

# Timely Warning and Emergency Notification Protocols

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## I. TIMELY WARNINGS

A TIMELY WARNING is issued if a Clery Act crime<sup>1</sup> occurs on Goucher’s campus, including student residences, non-campus buildings or property, and public property as defined in Goucher’s Clery report. If any Clery crime is committed on Goucher’s Clery geography and 1) is reported to Goucher’s campus safety office or to a local law enforcement agency and 2) is considered by Goucher’s office of campus safety to represent a serious or continuing threat to students or employees, Goucher’s director of campus safety or designee will authorize the issuance of a timely warning. For purposes of this policy, "timely" means as soon as reasonably practicable after an incident has been reported to the office of campus safety or a campus security authority.

In order to determine if timely warning is required, and to determine the content of the warning, the office of campus safety may consult with all relevant outside authorities, including local emergency responders, and with offices on campus, including the office of the vice president and dean of students, the associate dean of students for diversity, equity, and inclusion and Title IX, facilities personnel, the office of communications and the department of human resources. If time permits, the president’s office will be consulted prior to issuing the warning. Trained personnel are authorized to issue a timely warning.

In determining whether to issue a Timely Warning, the college will consider any factors reflecting on whether the alleged crime represents a serious or continuing threat to the college community, including, but not limited to, (a) the nature of the incident; (b) when and where the incident occurred; (c) when it was reported; (d) the continuing danger to the campus community. If there is insufficient information available to determine whether the incident represents a continuing threat to the college community, the

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<sup>1</sup> Clery Act crimes include:

- Criminal homicide
- Manslaughter
- Sex offense: rape, fondling, incest and statutory rape
- Aggravated assault
- Burglary
- Robbery
- Motor vehicle theft
- Arson
- Domestic violence
- Dating violence
- Stalking

Hate crimes (based on race, gender, religion, disability, sexual orientation, ethnicity/national origin, gender identity). NOTE: Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in Clery Act statistics only if they are Hate Crimes.

college will issue a Timely Warning unless, based on the information available, it appears unlikely that there is an ongoing threat to the community, and will note in the content of the Timely Warning that, based on the information available, the college does not have full information to evaluate the nature of the ongoing threat.

The reasons the college does or does not issue a Timely Warning for any Clery Crime reported to the college will be documented on a Timely Warning Determination form (attached to this protocol) and maintained by the office of campus safety for at least seven years.

When issuing a timely warning with respect to a crime or hate crime, Goucher will withhold as confidential the name and other personally identifying information or personal information about the victim, to the extent possible while balancing the need to ensure the safety of the campus community.

The director of campus safety or designee shall have final authority whether to issue a timely warning.

## **II. EMERGENCY NOTIFICATION**

Upon confirmation of an emergency affecting the campus community, the director of campus safety or designee will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the emergency notification system, unless issuing a notification will, in the professional judgment of the director of campus safety or designee, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Emergency notifications may be issued for fires, hazmat incidents and explosion emergencies, natural gas leaks, unplanned utility outages, bomb threats, weather emergencies or other situations requiring building or campus evacuations; criminal or violent acts that may require building lockdowns or shelter-in-place instructions; and other situations requiring communications to the community, such as disease outbreaks.

Depending upon the nature of the emergency, the director or designee will consult with local law enforcement and other campus safety authorities regarding the need to advise the surrounding community about the emergency and will work with such authorities to develop and implement appropriate notification methods. The director, or designee, will consult with the Vice President and Dean of Students regarding the need to advise parents and guardians of students, and with the Associate Vice President for Human Resources regarding the need to advise family members of other community members, regarding the emergency, and the method by which such segments of the community will be notified.

The office of campus safety, together with the relevant offices on campus described above, and/or local first responders on the scene of a critical incident or dangerous situation, will assist those preparing the emergency notification with determining what segment or segments of the College community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The College may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the e2Campus notification system, the College will also post applicable messages about the dangerous condition on the College website to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus, College officials will distribute the notification to the entire campus community.

The director of campus safety and other trained personnel are authorized to issue the emergency notification and will do so without delay.

The director of campus safety or designee shall have final authority whether to issue an emergency notification.

A STATUS UPDATE/ALL CLEAR is issued when there is new information or instructions for the campus population; it may provide an update on the situation or change in protective actions. An All Clear Notification indicates that the emergency has been contained. The director of campus safety (or designee) is authorized to issue STATUS UPDATE/ALL CLEAR notifications, which shall be implemented by the director of campus safety or other trained personnel.

### **III. TRAINED PERSONNEL**

**Trained personnel** who may issue emergency notifications and timely warnings at the direction of authorized individuals include the following positions:

1. director of campus safety or trained designee
2. captain [office of campus safety]
3. campus safety overnight supervisor
4. webmaster
5. vice president for information technology

**Designees** include the following positions:

1. campus safety officer
2. campus safety captain

### **IV. METHODS OF NOTIFICATION**

**Systems Activated:** Trained personnel, under the direction of the director of campus safety or designee, will determine the appropriate systems to activate, which may vary depending on the nature of the emergency. They may include the following:

1. E2Campus
2. E-mail
3. Campus-wide voice mail
4. Message on main switchboard
5. College website
6. Door-to-door contact
7. Campus safety vehicle sirens and PA systems
8. Electronic message boards

9. Other systems as developed

## **V. TESTING OF EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

On an annual basis, the office of campus safety will conduct tests of the college's emergency procedures and assess and evaluate those tests. These will include the following:

1. announced and/or unannounced fire/evacuation drills in all occupied buildings on campus;
2. announced tests of its emergency communication systems, including the e2Campus system;
3. other tests that may be announced or unannounced, including evacuation and shelter-in-place drills.

The office of campus safety will be responsible for publicizing campus emergency response and evacuation procedures in conjunction with at least one test per calendar year; and documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced. Documentation of the test will be maintained for seven years.

# Timely Warning Determination Form

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Date/Time of Incident: \_\_\_\_\_

Date Reported to Campus Safety: \_\_\_\_\_ Incident Report Number: \_\_\_\_\_

Clery Classification (or description of incident): \_\_\_\_\_

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Timely warning issued?  Yes  No Date: \_\_\_\_\_

Has the suspect/accused been arrested/removed from campus?  Yes  No

If no, why not?

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Timely Warning was not issued, indicate reason(s):

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Director of Campus Safety (or designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Maintain this form with the Incident Report. If a Timely Warning was issued, include a copy of the warning with this form and the Report.**