

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

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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The individual or office responsible for the warning	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The manner in which the warning will be distributed	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Discloses the process to determine which segment or segments will receive notification	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Explains how the content of the notification will be developed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Describes how the institution initiates notifying the campus community about an emergency or dangerous situation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Identifies by title or office the individual or offices responsible for these decisions or actions	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Includes a statement that notification will be made without delay	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contains information on the institution's procedures for disseminating emergency information to the larger community	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Emergency Drills, Testing, and Evacuation Procedures

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