



Title: Emergency Notifications

Policy:  
 No.: ADM 9.02

Date: 9/16/13  
 Rev.: 8/1/14

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 involving an immediate threat to the health or safety of students or employees occurring on the campus. An "immediate" threat with the broadcast of an immediate message encompasses an imminent or impending threat see below examples.

Examples of significant emergencies or dangerous situations include, but are not limited, to:

- Outbreak of meningitis, norovirus or other serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill.

Examples of situations that would not necessitate an emergency response under the Clery Act:

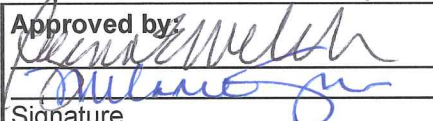
- Power outage.
- Snow closure.
- String of larcenies.

The College provides emergency notification services to the college community 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.

Messages may be used for situations that pose immediate danger or the closing of the entire campus. Messages about Campus Crime Alerts generally will not be sent unless it is decided there is an imminent threat of danger. This notification service is prepared by the Dean of Finance and Administration or designee. The Dean of Finance and Administration in consultation with the Administrative Cabinet of the College determines the need to issue emergency notifications and which segment(s) of the campus community receive notification.

Campus Emergency Notification format may typically include the following information:

1. A succinct statement of the incident.
2. Any connection to previous incidents.
3. Physical description and/or composite drawing of the suspect, if appropriate.
4. Date and time the Alert was released.
5. Other relevant and important information.

<p>Approved by:</p>  <p>Signature</p>	<p>Dean of Finance and Administration          Provost/VP</p> <p>Title</p>	<p>7/18/14          7.21.14</p> <p>Date</p>
<p><b>Approval History:</b>          Dean of Finance and Administration - 9/5/13          Policy Committee - 9/1/14</p>		

6. Appropriate safety tips.