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Policy Name: Emergency Notifications, Timely Warning, & Crime Reporting  
Policy Number: ADM 9.01  
Title of Policy Owner: Dean of Administration  
Approved by: Policy Committee/Administrative Cabinet  
Effective Date: 08/01/2020  
Version: 1.0  
Policy Status: Approved

I. Policy

It is the policy of Bon Secours Memorial College of Nursing (BSMCON) to issue emergency notifications, timely warnings, and to report certain crimes in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act).

II. Purpose

Under the Clery Act, the College is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves a serious, immediate, or continuing threat to the health or safety of students or employees.

III. Scope

This policy applies to the entire BSMCON community, including students, associates.

IV. Definitions

None

V. Policy Details

Emergency Notifications

The College will provide notification of any significant emergency or dangerous situation occurring on campus. Examples include, but are not limited, to:

- Fire within campus buildings;
- Outbreak of meningitis, norovirus or other serious illness;
- Approaching tornado, hurricane or other extreme weather conditions;
- Earthquake;
- Gas leak;

- Terrorist incident;
- Active shooter;
- Bomb threat;
- Civil unrest or rioting;
- Explosion;
- Nearby chemical or hazardous waste spill.

### Timely Warning

Timely warning notices are specifically related to compliance with the Clery Act. The College will provide a warning to the BSMCON community of Clery Act crimes which pose a serious or continuing threat to students and employees as soon as pertinent information is available. Timely warnings will be sent via cell phone text messages and email. The Emergency Text Messaging System is available to students, faculty, and staff. The Emergency Text Messaging System is periodically checked to ensure timely delivery of accurate information.

Specific crimes requiring a timely warning include, but are not limited, to:

- Criminal homicide;
- Sex offenses;
- Robbery;
- Aggravated assault;
- Burglaries (occupied structures);
- Hate crimes;
- Persons with weapons with intent to use;
- Threat of violent crime.

Emergency notifications and timely warnings are designed to heighten safety awareness and to provide information that may lead to arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported. Every attempt will be made to distribute the Alert promptly; however, the release is subject to the availability of accurate facts concerning the incident.

The Dean of Administration, in consultation with the Administrative Cabinet of the College, determines the need to issue emergency notifications and timely warnings, as well as which segment(s) of the campus community receives notification.

The Campus Emergency Notification / Timely Warning format typically includes the following information:

1. A succinct statement of the incident including the time and location of occurrence.
2. Any connection to previous incidents.
3. Physical description and/or composite drawing of the suspect, if appropriate.
4. Date and time the Notification or Warning was released.
5. Other relevant and important information.
6. Appropriate safety tips and/or specific advice for the campus community.

In the case of an emergency, all employees and students who have signed up for emergency notifications through the Everbridge system and Campus Nexus Portal, respectively, will be sent a message (via text, email, or voice) to their preferred emergency contact methods. The message will state the emergency as well as any actions to be taken.

#### Reporting Crime on Campus:

Community members, students, associates, and guests are encouraged to report all crimes and public safety related incidents to the Dean of Administration or other BSMCON official in a timely manner. BSMCON does not contract with a security service or local police to be present on campus between 9 am and 5 pm. During the fall and spring semesters, local police are contracted to provide security services prior to 9am and after 5pm as established by the Dean of Administration's office. These hours are communicated to the campus community via the College website. In the event of criminal activity, dial 9-911 on house telephone for help and report to a BSMCON administrator. Members of the campus community are urged to report any criminal activity related to campus operations to local police (Henrico County).

The Dean of Administration is responsible for maintaining a record of all crimes reported on campus and reporting that information in the Annual Security Report (ADM 9.03). All crimes may be reported by calling the Henrico County Police Department at (804)501-5000 or by logging onto the College's website at <https://www.bsmcon.edu/report-crime> and choosing a crime reporting option, including anonymous reporting.

#### Security Awareness

The cooperation and involvement of everyone in the campus safety program is absolutely necessary for the program to succeed. Students, faculty, and staff

must assume responsibility for their own personal safety and the security of their belongings by taking simple, common sense precautions. Students, faculty, and staff should always report any suspicious activity to Administration.

The College encourages all students, faculty, staff and visitors to take an active role in their own safety and security while on campus. Additional guidelines are provided in the Campus Safety Manual to help maintain a safe environment for everyone at the College.

VI. Attachments  
None

VII. Related Policies  
ADM 9.03 Annual Security Report

VIII. Disclaimers  
a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	04/13/2020	Revisions and new template	Dean of Administration