

SECTION: 3.0 PERSONNEL

SUBJECT: EMERGENCY NOTIFICATION AND TIMELY WARNINGS

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**Background:** This policy was created to provide comprehensive guidance for issuing notifications to Lewis-Clark State College (LC State) using the Warrior Alert System. The goal of the college is to provide prompt notification of a confirmed situation impacting the college community and to provide instructions for taking action when needed. These protocols are integrated with and supplement the LC State Emergency Response Plan. These protocols only apply to the Warrior Alert System, LC State may use other forms of communication as part of a broader communication strategy.

**Point of Contact:** Director of Public Safety

**Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy:** Office of the President, Provost and Vice President for Academic Affairs, Vice President for Finance and Administration, Senior Vice President/Vice President for Student Affairs, Chief Communications & Marketing/State & Local Affairs Officer

**Date of approval by LC State authority:** September 2019

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** June 2025

**Summary of Major Changes incorporated in this revision to the policy:** Updated titles and website links

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1. The Warrior Alert is an institution-wide, multi-modal (e-mail, text message, voice, and text-to-speech) emergency notification system. All college employees and students are enrolled automatically through employee and student database modules. Students and Employees are encouraged to log into WarriorWeb to verify their contact information is correct and up-to-date.
2. Policy: This policy provides operational guidelines for issuing emergency notifications and timely warnings to maintain the safety and security of students, faculty, staff, and visitors along with protection of critical infrastructure and key resources. The college will, without delay, and taking into consideration the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
3. Definitions:
  - A. Emergency Notification (Clery Act Requirement): An alert issued to the campus community triggered by an event that is currently occurring on or imminently

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threatening the LC State campus. LC State will initiate emergency notification procedures for any significant emergency or dangerous situation occurring on campus that represents an immediate threat to the health or safety of students or employees.

- B. Timely Warning (Clery Act Requirement): An alert issued to the campus community triggered by Clery Act crimes that have already occurred but represent an on-going threat. LC State will initiate Timely Warning procedures when a Clery Act crime is committed on college property that is reported to campus security authorities (CSA's) or law enforcement authorities and is considered to represent a serious or continuing threat to students and employees.
- C. Informational Notification: A notification issued to the campus community that does not meet the criteria for either an emergency notification or timely warning but may be of significant interest to the College community.

4. Procedure:

- A. Emergency Notification: In compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), Emergency Notifications will be broadcast after an initial assessment is made that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff or visitors is occurring on campus and warrants an Emergency Notification by authorized personnel. The President of the College, or his/her designee, will coordinate with the Vice Presidents of the College, the Director of Public Safety, and the Director of Communication and Marketing to broadcast the Emergency Notifications to the college community using the Warrior Alert System. When appropriate, Emergency Notifications may be broadcast through other communication methods (web pages, press release, printed and/or social media, etc.). The content of the Emergency Notification will be determined on a case-by-case basis after an initial assessment of the situation and will include instructions to the LC State community for protective action. When the threat no longer exists, an "all clear" alert will be broadcast. Emergency Notifications will be issued without delay, unless issuing a notification will, in the professional judgement of responsible authorities, compromise the efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.
  - 1. The following list of situations, or similar circumstances, could require an Emergency Notification:
    - a. A potential life-threatening situation on the campus (active shooter or bomb threat, etc.)

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- b. A building emergency
  - c. Extreme weather conditions (official weather warnings)
  - d. Unplanned College closures (for weather, power outages, etc.)
2. Some of the following factors could influence the content of the final message: armed suspects, bomb threat, hazmat incidents, shooting, street closure, or weather-related closure of the college.
  3. Names of victims, if any, will be treated as confidential and will be withheld from all Emergency Notification communication.
  4. Additional information about Emergency Notifications can be found on the intranet in the LC State Emergency Response Plan as well as:  
<https://www.lcsc.edu/emergency/emergency-notifications>
- B. Timely Warning: In compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), Timely Warnings will be broadcast when certain crimes are reported to campus security authorities and law enforcement. When the crime of murder, sex offense (rape, statutory rape, incest and fondling), robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, or arson (Clery Act Crimes) is received, and in the judgement of the institution, the crime at issue poses a serious or continuing threat to students and employees, a Timely Warning shall be issued. The President of the College, or his/her designee, and in coordination with the Vice Presidents of the College, the Director of Public Safety, and the Chief Communications & Marketing/State & Local Affairs Officer, will broadcast Timely Warnings using the Warrior Alert System. Timely Warning will be issued in a manner that is timely and will aid in the prevention of similar crimes, unless issuing a warning will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the threat. The intent of a Timely Warning is to enable people to protect themselves and/or their property. Timely Warnings will be issued as soon as pertinent information is available. Timely Warnings may also be made for other crimes (non-Clery) that pose a serious or continuing threat to the campus community. When appropriate, Timely Warnings may be broadcast through other communication methods (radio, web pages, press release, printed and/or social media, etc.)
1. The President of the College, in coordination with the Vice Presidents of the College and the Director of Public Safety, may decide not to issue a Timely Warning for a reported crime if:

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- a. The subject(s) has been apprehended and the threat of danger for members of the LC State community has been relieved by the apprehension.
  - b. A warning would thwart apprehension of the subject(s) and compromise law enforcement efforts.
  - c. A crime was not reported to the college or the police in a manner that would allow the college to “timely” warn the campus community.
  - d. A crime was reported to a pastoral or professional counselor.
2. The content of a Timely Warning message will include as much relevant information as possible about the crime that triggered the warning, as well as safety tips that would aid in the prevention of similar crimes. The content will be determined on a case-by-case basis to possibly include, but not limited to, the nature of the crime, the number of individuals involved, the location, and time of day the crime allegedly occurred.
  3. Names of victims, if any, will be treated as confidential and will be withheld from all Timely Warning communication.
  4. Additional information about Timely Warnings can be found on the intranet in the LC State Emergency Response Plan as well as: <https://www.lcsc.edu/emergency/emergency-notifications>
- C. Informational Notification: Informational Notifications will be broadcast when a reported crime or emergency does not meet the criteria for other alerts, but in the judgement of President of the College or the President’s designee, the campus community should be notified about an incident. Situations that may be appropriate for broadcasting an informational notification include incidents or crimes occurring off campus that may have an impact on student or employee security interests or incidents that may generate significant interest across the campus community.
- D. Warrior Alert System Testing: The Director of Public Safety will test the Warrior Alerts system on an annual basis. Test messages may be sent using a single mode or may combine multiple modes of the system. Test messages will clearly state in the subject line that there is no actual threat or emergency and that the purpose of the notification is to test the system and/or response plans and capabilities. To the extent possible, system tests will be combined with emergency response drills and will include follow-up assessment and review.