

TIMELY WARNING AND EMERGENCY NOTIFICATION PROTOCOLS

TIMELY WARNINGS

A TIMELY WARNING is issued if a Clery Act crime¹ 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 public safety office or to a local law enforcement agency and 2) is considered by Goucher's office of public safety to represent a serious or continuing threat to students or employees, Goucher's director of public 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 public 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 public 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, legal counsel, the Title IX coordinators, 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 disseminate timely warning. Trained personnel include the Director of Public Safety, the Senior Associate Director of Public Safety, the Webmaster, the Vice President for Information Technology, General Counsel and the Executive Director for Marketing and Communications.

The decision to issue a timely warning will be made on a case-by-case basis after consideration of the available facts. The college will consider any factors reflecting on whether the alleged

¹Clery 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).

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 and (e) the risk of compromising law enforcement efforts. 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 public safety for at least seven years.

Confidentiality of victims: 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.

EMERGENCY NOTIFICATION

Upon confirmation of an emergency affecting the campus community, the director of public 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 public 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.

The office public 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 public safety or designee shall have final authority whether to issue an emergency notification. Trained personnel noted above are authorized to disseminate the emergency notification and will do so without delay.

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

public safety (or designee) is authorized to issue STATUS UPDATE/ALL CLEAR notifications, which shall be implemented by the director of public safety or other trained personnel.

FORM OF NOTIFICATION

The following forms of communication may be used to provide timely warnings and emergency notifications:

- E2Campus
- E-mail
- Campus-wide voice mail
- Message on main switchboard
- College website
- Door-to-door contact
- Public safety sirens
- Electronic message boards
- Other systems as developed

Timely Warning Determination Form

Date/Time of Incident: Click here to enter date.	Date Reported to Public Safety: Click here to enter date.	Incident Report Number: Click here to enter #.	Title IX Case ID (if applicable): Click here to enter ID.
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Clery Classification (or description of incident): Choose a category.

If unable to classify under listed Clery categories, please describe incident:

Timely warning issued? No Yes - When? Click here to enter a date.

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

If suspect/accused was not arrested/removed from campus, why not?

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

Issuing a warning would compromise a public safety and/or police investigation

There is no continuing threat to the community

There is insufficient information to determine if a threat to the community exists

Other (explain):

Director of Public Safety (or designee) Signature and 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.