

Policy Name: Emergency Notifications, Timely Warning, & Crime Reporting  
Policy Number: ADM 9.01  
Title of Policy Owner: Executive Council  
Approved by: Executive Council  
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Version: 1.0  
Policy Status: Approved

I. Policy

It is the policy of Southside College of Health Sciences (SCHS) to issue emergency notifications, timely warnings, and to report certain crimes in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

II. Purpose

Under the Clery Act, the College is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves a serious, immediate, or continuing threat to the health or safety of students or associates.

III. Scope

This policy applies to the entire SCHS community, including students and associates.

IV. Definitions

None.

V. Policy Details

**Emergency Notifications**

The College will provide notification of any significant emergency or dangerous situation occurring on campus. Examples include, but are not limited, to:

- Fire within campus buildings.
- Outbreak of meningitis, norovirus, or other serious illness.
- Approaching tornado, hurricane, or other extreme weather conditions.
- Earthquake.
- Gas leak.
- Terrorist incident.
- Active shooter.
- Bomb threat.
- Civil unrest or rioting.
- Explosion.
- Nearby chemical or hazardous waste spill.

### **Timely Warning**

Timely warning notices are specifically related to compliance with the Clery Act. The College will provide a warning to the SCHS community of Clery Act crimes which pose a serious or continuing threat to students and employees as soon as pertinent information is available. Timely warnings will be sent via cell phone text messages, email, or voice. The Emergency Text Messaging System is available to students and associates. The Emergency Text Messaging System is periodically checked to ensure timely delivery of accurate information.

Specific crimes requiring a timely warning include, but are not limited, to:

- Criminal homicide.
- Sex offenses.
- Robbery.
- Aggravated assault.
- Burglaries (occupied structures).
- Hate crimes.
- Persons with weapons with intent to use.
- Threat of violent crime.

Emergency notifications and timely warnings are designed to heighten safety awareness and to provide information that may lead to arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported. Every attempt will be made to distribute

the Alert promptly; however, the release is subject to the availability of accurate facts concerning the incident.

The Director of Student Services, in consultation with the Executive Council of the College, determines the need to issue emergency notifications and timely warnings, as well as which segment(s) of the campus community receives notification.

The Campus Emergency Notification/Timely Warning format typically includes the following information:

1. A succinct statement of the incident including the time and location of occurrence.
2. Any connection to previous incidents.
3. Physical description and/or composite drawing of the suspect, if appropriate.
4. Date and time the notification or warning was released.
5. Other relevant and important information.
6. Appropriate safety tips and/or specific advice for the campus community.

In the case of an emergency, all associates and students who have signed up for emergency notifications through the Student Information System will be sent a message (via text, email, or voice) to their preferred emergency contact methods. The message will state the emergency as well as any actions to be taken.

### **Reporting Crime on Campus**

Community members, students, associates, and guests are encouraged to report all crimes and public safety related incidents to the Director of Student Services or other SCHS official in a timely manner. SCHS does not contract with a security service or local police to be present on campus. In the event of criminal activity, dial 9-911 on house telephone for help and report to a SCHS administrator. Members of the campus community are urged to report any criminal activity related to campus operations to local police (City of Colonial Heights).

The Director of Student Services is responsible for maintaining a record of all crimes reported on campus and reporting that information in the Annual Security Report (ADM 9.03). All crimes may be reported by calling the Colonial Heights Police Department at (804) 520-9300.

**Security Awareness**

The cooperation and involvement of everyone in the campus safety program is necessary for the program to succeed. Students and associates must assume responsibility for their own personal safety and the security of their belongings by taking simple, common sense precautions. Students and associates should always report any suspicious activity to Administration. The College encourages all students, associates and visitors to take an active role in their own safety and security while on campus.

## VI. Attachments

None.

## VII. Related Policies

ADM 9.03 Annual Security Report.

## VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

## IX. Version Control

Version	Date	Description	Prepared by
1.0	8/01/2021	New policy and template	Executive Council