



National Campus
Safety Awareness Month



TIMELY WARNINGS & EMERGENCY NOTIFICATIONS: SEPARATE AND DISTINCT REQUIREMENTS

The Clery Act requires institutions of higher education to maintain two types of alerting systems for separate and distinct purposes. Below is a table breaking down the distinctions between these two types of alerts. Use this resource to understand which alert should be sent depending on the circumstances of the incident in question.

	Timely Warning	Emergency Notification
When should this alert be sent?	When Clery crimes reported to a campus security authority or local law enforcement pose a serious or ongoing threat to the campus community	When there is confirmation of an immediate threat to the health and safety of the campus community
Does the location of the incident matter?	Only required for Clery crimes occurring within Clery geography that pose a serious or ongoing threat*	On-campus emergencies only
What should this alert contain?	Date, nature, location of incident; prevention tips; how to report a similar occurrence	Information about the nature of the emergency and what changes one needs to make immediately as a result; evacuation procedures if necessary; assurance that an all-clear will be sent when emergency is over
Who should receive this alert?	Must reach entire campus community	Can be segmented, if appropriate
How is a determination made to send the alert?	Case-by-case analysis if the factors above are present*	Procedure in place to confirm whether a significant emergency exists
Who issues the alert?	Not prescribed by the Clery Act—should be an individual or office with authority and capability to issue campus-wide communication	Not prescribed by the Clery Act—should be an individual or office with authority and capability to issue campus-wide communication
How should it be disseminated?	Multi-modal system intended to reach the entire campus community; most commonly emails, website updates, and social media posts	Multi-modal system is best to ensure delivery; segmentation of messaging is permitted, if appropriate

*Some institutions have broader policies than the minimum requirements – refer to your own institutional policies to determine if your policy addresses incidents beyond Clery Act crimes or Clery geography.