Campus Safety Policies
Notifications

Contents

University of Phoenix Community Notifications

This policy outlines the procedures University of Phoenix (UOPX) will use to determine whether to issue Timely Warnings, Emergency Mass Notifications, or Campus Alerts in response to reported incidents or emergencies in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f)) ("Clery Act") and its implementing regulations.

Timely Warnings

In the event of any Clery Act crime occurring within the Clery geography of our UOPX locations which may pose a serious or ongoing threat to the UOPX community, the Clery Compliance Officer, with assistance from Corporate Security, the Security Operations Center (SOC), and designated Campus Safety Coordinators, may issue a "Timely Warning." See Appendix A for the list of Clery Act crimes and Appendix B for Clery geography. Timely Warnings are specific to Clery Act crimes; therefore, non-Clery Act crimes may warrant a "Campus Alert." The purpose of a Timely Warning is to notify the UOPX campus community of an incident and to provide information that may enable community members to better protect themselves from similar incidents.

Criteria for Issuing a Timely Warning

The UOPX Clery Compliance Officer, with assistance from designated Campus Safety Coordinators, will issue a Timely Warning whenever the following criteria are met:

1) A Clery Act crime is reported to a Campus Security Authority (CSA) or local law enforcement,
2) The crime occurred in a Clery reportable location,
3) The perpetrator has not been apprehended, and
4) There is a serious or ongoing threat to the campus community because of this crime.

It is important to note that the Clery Compliance Officer is not required to issue a Timely Warning for *every* crime reported but must, at a minimum, follow Clery Act guidelines. When making their decision, they may consult with local law enforcement. The decision to issue a Timely Warning shall be made on a case-by-case basis in conjunction with all the facts surrounding the crime(s), including the nature of the crime and the continuing danger to the campus community while considering the following questions:

— Was the suspect identified?

— Was the suspect apprehended?

— Did the incident involve physical violence?

— Has the suspect threatened to commit physical violence?

— Did the incident involve multiple victims?

— Does it appear to be an isolated incident involving a specifically targeted victim?

— Does the reported incident reveal a pattern of behavior (e.g., by suspect, by a particular group or organization, around a particular recurring event or activity, or at a particular location?)

— Did the suspect use drugs or intoxicants to perpetrate the crime?

— Did the incident occur while the victim was unconscious, physically helpless, or unaware that it was occurring?

— Were there other aggravating circumstances or signs of predatory behavior that may constitute a serious or ongoing threat?

To facilitate a prompt determination regarding the issuance of a Timely Warning, all CSAs are directed to immediately report Clery Act crimes to the Security Operations Center (SOC) at (866) 992-3301. SOC

personnel are available 24/7/365. The SOC also works with appropriate local police agencies to ensure these agencies inform UOPX when they learn of a reported incident which may necessitate a Timely Warning. In the event of an emergency, always call **9-1-1** first.

The Clery Compliance Officer, with assistance from Corporate Security, the SOC, and designated Campus Safety Coordinators, is responsible for making a Timely Warning using the aforementioned criteria guided by a "Timely Warning Matrix" (see Appendix C). If the Timely Warning criteria are met, the Clery Compliance Officer will draft a notice using a template as soon as pertinent information is available. Timely Warnings are generally distributed via posters in visible, accessible areas at UOPX locations. Timely Warnings may also be distributed via email, on-site digital video monitors, or with messages on UOPX intranet/internet sites, when appropriate. A combination of communication methods may be used, and not all distribution methods may be used for every incident.

Content of a Timely Warning

The following information is included in a Timely Warning when such information is available, while also protecting the confidentiality of the victim to the maximum extent possible:

- A description of the reported offense, including the nature and severity of the threat and the persons or locations that might be affected
- Physical description of the suspect
- Relevant contact information
- Appropriate safety tips

If the Timely Warning is an update on a previously issued Timely Warning, the notice should be captioned "Updated Timely Warning."

When issuing a Timely Warning, UOPX (i.e., Clery Compliance Officer, Campus Safety Coordinator, SOC, Corporate Security) may elect to withhold some specific information if there is a possible risk of compromising law enforcement efforts to investigate and/or apprehension of a suspected violator.

In those cases where UOPX issues an Emergency Mass Notification in response to an incident on campus that represents a significant threat to the health or safety of the campus community, UOPX is not required to issue a Timely Warning if UOPX also provides applicable updates regarding the nature of the situation.

Emergency Mass Notifications

The purpose of this section is to outline UOPX's emergency response and evacuation procedures, including protocols for emergency notifications in those situations that represent a significant emergency or dangerous situation affecting the health and/or safety of the campus community where UOPX will issue an emergency notification without delay, unless issuing a notification would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Our response to an emergency is designed to ensure there is an expeditious and effective reaction in the event of a significant emergency or dangerous situation occurring at a UOPX location involving an immediate threat to the health or safety of members of the campus community. Dangerous situations may not be directly on a campus, but rather that the situation presents a danger to a campus. Such situations include, but are not limited to, fire/smoke/explosion, severe weather, hazardous material, earthquake/power outage, active shooter, disease outbreaks, bomb threats, etc. UOPX has communicated with local police requesting their cooperation in informing us about situations reported to them that may warrant an emergency response to our campus community.

Emergency Response Procedures

In the event a significant emergency or dangerous situation occurs, the Security Operations Center (SOC) in conjunction with UOPX Corporate Security (when possible) will 1) confirm the existence of a significant emergency or dangerous situation, 2) determine the appropriate segment(s) of the campus community to notify, 3) determine the content of the emergency notification, and 4) initiate the emergency notification system.

Confirming the Existence of a Significant Emergency or Dangerous Situation

The SOC or Corporate Security may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, the SOC and Corporate Security become aware of these situations when they are reported by other campus personnel, or upon discovery during patrol or other assignments. Some emergencies may be reported through outside sources, for example infectious diseases through the Centers for Disease Control and Prevention (CDC).

By calling (866) 992-3301 or through emergency/panic alarms installed at some locations, the SOC may be notified of significant emergencies by any member of the campus community including students, faculty, staff, or visitors. These notices are issued when the SOC confirms with UOPX Corporate Security, the local campus director, the designated Campus Safety Coordinator, local authorities, or verified media source that there is a significant emergency or a dangerous situation involving an immediate threat to the health or safety of members of the UOPX community. The process used to confirm the existence of a significant emergency or dangerous situation involves multiple layers of information gathering and multiple people and departments. While confirmation does not necessarily mean all pertinent details are known or available, confirmation does include when internal individuals (i.e., local campus director and/or Campus Safety Coordinator), internal departments (i.e., Corporate Security and SOC), and external sources (i.e., local authorities and/or verified media sources) have verified a legitimate emergency or dangerous situation exists. The processes for confirming such situations are coordinated by Corporate Security, the SOC, and, if necessary, the Crisis Management

Team[1] in-office, over the phone, and via email. Once confirmed, the SOC is responsible for initiating the emergency response and for marshaling the appropriate local emergency response authorities for assistance.

Once the SOC and/or Corporate Security confirms there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of the campus community, the SOC will issue an emergency notification.

Initiating the Emergency Notification System

In the event of a situation that poses an immediate threat to members of the campus community, UOPX has various systems in place for communicating information quickly. Some, or all, of these methods of communication may be activated for an emergency notification to all or a segment of the campus community. These methods of communication may include the mass notification system's (i.e., AppArmor) text alerts, email alerts, push notifications through Phoenix Safe[2], and/or phone calls/voicemails; the UOPX email system, intranet, and/or Yammer page; social media announcements; and banners posted on the UOPX website at https://www.phoenix.edu/. UOPX may post updates during a critical incident on our external and internal homepages. If the situation warrants, UOPX will establish either a dedicated telephone number or email address to communicate with the campus community for the duration of an emergency situation. UOPX may also utilize posters and/or other simple systems where technology support is unavailable. The selection and implementation of any of these methods will be made with the goal of notice to the impacted members of the campus community as rapidly as possible.

Notification methods/systems include, but are not limited to:

- Technology alerts – No formal sign-up required. Students, faculty, and staff are responsible, though, for ensuring current and accurate contact information is on file with UOPX.
  - Text messaging
  - Push notifications through the Phoenix Safe mobile application (requires opt-in)
  - Recorded messages to phones or similar devices
  - E-mail notifications

- Visual alerts – No formal sign-up or opt-in required. Visit UOPX homepages, message boards, or student website.
  - News releases
  - Electronic alerts via intranet and internet,
  - Posters on entry doors, bulletin boards, or other accessible areas at a UOPX location

- Person-to-person directives – No formal sign-up or opt-in required. Students, faculty, and staff are responsible, though, for ensuring current and accurate contact information is on file with UOPX.
  - Door-to-door notifications
  - Direct phone calls

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[1] Designated staff from Legal Services, Corporate Security, Human Resources, Marketing, Real Estate & Facilities, Campus Operations, Student Services, and other departments as deemed necessary

[2] Phoenix Safe is an emergency notification service and comprehensive safety application available to students, faculty, and staff. The Phoenix Safe application is a free download in the Google Play and Apple Store marketplaces. Download of the Phoenix Safe application is completely optional and does not prevent any student, faculty, or staff from receiving an emergency notification

- o Phone trees
- o Other media releases

If UOPX activates its emergency notification system in response to a situation that poses an immediate threat to members of the campus community, several offices at UOPX are responsible for notifying the larger community, if warranted, such as the Public Relations Department and the Social Media Team, about the situation and steps UOPX has taken to address the emergency. Primarily, the Public Relations Department is responsible for crisis communications and for maintaining communications with national, regional, and local news outlets.

The authorized representatives at UOPX to initiate all or some portions of the emergency notification system in an emergency, urgent, or important situation include individuals in the following areas:

- Corporate Security
- Security Operations Center (SOC)
- Crisis Management Team

Depending on the severity of the incident, the SOC has the authority to send an emergency notification. If the incident is a large-scale emergency, as determined by the SOC's supervisor or a member of Corporate Security, that individual will be responsible for making decisions regarding the emergency notification.

If, in the professional judgment of the Corporate Security Team and/or Crisis Management Team, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, UOPX may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, UOPX will issue the emergency notification to the campus community or applicable segment of the campus community.

Determining Appropriate Segment(s) of Campus Community for Notification

Guard services contracted by UOPX or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area (i.e., the building, adjacent buildings, or surrounding area) of the dangerous situation will receive the emergency notification first. UOPX may issue subsequent notifications to a wider group of campus community members. UOPX will generally distribute emergency messages to the entire campus community unless there is reason to notify specific segments only.

Contents of the Emergency Notification

Corporate Security and/or the Crisis Management Team will determine the contents of the notification based on each situation. The Security Operations Center (SOC) has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the ongoing situation and modify it to address the specifics of the present incident. In those cases where there are no existing predetermined template messages, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the campus community. The goal is to ensure the campus community is

aware of the situation, and that they know the steps to take to safeguard their personal and community safety.

UOPX generally employs a three-step emergency notification process where the initial notification alerts the campus community, the second notification provides a status update (if applicable), and the final notification provides reassurance and/or release from the emergency. The emergency mass notification message content guidelines for emergency or urgent situations includes:

1) Initial notification
   a. Emergency communications should contain the following information:
      i. First word: EMERGENCY
      ii. Location, date, and time of incident
      iii. Brief incident description and immediate action required
      iv. Anticipated action required, if known (optional)
      v. Status of campus (e.g., closed, shelter in place) (optional)
      vi. Additional details necessary to preserve safety and security (optional)
   b. Urgent communications should contain the following information:
      i. First word: URGENT
      ii. Location, date, and time of incident
      iii. Brief incident description and immediate action required
      iv. Anticipated action required (optional)
      v. Status of campus (e.g., closed, shelter in place) (optional)
      vi. Additional details necessary to preserve safety and security (optional)
      vii. Website or contact information for additional information (optional)

2) Follow-up or status update notification
   a. Follow-up/status update notifications are sent after an initial notification message has been previously disseminated. These notifications are released when there is new information or instructions for the UOPX community, such as changes in protective actions. Messages are also sent at appropriate intervals to reiterate the current state of emergency, especially if significant time has passed since the last update.

3) All clear notification
   a. An "all-clear" notification should be sent when an immediate threat passed or the situation ended, or at the conclusion of an event when it is helpful to provide a releasing message
      i. First words: ALL CLEAR
      ii. Location, date, and time of releasing notice
      iii. Actions required to resume normal campus operations (optional)
      iv. Explanation of the resolution/conclusion of the incident (optional)
      v. Website or contact information for additional information (optional)

Emergency Notification Administration and Maintenance

The Security Operations Center (SOC) is responsible for maintaining copies and tracking all emergency notifications. UOPX executive leadership, Corporate Security, the Crisis Management Team, and the SOC will receive copies of all notifications and alerts. Campus Safety Coordinators also maintain records of all emergency notifications for their location, including tests of the emergency notification system, in the private "*CSA Notebook*."

Corporate Security and the Clery Compliance Officer is responsible for maintaining policies and procedures related to the Emergency Mass Notification (EMN) processes. These processes, policies, and procedures include the following elements:

- Establishing and communicating processes to report potential issues to the SOC and the Crisis Management Team for its review and consideration
- Creating and implementing campus community training regarding the emergency notification process including:
    - Determining how potential issues should be reported
    - Maintenance of emergency contact information
    - Appropriate response procedures when the emergency notification system is used
    - Developing and maintaining overlapping and redundant backup systems to support
- Providing written procedures used by the SOC and Crisis Management Team to administer the emergency notification processes
- Tracking and retention of all emergency notifications sent
- Ensuring appropriate staff coverage and call trees to activate the emergency response system
- Overseeing periodic testing, at least annually, of emergency notification systems and processes, documenting the following:
    - Evacuation and lock-down systems
    - Scheduled exercises to ensure students, faculty, and staff are aware of the emergency response and notification process
    - Document whether the emergency notification annual test was announced or unannounced
    - Publicize the emergency notification and evacuation procedures in conjunction with at least one test per year
    - Response of the emergency notification test
    - Date, time, and description of the exercise
    - Maintain test records for seven years

Monitoring and Enforcement

If any individual does not comply with this policy or if UOPX determines that any actions were inappropriate or inconsistent with the law, or any UOPX policy, standard, or guideline, UOPX may take corrective action against students, faculty, and staff. This can include termination and appropriate actions as described in the student, faculty, and staff handbooks or similar governing guides.

If UOPX determines individuals are or have been engaged in criminal activity, UOPX may refer this matter to law enforcement and provide any related documentation to assist in prosecution.

Maintenance of Emergency Contact Information

Students, faculty, and staff are responsible for having current and accurate information on file with UOPX to ensure they receive notifications from the emergency notification system. UOPX does not assume responsibility for incorrect contact information on file. Incorrect contact information may result in no notification due to technical malfunctions; human or technical error; lost, delayed, or otherwise compromised data; interruption, deletion, defect, or failures of any telephone or computer line or network, costs, computer equipment, and software; or any other factors which may cause a lost notification.

UOPX has an automated process in place to update contact information in the emergency notification system using relevant data sources on a regular basis.

Frequently Asked Questions for Emergency Notifications

I'm not getting alerts when I think I should. What can I do?

Alerts are sent using the contact information in the UOPX database. Students, faculty, and staff are responsible for having current and accurate information on file with UOPX. Please check to ensure your information is correct.

NOTE: Some individuals may be associated with more than one UOPX location. These recipients may only receive notifications for their primary location.

- **Students** and **faculty** may update personal contact information on their MyPhoenix profile
- **Staff** may update personal contact information through MyHR

My department is having a special event. Can I use the EMN system to send invitations?

No. The EMN system is only for emergencies and campus alerts (as defined below).

I only attend classes online. Why am I receiving these alerts?

Many of our students utilize our UOPX locations and resources despite their class being online. For this reason, our notifications are intended to advise all members the campus community of a disruption.

Campus Alerts

There are circumstances for issuance of a notice that is broader than the minimum Clery Act requirements of a Timely Warning or Emergency Mass Notification (EMN), and UOPX will issue a "Campus Alert" when deemed appropriate. For example, the Security Operations Center (SOC), Corporate Security Department, Clery Compliance Officer, or Campus Safety Coordinator may choose to issue a Campus Alert via phone, email, text, or push notification (via the Phoenix Safe app) to notify the campus community of a situation. The content of a Campus Alert may vary depending on the type of incident reported, circumstance, and the location of the occurrence.

Examples of a Campus Alert include location closings or delayed openings, significant systems/network outages, recurring non-Clery Act crimes, or other important information that must be disseminated to the University or segments of its population quickly. The decision to close or modify the operating hours of a location is at the discretion of the campus director, senior management, or their designee. All closings or delayed opening decisions must be reported to the SOC as soon as possible. The SOC will then send a campus alert to the appropriate recipients according to the impacted location. The content of these notifications will follow templates developed by the SOC. Alerts regarding location closings or delayed openings will only be sent during the hours of 7:00 AM to 9:00 PM local time (campus directors may contact the SOC at any time to schedule these alerts).

Appendices

Appendix A: Clery Act Crimes

Criminal Offenses: Murder and Non-Negligent Manslaughter, Manslaughter by Negligence, Sex Offenses (Rape, Fondling, Incest, Statutory Rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson

Hate Crimes: Any of the above-mentioned Criminal Offenses (excluding Manslaughter by Negligence) and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias

VAWA Offenses: Any incidents of Domestic Violence, Dating Violence, and Stalking

Arrests and Referrals for Disciplinary Action: Weapons Law Violations (Carrying, Possessing, etc.), Drug Abuse Violations, and Liquor Law Violations

Appendix B: Clery Act Geography

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Noncampus: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

> *NOTE:* The University does not have any officially recognized student organizations with off campus locations.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Reported by Local Police: Applicable statistics reported by local and state law enforcement not already included in the University's annual security reports.

> *NOTE:* UOPX includes the following reporting location, **Reported by Local Police**, when it cannot determine whether the statistics obtained from local and/or state law enforcement agencies are for incidents within our defined Clery geography:

Appendix C: Timely Warning Matrix

Date/time of incident (per reporting party): **on** <u>XX/XX/20XX</u> **at** <u>XX:XX</u>

Date/time incident reported to CSA: **on** <u>XX/XX/20XX</u> **at** <u>XX:XX</u>

Is it a Clery Act crime? Yes ☐ No ☐

If yes, proceed. If no, review for possible Emergency Notification or Campus Alert.

Type of Clery Act crime: _____

Location of crime: _____

On Clery geography? Yes ☐ No ☐

Factors to consider when determining a serious a continuing threat to the campus community:

- a. Is the suspect(s) identified? Yes ☐ No ☐
- b. Are there multiple suspects? Yes ☐ No ☐
- c. The suspect(s) is a: Student ☐ Employee ☐ 3rd Party ☐
- d. The victim is a: Student ☐ Employee ☐ 3rd Party ☐
- e. Has the suspect(s) been arrested? Yes ☐ No ☐
    - a. If yes, is suspect(s) still in custody? Yes ☐ No ☐ N/A ☐
- f. Does the suspect have a student or employee conduct record that increases concern? Yes ☐ No ☐
- g. Does the suspect have a criminal record that increases concern? Yes ☐ No ☐ Unknown ☐
- h. Has the campus issued a BOLO or DNA notice on the suspect? Yes ☐ No ☐
- i. Was a weapon used or threatened by the suspect? Yes ☐ No ☐
    - a. If yes, what was the weapon? _____
- j. Was a weapon used or threatened by the victim? Yes ☐ No ☐
    - a. If yes, what was the weapon? _____
- k. Did the suspect use/abuse a substance? Yes ☐ No ☐
    - a. If yes, what was the substance? _____
- l. Did the victim use/abuse a substance? Yes ☐ No ☐
    - a. If yes, what was the substance? _____
- m. Could this crime be part of a pattern of similar crimes?

Does this incident, to a reasonable degree of certainty, represent a serious or continuing threat? Yes ☐ No ☐

Justification: _____
_____
_____

Will issuing a Timely Warning jeopardize the safety of the victim? Yes ☐ No ☐

If yes, explain why: _____
_____
_____

Timely Warning issued? Yes ☐ No ☐ If yes, issued **on** <u>XX/XX/20XX</u> **at** <u>XX:XX</u>

Dissemination included:

Posters/fliers ☐ Mass email ☐ Text alert ☐ Media ☐ Intranet ☐ UOPX website ☐ Other _____

Appendix D: Glossary

Alert – A signal or messaging technique used to warn of danger, attack, or other emergency situation. A condition or period of heightened watchfulness or preparation for action.

Campus – Is defined in 34 C.F.R. § 668.46 as:

Any building or property owned or controlled by an institution within the same reasonably contiguous area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and

Any building or property that is within or reasonably contiguous to the area identified above that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Campus Security Authority (CSA) – Is defined in 34 C.F.R. § 668.46 as:

A campus police department or a campus security department of an institution.

Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.

Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Dangerous Situation – A situation being managed by a public safety entity that can escalate into a condition that may threaten lives, safety, property, or the environment and may require immediate action (e.g., barricade suspect(s) within a contained police perimeter, release of localized hazardous materials that may require a building evacuation, structure fires requiring evacuation, suspicious devices that require a bomb squad response, etc.).

Emergency – A high risk event, expected or unexpected, that threatens lives, safety, property, or the environment and requires immediate action.

Evacuate – To leave a room, building. or campus in a timely and orderly manner.

Lockdown/Shelter-in-place – To secure an area by locking doors, windows, and barricading oneself to block entry to a room, building, or campus. If a lockdown is ordered, all persons should locate a safe room, assist others in moving to a safe room, lock door, close windows and shades, turn off lights, move away from door and windows, and remain quiet until further instruction.

Notice or Warning – A notice or warning is issued when a condition or situation is "imminent" or confirmed "already occurring" (e.g., tornado warning, flash flood warning, severe storm warning). Action in response is discretionary.

Physical Violence – Exerting control over another person through the use of physical force, including hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon.

State of Emergency – A state of emergency is a declaration that may suspend certain normal functions of the organization. In addition, a state of emergency would alert employees and students to alter their normal behaviors and to safeguard themselves accordingly.

Test – Regularly scheduled drills, exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities.

Timely Warning – A notification triggered when UOPX determines that a Clery Act crime which has already been committed but presents a serious or continuous threat must be reported to the campus community.

UOPX – University of Phoenix.

UOPX and Local, Campus, or University Community – UOPX U.S.-based students, faculty, and staff. Campus communities may include off-site locations under the control of UOPX.

UOPX Site or Location –

Any building, property, or portion thereof, owned or controlled by UOPX, and

Any building or property that is within or reasonably contiguous to the area identified above that is owned by UOPX but controlled by another person, is frequently used by the UOPX community, and supports UOPX business (such as a food or other retail vendor).

Urgent Situation – An incident or condition that may not pose an immediate threat to life or safety, but where timely information or instructions may directly affect the well-being of the recipient and/or require timely action.