.
  - Emerging – An incident or condition that does not pose an immediate threat to life or safety, but that is of a nature where timely receipt of information or instructions may directly affect the well-being of the recipient.
- Keep in mind the principles of public information officers: Be First, Be Right, and Be Credible. In other words, make sure the messages are timely, accurate, and useful.
- Each message should consist of the following three components:
  - Alerting (Attention management) – calling the user’s attention to the issue at hand
  - Informing (Information transfer) – what is happening, and what the user should and should not do
  - Reassuring (Affective or emotional payload) – be aware of the degree of sensitivity as to the audience
**Text-Email-Voicemail-Web Scripts**

**TEST**

**TEXT:** This is a test of Everbridge® Alert, Northern Illinois University emergency alert system. If you have received this in error, send email to NIU public information officer.

**EMAIL:** This is a test of Everbridge® Alert, Northern Illinois University Emergency Notification Service. This is only a test. In the event of an actual emergency, you would be given brief details and directed to visit the Web at www.niu.edu for more information and instructions. If you have received this message in error or have difficulty with the transmission of this call, please send email to (PIO). Thank you for participating in the NIU Alert Emergency Notification System.

**ACTIVE SHOOTER /ARMED INTRUDER/SHELTER IN PLACE**

**TEXT:** A suspect with a weapon is on campus. Go into nearest room and lock door. Follow instructions from authorities.

**EMAIL:** There is a suspect with a [type] weapon on campus. [Shots have been fired.] If you are on campus, go into the nearest available room and lock the door. If you are not on campus, stay away. THIS IS NOT A TEST! Wait for the all clear notification from College officials or local authorities. For additional information and updates go to www.niu.edu {End of message}.

**VOICEMAIL:** This is [name and title] with an EMERGENCY alert from Northern Illinois University. There is a suspect with a [type] weapon on campus. [Shots have been fired.] If you are on campus, go into the nearest available room and lock the door. If you are not on campus, stay away. THIS IS NOT A TEST! Wait for the all clear notification from College officials or local authorities. For additional information and updates go to www.niu.edu {End of message}.
**BIOLOGICAL THREAT**

**TEXT:** NIU has received a biological threat. Prepare to evacuate. Follow instructions from authorities.

**EMAIL:** A biological threat has been received at Northern Illinois University. If you are near campus, prepare immediately for possible evacuation. Listen for instructions from College officials or local authorities and follow them quickly and carefully. For additional information and updates go to www.niu.edu {End of message}.

**VOICEMAIL:** This is [name and title] with an EMERGENCY alert from Northern Illinois University. We have received a biological threat that we deem credible. If you are near campus, prepare immediately for possible evacuation. Listen for instructions from College officials or local authorities and follow them quickly and carefully. For additional information and updates go to www.niu.edu {End of message}.

**BOMB THREAT**

**TEXT:** NIU has received a bomb threat at [building]. Evacuate if in that building. Follow instructions from authorities.

**EMAIL:** A bomb threat has been received by Northern Illinois University. If you are near campus, prepare immediately for possible evacuation. Listen for instructions from College officials or local authorities and follow them quickly and carefully. For additional information and updates go to www.niu.edu {End of message}.

**VOICEMAIL:** This is [name and title] with an EMERGENCY alert from Northern Illinois University. We have received a bomb threat that we deem credible. If you are near campus, prepare immediately for possible evacuation. Listen for instructions from College officials or local authorities and follow them quickly and carefully. For additional information and updates go to www.niu.edu {End of message}. 
BOMB FOUND

**TEXT:** A bomb has been found on campus in [building]. Prepare to evacuate. Follow instructions from authorities.

**EMAIL:** A bomb has been found on the Northern Illinois University campus in the [building]. Avoid the vicinity of the [building], prepare immediately for possible evacuation. If you are not in the area, stay away. Listen for instructions from College officials or local authorities and follow them quickly and carefully. Repeat, a bomb has been found in the [building]. For additional information and updates go to www.niu.edu {End of message}.

**VOICEMAIL:** This is [name and title] with an EMERGENCY alert from Northern Illinois University. A bomb has been found on the Northern Illinois University campus in the [building]. Avoid the vicinity of the [building], prepare immediately for possible evacuation. If you are not in the area, stay away. Listen for instructions from College officials or local authorities and follow them quickly and carefully. Repeat, a bomb has been found in the [building]. For additional information and updates go to www.niu.edu {End of message}.

CLASS CANCELLATION

**TEXT 1:** Classes have been canceled due to (reason for cancellation)___________. Staff should report at their normal time, safety permitting.

**TEXT 2:** Classes are on a (time)_____ delay due to (reason for cancellation)_______. Staff should report at the designated time, safety permitting.

**TEXT 3:** All classes canceled and offices closed due to (reason)_______. Check www.niu.edu.

**EMAIL:** Classes have been cancelled for the following locations ________. Avoid the vicinity of the (location)__________. If you are not in the area, stay away. Listen for instructions from College officials or local authorities and follow them quickly and carefully. For additional information and updates go to www.niu.edu. Staff should report at their normal time, safety permitting {End of message}. 
**VOICEMAIL:** This is [name and title] with an EMERGENCY alert from (COLLEGE NAME). Classes have been cancelled for (COLLEGE NAME). Avoid the vicinity of _[(location)]_.

If you are not in the area, stay away. Listen for instructions from College officials or local authorities and follow them quickly and carefully. For additional information and updates go to www.niu.edu. Staff should report at their normal time, safety permitting. {End of message}.

**CIVIL DISTURBANCE**

**TEXT:** A violent disturbance is occurring on campus near [building]. Leave the area. Follow instructions from authorities. (135)

**EMAIL:** A violent disturbance has broken out on the Northern Illinois University campus near [building]. There is a risk of danger to participants and bystanders. For your own safety, leave the area. If you are not in the area, stay away. Follow instructions from College officials or local authorities. For additional information and updates go to www.niu.edu {End of message}.

**VOICEMAIL:** This is [name and title] with an EMERGENCY alert from Northern Illinois University. A violent disturbance has broken out on the Northern Illinois University campus near [building]. There is a risk of danger to participants and bystanders. For your own safety, leave the area. If you are not in the area, stay away. Follow instructions from College officials or local authorities. For additional information and updates go to www.niu.edu {End of message}.

**CHILD ABDUCTION**

**TEXT:** A child has been abducted from _______. For information on the suspect or child go to (Emergency Website)

**EMAIL:** A child has been abducted from _______. Call the police if the following suspect or child is seen: [type description of suspect and child]

**VOICEMAIL:** A child has been abducted from _______. Call the police (Number) or College Public Safety (#) if the following suspect or child is seen: [Give description of suspect and child]
Earthquake

**TEXT:** An earthquake has occurred. You should evacuate all Northern Illinois University buildings and remain outside until further notice.

**EMAIL:** An earthquake has just occurred. For your safety, evacuate all Northern Illinois University buildings. Remain outside for further information. We will provide updates as we receive more information. For additional information and updates go to www.niu.edu {End of message}.

**VOICEMAIL:** This is [name, title] with an emergency alert from Northern Illinois University. An earthquake has just occurred. For your safety, evacuate all Northern Illinois University buildings. Remain outside for further information. We will provide updates as we receive more information. For additional information and updates go to www.niu.edu {End of message}.

Evacuation

**TEXT/EMAIL/VOICEMAIL:** This is the NIU Public Safety. Officers are responding to a report of (problem) at (location). Calmly evacuate the building using all available exits. Move away from the building. (Repeat message three times)

**TEXT/EMAIL/VOICEMAIL:** Problem Resolved: This is the NIU Public Safety. The incident at (location) has been resolved and it is safe to return to normal activity. (Repeat message three times)

Building Evacuation to a Specific Direction

**TEXT/EMAIL/VOICEMAIL:** This is the NIU Public Safety. Officers are responding to a report of (problem) at (location). Calmly evacuate the building. Avoid (location). Go to (direction/landmark). (Repeat message three times)

**TEXT/EMAIL/VOICEMAIL:** Problem Resolved: This is the NIU Public Safety. The incident at (location) has been resolved and it is safe to return to normal activity. (Repeat message three times)
<table>
<thead>
<tr>
<th><strong>EXPLOSION</strong></th>
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<tbody>
<tr>
<td><strong>TEXT:</strong> There has been an explosion on campus. Prepare to evacuate. Follow instructions from authorities.</td>
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<tr>
<td><strong>EMAIL:</strong> There has been an explosion on the Northern Illinois University campus in the [building]. If you are in the immediate vicinity, you should evacuate as instructed by College officials or local authorities. If you are not in the area, avoid the area so that emergency units can work unimpeded. Follow instructions from College officials or local authorities. For additional information and updates go to <a href="http://www.niu.edu">www.niu.edu</a> {End of message}.</td>
</tr>
<tr>
<td><strong>VOICEMAIL:</strong> This is [name and title] with an EMERGENCY alert from Northern Illinois University. There has been an explosion in the [building]. If you are in the building or in the vicinity, you should evacuate as instructed by College officials or local authorities. If you are not in the area, you should keep at a safe distance so that emergency units can work unimpeded. Follow instructions from College officials or local authorities. For additional information and updates go to <a href="http://www.niu.edu">www.niu.edu</a> {End of message}.</td>
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<tr>
<th><strong>FIRE</strong></th>
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<tbody>
<tr>
<td><strong>TEXT:</strong> There is a fire at NIU in [building], evacuate if you are in the building. If you are not in the area, stay clear of the area.</td>
</tr>
<tr>
<td><strong>EMAIL:</strong> A fire has been reported on the Northern Illinois University campus in [building], if you are in the [building], evacuate immediately. If you are not in the area, stay clear so that emergency units and firefighters can work unimpeded. Follow instructions from College officials or local authorities. For additional information and updates go to <a href="http://www.niu.edu">www.niu.edu</a> {End of message}.</td>
</tr>
<tr>
<td><strong>VOICEMAIL:</strong> This is [name and title] with an EMERGENCY alert from Northern Illinois University. A fire has been reported in the [building]. If you are in the [building], evacuate immediately. If you are not in the area, stay clear of the [building] so that emergency units and firefighters can work unimpeded. Follow instructions from College officials or local authorities. For additional information and updates go to <a href="http://www.niu.edu">www.niu.edu</a> {End of message}.</td>
</tr>
</tbody>
</table>
**FLOODING**

**TEXT:** (Affected location) is currently flooding. Please avoid area.

**EMAIL:** (Affected location) is currently flooding. If you are in the area, seek higher ground immediately. If you are at home or on campus, stay where you are. For additional information and updates go to www.niu.edu {End of message}.

**VOICEMAIL:** This is [name, title] with an emergency alert from Northern Illinois University. (Affected location) is currently flooding. If you are in the area, seek higher ground immediately. If you are at home or on campus, stay where you are. For additional information and updates go to www.niu.edu {End of message}.

**GAS LEAK**

**TEXT:** There is a gas leak and threat of fire on campus. Extinguish all flammable items. Follow instructions from authorities.

**EMAIL:** There is a gas leak on the Northern Illinois University campus in [building], posing a threat of fire from accidental ignition. If you are in the vicinity, immediately extinguish any burners or other flames and prepared to evacuate. If you are not in the area, stay away. Follow instructions from College officials or local authorities. For additional information and updates go to www.niu.edu {End of message}.

**VOICEMAIL:** This is [name and title] with an EMERGENCY alert from (COLLEGE NAME). There is a gas leak in [building]. It poses a threat of fire from accidental ignition. If you are in the vicinity, immediately extinguish any burners or other flames and prepared to evacuate. If you are not in the area, stay away. Follow instructions from College officials or local authorities. For additional information and updates go to www.niu.edu {End of message}.
HAZARDOUS MATERIALS

TEXT: There has been a hazardous spill on campus near [building]. Prepare to evacuate. Follow instructions from authorities.

EMAIL: There has been a [spill/release] of a hazardous material on the Northern Illinois University campus in the [building]. If you are near the spill leave now, all others stay away from this location so that emergency units and hazmat teams can work unimpeded. Follow instructions from College officials or local authorities. For additional information and updates go to www.niu.edu (End of message).

VOICEMAIL: This is [name and title] with an EMERGENCY alert from Northern Illinois University. There has been a [spill/release] of a hazardous material on the campus at [location]. If you are in the area of the spill leave now, all others stay away from this location so that emergency units and hazmat teams can work unimpeded. Follow instructions from College officials or local authorities. For additional information and updates go to www.niu.edu (End of message).

HAZARDOUS MATERIALS FOR FOLLOWUP AND WEB POSTING

TEXT/EMAIL/VOICEMAIL/WEB: At approximately (time) today, a potentially hazardous material was released on the Northern Illinois University in Building “-----?”. As a result, Building “-----?” is being evacuated while College and Environmental Health & Safety officials are conducting a thorough investigation.

Occupants of Building “-----?” should take shelter in (location here) until further notice. All other members of the campus community should avoid the area.

Building “-----?” will be re-opened once it is determined that the building is safe for occupancy.

An update will be posted on this site at (time).

HOSTAGE INCIDENT

TEXT: NIU ALERT—A HOSTAGE INCIDENT is unfolding in (location) ___. Evacuate immediately and avoid this area. Check www.niu.edu

EMAIL/VOICEMAIL/WEB: To be determined.
ISOLATED SHOOTING / STABBING EVENT, SUSPECT NOT IN CUSTODY

**TEXT:** A [shooting/stabbing] has occurred at [building]. A suspect is NOT in custody, Shelter in place. See email for more information.

**EMAIL:** A [shooting/stabbing] incident occurred [approximate time] at [building/location]. Police are on the scene and investigating. A suspect is NOT in custody. If you are campus follow lockdown procedures, go into the nearest room and lock door, if you are not on campus stay away. Contact Campus Public Safety 815-753-1212 if you see anything suspicious or have information on the case. Wait for the all clear form College officials or local authorities. For additional information and updates go to www.niu.edu {End of message}.

**VOICEMAIL:** This is [name, title] with an emergency alert from Northern Illinois University. A [shooting/stabbing] incident occurred [approximate time] at [building/location]. Police are on the scene and investigating. A suspect is NOT in custody. If you are on campus follow lockdown procedures, go into the nearest room and lock door, if you are not on campus stay away. Contact Campus Public Safety 815-753-1212 if you see anything suspicious or have information on the case. Wait for the all clear form College officials or local authorities. For additional information and updates go to www.niu.edu {End of message}.

ISOLATED SHOOTING / STABBING EVENT, SUSPECT IN CUSTODY

**TEXT:** A [shooting/stabbing] has occurred at [building]. A suspect is in custody. Police are on scene. See email for more information.

**EMAIL:** A [shooting/stabbing] incident occurred [approximate time] at [building location]. Police are on the scene investigating. This appears to be an isolated incident and a suspect is in custody. Even so, please be cautious and contact Campus Public Safety 815-753-1212 if you see anything suspicious or have information regarding the crime. For additional information and updates go to www.niu.edu {End of message}.

**VOICEMAIL:** This is [name, title] with an emergency alert from Northern Illinois University. A [shooting/stabbing] incident occurred [approximate time] at [building location]. Police are on the scene investigating. This appears to be an isolated incident and a suspect is in custody. Even so, please be cautious and contact Campus Public Safety 815-753-1212 if you see anything suspicious or have information regarding the crime. For additional information and updates go to www.niu.edu {End of message}.

**LIGHTNING**

**TEXT:** Lightning is striking on or near campus. Stay inside and away from metal objects.

**EMAIL:** Electrical storm lightning is striking on or near campus. Stay inside and away from metal objects until the storm has stopped. For additional information and updates go to www.niu.edu {End of message}.

**VOICEMAIL:** This is [name and title] with an EMERGENCY alert from Northern Illinois University. A major electrical storm with powerful and frequent lightning strikes is hitting Northern Illinois University. Seek cover, stay away from metal objects, and remain inside until the storm has stopped. For additional information and updates go to www.niu.edu {End of message}.

**MISSING PERSON**

**TEXT:** NIU ALERT ___ has been reported MISSING. CONTACT Public Safety 815-753-1212 with any information. For further information, go to www.niu.edu

**SEVERE WEATHER**

**TEXT/EMAIL/VOICEMAIL:** NIU Alert: A Severe Weather report indicates potential impact to NIU. The campus is now closed. See www.niu.edu for details

**WEB:** NIU Alert: A severe weather report indicates potential impact to Northern Illinois University. The campus is closed for (duration of time).

**Web Follow-up**

**WEB:** At approximately (time) today, a report of severe weather was received that indicates potential impact to Northern Illinois University. As a result; the campus is closed for (duration of time).

An update will be posted on this site at (time).

**EMAIL/VOICEMAIL:** This is a NIU Alert emergency message for the Northern Illinois University. At approximately (time) today, a severe weather report was received that indicates potential impact to Northern Illinois University Building “---?” is closed for (duration of time). For more details and updates, visit the Web at www.niu.edu.
SEVERE ACCIDENT

TEXT/EMAIL/VOICEMAIL/WEB: NIUALERT severe ACCIDENT has occurred at _______. Check www.niu.edu.

SHELTER IN PLACE

TEXT/EMAIL/VOICEMAIL: This is the NIU Public Safety. Officers are responding to a report of (problem) at (location). Get to a safe place and take precautions until given the all clear. (Repeat message three times)

TEXT/EMAIL/VOICEMAIL: Problem Resolved: This is the NIU Public Safety. The incident at (location) has been resolved and it is safe to return to normal activity. (Repeat message three times)

STRUCTURAL FAILURE

TEXT/EMAIL/VOICEMAIL: NIU ALERT STRUCTURAL FAILURE occurred in ___. Evacuate immediately and avoid this area. Check www.niu.edu for further details.

SUSPICIOUS PACKAGE

TEXT/EMAIL/VOICEMAIL: NIU ALERT A SUSPICIOUS PACKAGE found in __. Evacuate immediately and avoid this area. Check www.niu.edu

SUSPICIOUS PERSON

TEXT/EMAIL/VOICEMAIL: NIU ALERT Find a SECURE LOCATION, lock doors, and stay away from windows. Check www.niu.edu
NIU Alert: A tornado warning has been issued for NIU. Visit www.niu.edu for more details.

EMAIL: NIU Alert: A tornado warning has been issued for Northern Illinois University. A tornado warning means that a tornado has been sighted on the ground and you should take immediate action to take cover. Stay away from windows, doors and walls that face the building’s exterior.

- Go to a shelter area, such as a basement or the lowest level in the building;
- If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors and outside walls;
- Put as many walls as possible between you and the outside;
- Get under a sturdy table and use your arms to protect your head and neck;
- Do not open the windows.

If a tornado hits and you sustain injuries, or witness others being injured, call NIU Public Safety at 815-753-1212.

If the tornado warning is extended or lifted, an update will be posted at www.niu.edu.

VOICEMAIL: This is an NIU Alert emergency message for Northern Illinois University. A tornado warning has been issued until (time) today. A tornado warning means that a tornado has been sighted on the ground and you should take immediate action to take cover. For more details and updates, visit the Web at www.niu.edu.
UNKNOWN SITUATION

**Text Message:** NIU ALERT! Police are investigating an incident at [building /location]. Please avoid the area. See email for more information

**E-mail Message:** NIU EMERGENCY! Police are investigating an incident at [building /location]. Please avoid the area. As we learn more information, we will provide further updates. Again for your safety avoid [building location] until you have been advised it's All Clear. For additional information and updates go to www.niu.edu {End of message}.

**Voicemail Message:** This is [name and title] with an EMERGENCY alert from Northern Illinois University! Police are investigating an incident at [building /location]. Please avoid the area. As we learn more information, we will provide further updates. Again for your safety avoid [building location] until you have been advised it's All Clear. For additional information and updates go to www.niu.edu {End of message}.

WILDFIRE EVACUATION

**Text Message:** NIU Alert! There is a fast moving wildfire near NIU. If you are on campus, evacuate immediately head towards [location]. (120)

**E-mail Message:** NIU Emergency! There is a fast moving wildfire near Northern Illinois University Evacuations have been ordered. If you are on campus, evacuate immediately to [Location]. If you are not in the area, stay away. For additional information and updates go to www.niu.edu {End of message}.

**Voicemail Message:** This is [name and title] with an emergency from Northern Illinois University. There is a fast moving wildfire near Northern Illinois University. Evacuations have been ordered. If you are on campus, evacuate immediately to [Location]. If you are not in the area, stay away. For additional information and updates go to www.niu.edu {End of message}.
UTILITIES FAILURE

**TEXT/EMAIL/VOICEMAIL:** NIU Alert: A utilities failure has occurred in Building "----?" on NIU Building "----?" is temporarily closed. See www.niu.edu for details

**WEB:** NIU Alert: A utilities failure occurred in Building "----?" on NIU Building "----?" is temporarily closed until power is restored and the area is safe for re-entry.

**EMAIL/WEB:** At approximately (time) today, a utilities failure occurred in Building "----?" on NIU Building "----?" is being evacuated and will be closed until power is restored and the area is safe for re-entry.

An update will be posted on this site at (time).

The college appreciates your patience, cooperation and understanding during this incident.

**VOICEMAIL:** This is a NIU Alert emergency message for Northern Illinois University. At approximately (time) today, a utilities failure occurred in Building "----?". Building "----?" is temporarily closed until power is restored and the area is safe for re-entry. For more details and updates, visit the Web at www.niu.edu. The College appreciates your patience, cooperation and understanding during this incident.

ALL CLEAR

**TEXT:** NIU Alert ALL CLEAR: The situation is all clear, see campus email for more information.

**EMAIL:** Will need to be written real time after event to include summary of event and any safety tips (if applicable)

**VOICEMAIL:** This will be written real time after event include summary of event and any safety tips (if applicable)