



CLERY EMERGENCY NOTIFICATION POLICY

INTRODUCTION

It is the intent of Heartland Community College to remain compliant with the Clery Act including the issuance of an emergency notification in appropriate circumstances. All Title IV institutions receiving federal financial aid funding are subject to the emergency notification regulation under the Clery Act. An emergency notification must be issued when a crime or other incident is:

- Reported to College officials, a Campus Security Authority, Safety and Security Services, or local police agencies; and
- Is considered by the institution to represent a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health and safety of students or employees.

Examples of potential emergencies requiring notifications required by the Clery Act:

- Outbreak for meningitis, norovirus or other serious illness.
- Approaching tornado or other extreme weather condition
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill

DEFINITION

Clery Act – For purposes of this policy, the Clery Act is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act codified at 20 U.S.C. § 1092(f)

POLICY

Students, employees, and guests to any College campus should immediately report emergency or dangerous situations to local emergency agencies by calling “911”. Safety and Security Services on the main campus, or the staff in the satellite campuses may also be notified in addition to or in place of “911”.

Whenever Heartland Community College administration becomes aware of a crime or situation which in the opinion of College officials poses an emergency or situation occurring on, or affecting the campus and involves an immediate threat to the health and safety of students or employees, the College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The Vice President of Business Services, or designee, will authorize the emergency notification advisory, the content of the text message or E-mail, and the mass distribution of the message. Those responsible for the message development may include, but are not limited to local public agencies, the Executive Director of Facilities, the Safety and Emergency Services Analyst, and the Associate Director of Public Information.

The emergency notification will be sent by text message to all persons who have signed up for emergency text messages. In addition, an E-mail to students and employees will be sent providing additional details and information. Additional notification methods (Emergency Notification System, public display monitors, College website, posters, etc.) may be utilized when in the opinion of the Vice President of Business Services the additional methods will be effective in communicating the alert. Follow-up messages will be sent by email or posted on the College website.

The contents of the emergency information email will include, but are not limited to information that would promote safety and will aid in the prevention of similar crimes or incidents, and protection actions which can be taken by the community taken. Because of the intermixing of students and employees between the College’s campuses, all segments of the College community will receive all emergency notifications.

The Safety and Emergency Services Analyst will maintain a record of all emergency notifications.

The Chief Information Officer and Executive Director of Facilities will implement plans and procedures to ensure the College text messaging, Emergency Notification System, and computer network are operating properly and are tested no less than once per year.