

# TIMELY WARNINGS

**Policy/Policy Statement Checklist: Does the annual security report include the following elements?**

**Policies for Timely Warnings**

- 1. Circumstances for which a warning will be issued:  
 Yes    No    Incomplete
  
- 2. The individual or office responsible for issuing the warning:  
 Yes    No    Incomplete
  
- 3. The manner in which the warning will be disseminated:  
 Yes    No    Incomplete

Notes

Next Steps

Responsible Parties

Timeline

### **Definitions/Related Information**

Institutions must issue a timely warning for any Clery Act crime that occurs within Clery geography that is:

- Reported to campus security authorities or local police agencies; and
- Is considered by the institution to represent a serious or continuing threat to students and employees.

# EMERGENCY NOTIFICATION & EVACUATION

## Policy/Policy Statement Checklist: Does the annual security report include the following elements?

### Policies for Emergency Notification & Evaluation

1. The procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus: (See below for more detail.)

Yes  No  Incomplete

#### Key Questions for this Statement:

- Does the statement specify that the institution will immediately notify the campus community upon confirmation of an emergency or dangerous situation?
- Does the statement include all procedures and describe them in a manner that lets the campus community and others know what you will do and who or what office or organization will be responsible for each step along the way?
- Does the statement provide information about how an individual can report an emergency?
- Does the statement make a complete disclosure of whatever methods will be used or will potentially be used depending on the situation (a public address system, text messaging, e-mail messaging, electronic signboards, emergency phone lines, phone trees, bulletins posted on building entrances and exits, etc.)?
- If any emergency notification services require the campus community to sign up, does the statement include specific information on how to do this?
- Does the statement describe procedures for both response and evacuation in emergency or dangerous situations?

2. Describes the process used to confirm that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees:

Yes  No  Incomplete

#### Key Questions for this Statement:

- Does the statement describe how the institution will confirm there is an emergency or dangerous situation (the process the school will use)?
- Is one person solely responsible for confirming an emergency, or are there multiple layers of information gathering?
- If there are multiple people or offices involved, what is the relationship among them?
- Does the institution rely on outside sources for certain types of emergencies or for all emergencies?
- How is this process coordinated?

3. Discloses process to determine which segment or segments will receive notification:

Yes  No  Incomplete

#### Key Questions for this Statement:

- Does the statement describe how the institution will make the decision to notify or not notify specific segments of the campus community?

4. Explains how the content of the notification will be developed:

Yes  No  Incomplete

**Key Questions for this Statement:**

- Who determines how much information is appropriate to disseminate at different points of time?
- How might the content differ depending on what segments of the community the notification targets?

5. Explains process to initiate the notification system:

Yes  No  Incomplete

**Key Questions for this Statement:**

- Does the statement describe how the institution initiates notifying the campus community that there's an emergency or dangerous situation?
- Does the institution have first responders who are alerted before anyone else?
- Does the institution use fire alarms or public address systems to alert the campus community and follow up with text messages and posted bulletins as more specific information becomes available? Who is responsible for initiating the system?

6. Identifies by title or office the individuals or offices responsible for these decisions or actions:

Yes  No  Incomplete

**Key Questions for this Statement:**

- Does the statement provide a list of individuals (by title or position) or organizations (by name) responsible for carrying out the procedures described in the annual security report?
- If different people or organizations are responsible for different procedures or for responding to different types of emergency or dangerous situations, is this clear?

7. A statement that the institution will without delay and taking into account the safety of the community determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency:

Yes  No  Incomplete

**Key Questions for this Statement:**

- Does the statement include the specific language above?

8. Explains the institution's procedures for disseminating emergency information to the larger community:

Yes  No  Incomplete

**Key Questions for this Statement:**

- Does the statement address how the institution disseminates emergency information to individuals and/or organizations outside of the campus community?
- Does the institution use different methods to target different segments of the community?
- Do procedures differ depending on the situation?
- Does the statement include information about who or what office is responsible for developing the information to be disclosed and who or what office is responsible for disseminating the information to the larger community?

9. Procedures to annually test (via regularly scheduled drills, exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities) the emergency response and evacuation procedures:

Yes  No  Incomplete

**Key Questions for this Statement:**

- Are tests scheduled (not an emergency situation or false emergency alarm)?
- Do tests contain drills (activity that tests a single procedural operation)?
- Do tests contain exercises (involve coordination of effort)?
- Do tests contain follow-through activities (activity designed to review the test)?
- Are tests designed for assessment of emergency plans and capabilities (have measurable goals)?
- Are tests designed for evaluation of emergency plans and capabilities?

10. Procedures to annually publicize emergency response and evacuation procedures in conjunction with the test and to document, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced:

Yes  No  Incomplete

**Key Questions for this Statement:**

- Does the statement address how the institution gets the word out about emergency procedures in conjunction with at least one test every calendar year?
- Does the statement describe how the institution documents each test (a description of the exercise, the date the test was held, the time the test started and ended, whether the test was announced or unannounced)?

**Notes**

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**Next Steps**

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**Responsible Parties**

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**Timeline**

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## Definitions/Related Information

Institutions must immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. (Examples: Approaching forest fire, outbreak of meningitis, approaching tornado, earthquake, gas leak, terrorist incident, armed intruder, bomb threat, etc.)

### **Timely warning and emergency notification**

An institution must, in a manner that is timely and that withholds as confidential the names and other identifying information of victims, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)), and that will aid in the prevention of similar crimes, report to the campus community [Clery Act] crimes that are—

- Reported to campus security authorities as identified under the institution's statement of current campus policies; and
- Considered by the institution to represent a threat to students and employees.

An institution is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

### **Test**

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



85 Old Eagle School Road, Suite 103  
Strafford, PA 19087  
484.580.8754  
[clerycenter.org](http://clerycenter.org)

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