

# Timely Warning vs. Emergency Notification

Under the Clery Act, colleges and universities use timely warnings and emergency notifications to inform the campus community of potential threats against which they can take preventive measures. These ongoing disclosure requirements, when implemented, can help to create and promote a safe campus environment.

Timely Warnings	Emergency Notifications
<ul style="list-style-type: none"> <li>• Clery Act crimes</li> <li>• Clery Act geographic area (on-campus, non-campus, public property)</li> <li>• Reported to campus security authority or local police agencies</li> <li>• Serious or continuing threat to students and employees</li> <li>• Must reach entire geographic area</li> <li>• Warning issued as soon as pertinent information is available</li> </ul>	<ul style="list-style-type: none"> <li>• Broad focus - any significant emergency or dangerous situation (ex. Natural disaster, environmental, armed intruder)</li> <li>• Anywhere on campus</li> <li>• Sent to entire campus or segment(s)</li> <li>• Alert issues immediately upon confirmation</li> </ul>

An institution's annual security report should disclose policy statements for its procedures related to timely warnings and emergency response. The below checklist is a useful tool as you revisit your own processes, policies, and policy statements.

Timely Warnings		
Required Disclosures	Yes/No	Next Steps, Responsible Parties, Timeline
Circumstances for which a warning will be issued	Yes No	
The individual or office responsible for the warning	Yes No	
The manner in which the warning will be distributed	Yes No	

## Emergency Notification and Evacuation

Required Disclosures	Yes/No	Next Steps, Responsible Parties, Timeline
Includes the procedures the institution will use to 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.	Yes No	
Describes the process used to <b>confirm</b> that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees.	Yes No	
Discloses the process to determine which segment or segments will receive notification	Yes No	
Explains how the content of the notification will be developed	Yes No	
Describes how the institution initiates notifying the campus community about an emergency or dangerous situation	Yes No	
Identifies by title or office the individual or offices responsible for these decisions or actions	Yes No	
Includes a statement that notification will be made without delay	Yes No	
Contains information on the institution's procedures for disseminating emergency information to the larger community	Yes No	

## Emergency Drills, Testing, and Evacuation Procedures

Required Disclosures	Yes/No	Next Steps, Responsible Parties, Timeline
Procedures to <b>annually</b> schedule drills, exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities.	Yes No	
Procedures to annually publicize emergency response and evacuation procedures in conjunction with the test	Yes No	