

POLICY: Timely Warning and Emergency Notification

DRAFTED: February 2021

ADOPTED: May 27, 2021

I. POLICY STATEMENT

North County Community College, sponsored by Essex County and Franklin County, is part of the State University of New York (SUNY) system. The establishment of personnel policies is the responsibility of the North Country Community College Board of Trustees, while ensuring compliance with those policies is the responsibility of the College administration. We maintain and affirm that the most equitable and fair policies are those that involve shared governance, and we are committed to engaging the College community in the development/modification of established policies wherever possible. This policy follows that process.

This policy establishes and describes the College's formal written guidelines pertaining to Timely Warnings and Emergency Notifications, including those specifically required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) of 1990.

II. SCOPE

It is the policy of North Country Community College to alert the campus communities to certain crimes and safety/security issues occurring on one of our three campus locations, or in the immediate vicinity of these campuses. Generally, this area will include the streets adjacent and/or adjoining campus property. However, nothing in this policy is intended to prevent notifications about incidents occurring outside of this area when they are likely to have a significant impact on members of the college community.

III. POLICY

Alerts are required for all incidents that constitute Clery Act Crimes and are considered to represent a serious or continuing threat to the campus community. These crimes include: Murder and Non-Negligent Manslaughter, Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, and Hate Crimes.

Alerts may also be issued for: Crimes other than "Clery Act" crimes that pose a serious or continuing threat to the campus community (e.g. kidnapping or bomb threat), and non-criminal emergencies that pose a significant or continuing threat to the campus community or a segment of the campus community (e.g. weather related emergencies, maintenance issues, environmental health and safety issues, etc.).

Emergency Notifications are required for all significant emergency or dangerous situations that pose an immediate threat to health or safety of some or all of the members of our campus communities (e.g. an armed intruder is present in a campus building, several random arsons have occurred in a single night in occupied areas on campus, etc.).

Emergency Notifications may be labeled Crime Alert, Safety Alert or Emergency Notification.

Employees or students who learn of information which may warrant the issuance of a “Crime Alert,” “Safety Alert,” or “Emergency Notification” should notify the Administrator-on-Call as soon as possible.

IV. DEFINITIONS

Types of Alerts:

- Crime Alert – A campus-wide notification regarding a crime determined to present an ongoing or continuing threat to the safety of the campus community.
- Safety Alert – A notification issued under circumstances which may or may not be criminal in nature but still pose a significant or continuing threat to the campus community or segments of the campus community. Safety Alerts are not always issued campus-wide and may be issued selectively to affected areas.
- Emergency Notification – A notification issued for a significant emergency or dangerous situation that poses an immediate threat to the health and/or safety of some or all of the members of our campus locations.
- Information Bulletin – An informational notice regarding incidents that may not pose an immediate or continuing threat but are serious enough in nature that it is deemed appropriate that the campus community or a segment of the campus community should be informed.

V. REPORTING RESPONSIBILITIES

Alerts and Notifications are issued at the discretion of the following authorized title holders:

- College President (or Executive Assistant to the President)
- Associate Vice President of Student Affairs
- Director of Human Resources
- Vice President of Academic Affairs
- Vice President of Enrollment and Marketing
- Communications Director
- Chief Financial Officer
- Executive Director of the Association (re: Association housing)

Any College personnel who learn of information or recognize an event which may warrant the issuance of an alert or emergency notification must notify the Administrator-on-Call as soon as possible.

Those authorized to issue alerts will determine the type of alert to issue and the dissemination method. Dissemination methods may include but are not limited to the following:

- Campus-wide email
- College website / social media
- Alert poster or flyers
- SUNY NY Alert (Everbridge)

- Homepage
- On/off campus media releases
- Student Portal
- Blackboard

VI. INVESTIGATION AND RESPONSE PROCEDURES

The team of authorized personnel will determine if sufficient and accurate information exists to warrant the issuance of an alert.

When issuing an alert or emergency notification, authorized individuals will include the following, as appropriate:

- Title: Crime Alert, Safety Alert, Emergency Notification, Information Bulletin
- Authorizing authority
- Date of issuance
- Date, time and location of offense or situation
- Description of crime or situation
- Description of suspects
- Suspect's direction and mode of travel when fleeing incident
- Safety instructions/advice

The person who initiates an alert, emergency notification or bulletin will document the alert in College's incident reporting software including uploading a copy of the exact alert/bulletin. The Associate Vice President of Student Affairs will be responsible for reviewing the report for accuracy and will then preserve and archive the report in the current case management software.

If it is determined that the College's Emergency Response Plan should be activated, the reporting administrator (or designee), will call a meeting of the Emergency Response Team.

VII. FOLLOW-UP

Following resolution of an emergency notification, a follow-up alert will be sent to notify the College community that the emergency or threat is over. The same communication channels may be used as during the initial alert.