



Title: Emergency Notifications, Timely Warning, & Crime Reporting Policy: No.: ADM 9.01 Date: 9/16/13 Rev.: 8/1/14, 6/24/18, 8/1/2018, 10/1/2018

Areas Affected: All BSMCON

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.

### 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 college community of Clery Act crimes which pose a serious or continuing threat to students and employees as soon as pertinent information is available. Timely warning 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.

Approved by:

Position Vacant  
Melanie J.  
Signature

Dean of Administration  
Provost/VP  
Title

10.1.18  
Date

### **Approval History:**

Dean of Administration - 9/5/13  
Policy Committee - 9/1/14, 7/20/2018E, 10/1/2018

- Walk in well-lighted and well-traveled areas after dark and if possible walk with a friend.
- Immediately report all suspicious persons, vehicles, or activities to 9-911 on house telephone.
- Keep yourself informed. Check campus email for alert notices which pertain to specific security conditions on campus.
- Take advantage of informational and crime prevention programs sponsored on campus.
- Lock car and secure valuables when using campus parking facilities.
- Become familiar with emergency exits and the locations of fire alarms and fire extinguishers.
- Lock offices when not present.