

Subject: Emergency Notification and Timely Warning

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1. Purpose

This policy follows the requirements promulgated by section 485(f) of the *Higher Education Act* referred to as the *Clery Act* and under provisions of the Code of Virginia § 23.1-803 requiring the establishment of a first warning and emergency broadcast system. It clarifies procedures for issuing emergency notifications and timely warnings to advise the college community of immediate health or safety threats or to warn students and employees about serious or continuing criminal threats defined under the *Clery Act*.

2. Policy

Tidewater Community College (TCC) shall use its emergency broadcast system to provide emergency notifications and timely warnings to the college community and community partners. TCC uses various redundant pathways including, but not limited to, TCC Alerts text, email, telephone system, external speakers, social media, postings on the college's website, and digital signage. Methods of distributing notifications and warnings depend on a variety of conditions at the time of the incident including, but not limited to, the nature of the emergency, time of day, day of the week, academic scheduling and other activities, and the segment of the college community and community partners identified to receive the notification or warning.

Emergency notifications shall be used to immediately notify the college community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and/or employees occurring at the college.

Timely warnings shall be used to enable people to protect themselves from serious or continuing criminal incidents and are issued as soon as the pertinent information is available. It is expected that even if not all the facts surrounding the criminal incident(s) are known a warning will still be issued. Follow-up with additional information will be provided as it becomes available.

3. Procedures for Emergency Notification

In accordance with Code of Virginia, TCC has established and maintains a warning notification and emergency broadcast system. Upon notification and confirmation of an imminent threat or emergency, the college leadership will issue an emergency notification through various pathways.

3.1. Confirmation of Emergency Situation

At the campus or location affected, the Campus Provost/VP for Workforce Solutions or designee is responsible for confirming that an emergency or dangerous situation exists, determining the content of the emergency notification message, and initiating the emergency notification to students and employees by the most appropriate means available.

3.2. Notification of Emergency Management Coordinator

The Campus Provost/VP for Workforce Solutions or designee will then immediately notify the college's Emergency Management Coordinator. The Emergency Management Coordinator, based upon the nature of the emergency or dangerous situation, will determine both the content of subsequent emergency messages and the segment of the college community to whom emergency notification will be sent and the components of the emergency broadcast system to be activated.

3.3. Public Messaging

In the event that the emergency or dangerous situation will affect the greater community surrounding TCC, the Emergency Management Coordinator and the Vice President for Public Affairs & Communications will determine the contents of the messages to be communicated to the public and the means by which to do so (i.e. college website, radio, television).

3.4. Exception

Under the *Clery Act*, TCC may decide not to issue a notification for a confirmed emergency or dangerous situation if so doing would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

4. Timely Warnings

When pertinent information is available, the college will notify the college community of all *Clery Act* crimes that are reported to campus security authorities or local police agencies that are considered by the college to represent a serious or continuing threat to students and employees. Timely warnings will generally be communicated via email, electronic signage, posted notices, and the TCC website, etc.

4.1. Clery Act reportable offenses:

- Murder/non-negligent manslaughter
- Manslaughter by negligence
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

4.2. Review of Clery Act Incident

The method of issuing a timely warning and its contents, and the segment of the college community to be notified will be decided on a case-by-case basis by the Director of Safety & Security and the Campus Provost/VP for Workforce Solutions in coordination with the Vice President for Public Affairs & Communications and will take into consideration the nature of the crime and the continuing danger to the college community.

4.3. Police Investigation Limitation

Timely warnings may be restricted or limited if, in consultation with law enforcement officials, there is a risk of compromising police investigative efforts.

5. Responsibilities

The college's Crisis and Emergency Management Plan (CEMP) identifies college officials' roles and responsibilities in emergency response and recovery. For the purposes of the *Clery Act* compliance, the following responsibilities also apply.

5.1. Director of Emergency Preparedness

The Director of Emergency Preparedness is the Emergency Management Coordinator and is responsible for coordinating and initiating emergency notifications in coordination with Campus Provosts/VP for Workforce Solutions. The Director is responsible for the implementation and maintenance of elements of the emergency broadcast system.

5.2. Campus Provosts/VP for Workforce Solutions

Campus Provosts/VP for Workforce Solutions or designees are responsible for the operations of campuses and centers and are responsible for issuing emergency notifications or timely warnings and for determining the content and the segment of the community to be addressed. Emergency notifications are to be coordinated with the Emergency Management Coordinator. Timely warnings are to be coordinated with the Director of Safety & Security and the Vice President for Public Affairs & Communications. Campus Provosts/VP for Workforce Solutions are to document all emergency notifications and timely warnings and forward them to the college's Clery Act Campus Safety Survey Administrator (CSSA).

5.3. Director of Safety & Security

The Director of Safety & Security is the college's CSSA and will coordinate with Campus Provosts/VP for Workforce Solutions and the Vice President for Public Affairs & Communications to issue timely warnings. The Director is responsible for the implementation and maintenance of elements of the emergency broadcast system.

5.4. Vice President for Public Affairs & Communications

The Vice President for Public Affairs & Communications is the designated Public Information Officer for the college, is responsible for the oversight of the emergency broadcast system and will work with the Emergency Management Coordinator, Campus Provosts/VP for Workforce Solutions, and the Director of Safety & Security to issue emergency notifications or timely warnings if there are incidents involving immediate health or safety threats or if there are crimes reported that represent a serious or continuing threat to students and employees.

6. Testing

The college provides scheduled tests, drills, and exercises designed for the assessment and evaluation of emergency plans, capabilities, and equipment.

6.1. Evacuation and emergency exercises

Under the direction of the Director of Emergency Preparedness, the college conducts drills and exercises which are designed for the assessment and evaluation of emergency plans including evacuation procedures. Evacuation procedures are publicized on the college website.

6.2. TCC Alerts

The Director of Emergency Preparedness is responsible for testing and managing the TCC Alerts system, collaborating with stakeholders for the integration of the TCC Alerts system with other components of the emergency broadcast system and for providing training to college officials authorized to use the TCC Alerts system.

6.3. Other Components of the Emergency Broadcast System

The Director of Safety & Security, in coordination with the Office of Information Systems, is responsible for testing and managing the emergency call box system, the external speaker system, and the emergency telephone notification system, for collaborating with stakeholders for the integration of the systems with the TCC Alerts system and for providing training to college officials authorized to use the other components of the emergency broadcast system.

7. References

Higher Education Act, Section 485(f) referred to as the *Clery Act*

Tidewater Community College Campus Security Authorities, Policy No. 1303

Tidewater Community College Crisis and Emergency Management Plan

Virginia Code § 23.1-803. First warning notification and emergency broadcast system required

8. Review Periodicity and Responsibility

The Vice President for Public Affairs & Communications shall review this policy at the anniversary of its approval and, if necessary, recommend revisions.

9. Effective Date and Approval

This policy is effective upon its approval by the College President on December 20, 2016.

Policy Approved:

Procedure Developed:

Edna V. Baehre-Kolovani, Ph.D.
President

James P. Toscano, DLP
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Communications

10. Review and Revision History

This is the first version of this policy.