Purpose
The purpose of this procedure is to ensure every effort toward timely warning will be made to notify the campus community of any known incident considered to be a threat to safety and security.

Definitions
None

Procedure
The Executive Director for Facilities or designee is responsible for ensuring distribution is made of timely warning notices to students and employees. Such reports will be provided in manners intended to reach as many persons as possible to promote safety.

Action relative to timely warning notices will depend on the particular circumstances of the crime or other emergency as determined by the Executive Director for Facilities and/or designated College Security Authority.

Timely warning notices may be initiated by persons authorized by the Executive Director for Facilities.

Reporting Guidelines
Employees are required to report to the Executive Director for Facilities, Security, Law Enforcement, and/or other Campus Security Authorities (CSA), crimes and/or other emergencies considered by CCC to represent a serious or continuing threat to safety and security of students or employees. Students and other persons present on campus are strongly encouraged to do the same.

When information about a threat or emergency reaches the Executive Director for Facilities, the Security Supervisor or CSA, the threat will be weighed for impact to the college and its population. The decision to issue timely warning notices will be made on a case-by-case basis and will depend on the particular circumstances of the crime or other emergency, as determined by the Executive Director for Facilities, Security Supervisor or the appropriate CSA.

Timely Warning Notices and Distribution
The Executive Director for Facilities is responsible for ensuring distribution of timely warning notices to students and employees district-wide or locally, in manners intended to disseminate the information quickly, as soon as the pertinent information is available.

Once the determination is made to issue a timely warning, the Emergency Notification System (ENS), will be activated. If a timely warning is issued by anyone, the Executive Director for Facilities and Security Supervisor are to be notified as soon as is practicable afterward. Additional warning and/or informational notices may be distributed as pertinent information becomes available.
Although personally identifiable information is generally precluded from disclosure, this information may be released in an emergency situation.

References
34 CFR 668.46(e)
34 CFR 668.46(a)
34 CFR 668.46(e)(2)
34 CFR 99.31(b)(6)
34 CFR 99.36
20 USC 1232g(b)(6)

Procedure History
04/20/2004    New
08/07/2007    Revised
02/19/2010    Reformatted

Legal Review
None