



Campus Safety  
One Park Place  
Elmira, New York 14901

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## Timely Warning/Emergency Notifications

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**Please note:** *Updates to these policies may be made as needed. It is the responsibility of the user to remain informed of policy or their changes.*

### 1. Purpose & Introduction

- 1.1 To ensure compliance with the Timely Warning requirements of the Jeanne Clery Act and to provide the Elmira College Campus Community, including faculty, staff, and students with timely information about serious emergencies posing immediate or continued threats to the community. Establish criteria for issuance of Emergency Notifications.
- 1.2 In accordance with the Clery Act, United States Department of Education and the Higher Education Opportunity Act (HEOA), Elmira College will keep the campus community informed by providing timely warnings of Clery reportable crimes occurring on or near campus that represent a serious or continued threat to students, employees and staff.
- 1.3 Elmira College will also issue Emergency Notifications for other events which do not fall within the Timely Warning criteria but represent a potential threat to the community.

### 2. Definitions

- 2.1. **Timely Warning-** An alert to the campus community which consists of a Clery Act reportable crimes occurring within the geography constituting on-campus property that represent a serious or continued threat to students, employees and staff.
- 2.2. **Emergency Notification-** An alert to all or portions of the campus community which do not fall within the definition of a Timely Warning but constitute a potential threat to the campus community.
- 2.3. **Clery Act-** A federal law with associated regulations administered by the U. S. Department of Education which requires that institutions of higher education

provide students, employees, and requesting applicants with an Annual Security Report, which must contain crime statistics concerning specified reportable offenses and other security related information, imposes crime reporting and records keeping requirements on the institutions, and provides for penalties for noncompliance.

- 2.4. **Campus Community-** All staff, employees, administrators, and students except new students until the date of move-in whether commuter or resident student.
- 2.5. **Clery Act Reportable Crimes-** Murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for liquor law violations, drug law violations, illegal weapons possession, and hate crimes to include larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property if the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

### 3. Responsibility & Procedures

- 3.1. **Accountability-** The Director of Campus Safety or his/her designee will issue Timely Warnings or Emergency Notifications. The Emergency Response Guidelines and Crisis Response Plan outline designated individuals and associated responsibilities for emergency situations.
- 3.2. Upon receipt of a report of a possible crime being committed or a significant emergency on or off campus which may pose a significant threat to the campus community (e.g., sex assault predator, active shooter, major natural disaster), the Office of Campus Safety will investigate and determine the validity of the report and make appropriate notifications including but not limited to the Dean of Students, Vice President of Enrollment Management, the College President and other pertinent administrators. Upon receipt of this information, with the nature of the event being taken into consideration, the Director of Campus Safety or his/her designee may make appropriate decisions with regards to a "Timely Warning". Once a determination has been made to issue a "Timely Warning" it will be issued through:
  - The college Emergency Alerts system(a system that connects with registered user's cell phones and email, desktop alert as well as the Bell Tower Alert system)
  - Elmira's e-mail system for students, faculty and staff
- 3.3. **Timely Warning Considerations**
  - All Clery crimes are subject to the timely warning requirement.
  - Consider crimes on a case-by-case basis.
  - Clery crimes reported to pastoral counselors or professional counselors are not subject to the timely warning requirement.
  - Issue warning as soon as the pertinent information is available.
  - Don't disseminate misleading or incorrect information.
  - Release whatever information you have as soon as you can.

- Provide updates as soon as new information is developed.
- Include as much information as you can to enhance safety.
- Specify what crime triggered the warning.
- Potential to impede a Police investigation.
- Potential to violate the confidentiality of a victim.

#### 3.4 **Emergency Notification Considerations**

- Use to respond to significant emergencies or dangerous situations.
- Involve an immediate threat to health or safety to students, staff and employees.
- Is the situation happening, about to happen or likely to happen.
- Does it require implementation of the Emergency Response Guidelines.
- Is all of or part of the campus community being alerted. Only segments of the community which will be effected by the event or situation will be alerted.
- Use all available means to issue the notification.

Examples- (armed intruder on campus, tornado alert, or structure fire on portion of campus)