

121-02 TIMELY WARNING—PROCEDURAL GUIDELINES

1. PURPOSE

The purpose of these procedural guidelines is to establish the manner, method, reason, and purpose for issuing a Timely Warning of a threat to safety and security of persons present on a CCC owned or controlled property in the interest of promoting safety.

2. REPORTING GUIDELINES

1. Under Procedural Guideline 121-02, 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.
2. 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.

3. TIMELY WARNING NOTICES AND DISTRIBUTION

1. 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.
2. Once the determination is made to issue a timely warning, the Emergency Notification System (ENS), outlined in Procedural Guidelines 121-10, 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.
3. Although personally identifiable information is generally precluded from disclosure, this information may be released in an emergency situation.

4. BACKGROUND

1. References: 34 CFR 668.46(e), 34 CFR 668.46(a), 34 CFR 668.46(e)(2), 34 CFR 99.31(b)(6) and 99.36, 20 USC 1232g(b)(6)
2. Revision history: none
3. Legal review: none
4. Sponsor: Facilities

Guidelines effective: 02/19/2010