



# Campus Notification Procedures

## Making Your Notifications Work for Your Campus

Mississippi State Legal Affairs Conference  
Spring 2024

# For today...

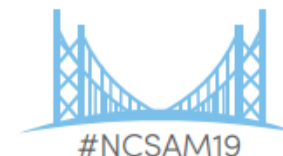
- The Basics Of Timely Warning/Emergency Notifications
- What is \*Your\* Message On Safety and Notifications
- Who is Involved, and Who is Not
- But What About....
- Square Pegs and Round Holes
- Look to the Program Review Findings
- Document Your Decisions



# What We Are Told Do...



National Campus  
Safety Awareness Month



## TIMELY WARNINGS & EMERGENCY NOTIFICATIONS: SEPARATE AND DISTINCT REQUIREMENTS

The Clery Act requires institutions of higher education to maintain two types of alerting systems for separate and distinct purposes. Below is a table breaking down the distinctions between these two types of alerts. Use this resource to understand which alert should be sent depending on the circumstances of the incident in question.

	Timely Warning	Emergency Notification
<b>When should this alert be sent?</b>	When Clery crimes reported to a campus security authority or local law enforcement pose a <b>serious or ongoing</b> threat to the campus community	When there is confirmation of an <b>immediate</b> threat to the health and safety of the campus community
<b>Does the location of the incident matter?</b>	Only required for Clery crimes occurring within Clery geography that pose a serious or ongoing threat*	On-campus emergencies only
<b>What should this alert contain?</b>	Date, nature, location of incident; prevention tips; how to report a similar occurrence	Information about the nature of the emergency and what changes one needs to make immediately as a result; evacuation procedures if necessary; assurance that an all-clear will be sent when emergency is over
<b>Who should receive this alert?</b>	Must reach entire campus community	Can be segmented, if appropriate
<b>How is a determination made to send the alert?</b>	Case-by-case analysis if the factors above are present*	Procedure in place to confirm whether a significant emergency exists
<b>Who issues the alert?</b>	Not prescribed by the Clery Act—should be an individual or office with authority and capability to issue campus-wide communication	Not prescribed by the Clery Act—should be an individual or office with authority and capability to issue campus-wide communication
<b>How should it be disseminated?</b>	Multi-modal system intended to reach the entire campus community; most commonly emails, website updates, and social media posts	Multi-modal system is best to ensure delivery; segmentation of messaging is permitted, if appropriate

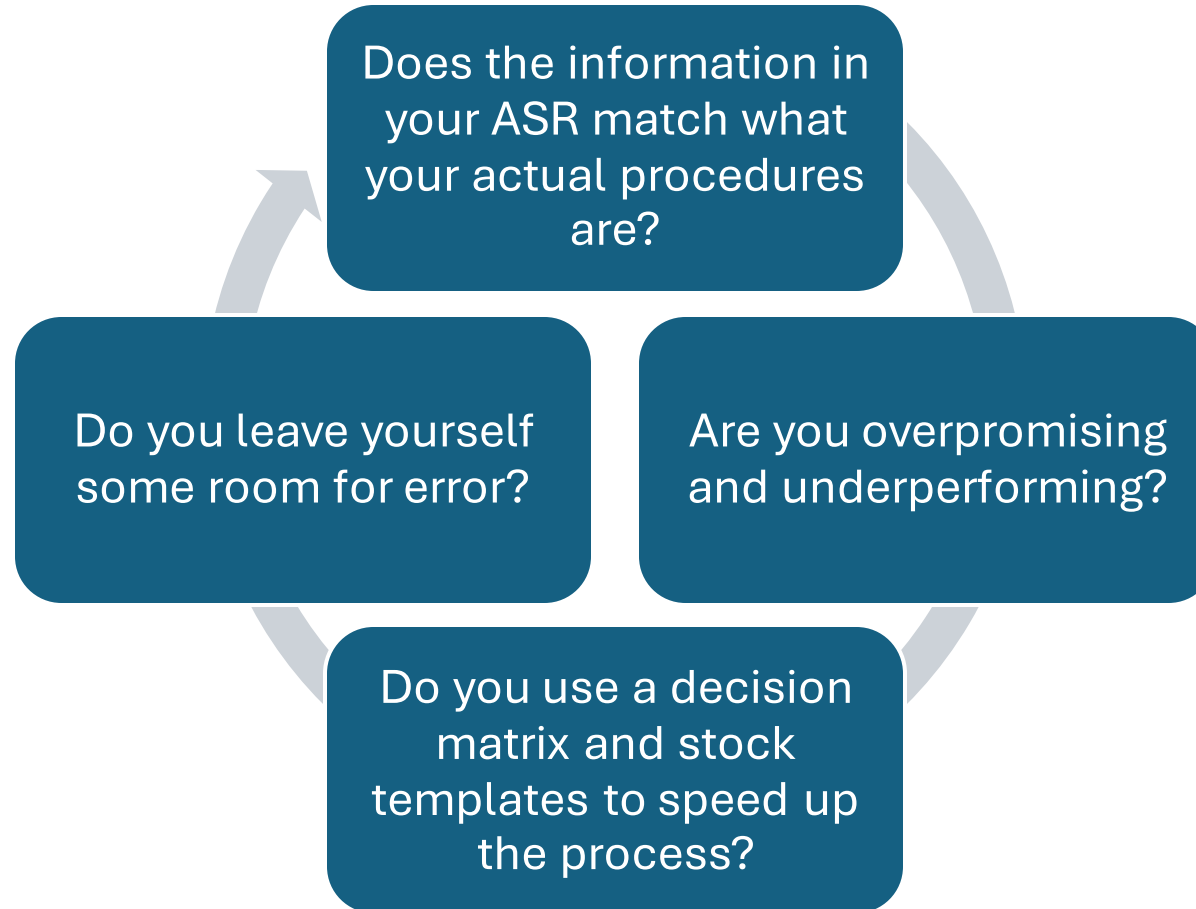
\*Some institutions have broader policies than the minimum requirements – refer to your own institutional policies to determine if your policy addresses incidents beyond Clery Act crimes or Clery geography.

# What We Are Told Do...

- Policy Statement in the ASR
  - Summary of your existing procedures for administering timely warnings and emergency notifications
  - Describes the circumstances when you would issue a notification
  - Be precise in publishing who will be involved in the notification process



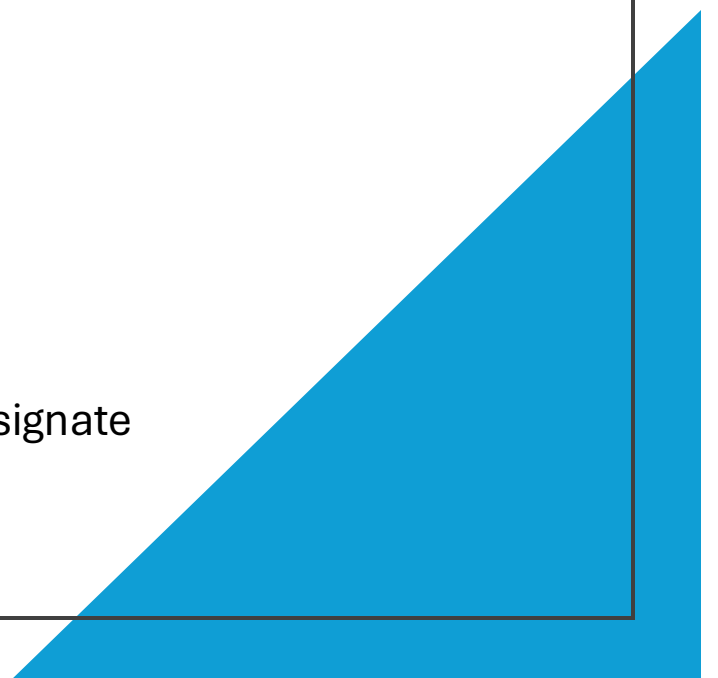
# Take a Look at What Your Approach



# But Our Campus is Different...

- We don't have a police department
- There are no residential facilities
- Our gated campus doesn't allow unauthorized visitors
- What do we do with our non-campus properties?
- What about international campuses or study abroad

Every campus is indeed different- it is up to you and your administration to designate your procedures to fit what resources you do have



# Constructive Criticism is Good

Ask Around....


University Coms outlets

Your Campus SGA


Working with Emergency Management

Title IX, Conduct, and Advocacy Groups

What messaging and training is going to be the most efficient and impactful?



Program  
Review  
Outcomes-  
the Scary  
Outcomes

- Liberty University
  - Baylor
  - UNC-Chapel Hill
  - ABS
- 



# Document it all

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These decisions can come fast and often times the information you have- may change throughout the process.



Have a "Next Day Form" handy to where you can document the decisions made, who made them, and on what grounds



Having this information can justify why the institution went in the directions they did at the time

# Contact Info



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