

## **TIMELY REPORTING OF CAMPUS THREATS AND EMERGENCIES**

### ***I. Purpose***

In accordance with Federal law and in order to protect members of the campus community, the college establishes the following policy for the timely reporting of criminal offenses and other emergencies or dangerous situations that pose a threat to the campus community.

### ***II. Policy***

Upon confirmation of a reportable criminal offense<sup>1</sup> or other emergency considered to be a threat to health or safety, the college will immediately notify foreseeably affected members of the campus community (unless to do so will further jeopardize their health or safety).

### ***III. Procedures***

Upon receipt of information that a reportable offense has occurred and has been reported to public safety and/or local law enforcement, the college will take the following actions:

- A. A member of the Situation Readiness and Response Team (SRT), Executive Team or Public Safety staff will determine whether the reportable offense or emergency amounts to an actual threat to the health and safety of the campus community.
- B. Upon the confirmation of an actual threat the SRT, Executive Team, or one of its members, will determine the appropriate notice to the campus community; this report will:
  1. describe the nature of the threat;
  2. provide instructions and/or recommendations on actions to take in light of the nature of the threat; and
  3. include information on evacuation procedures if the threat requires such action.
- C. The SRT will communicate the timely report to the campus community through any means appropriate, including one or more of the following ways:
  1. email and phone alert via IRIS
  2. campus wide voice mail
  3. posted warnings

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<sup>1</sup> For purposes of this policy a reportable criminal offense includes crimes as described in The Clery Act at 20 U.S.C. §1092(f)(1)F(i)