	Timely Warning and Emergency Notification Policy
COLORADO SCHOOL OF **MINES**	**Responsible Administrative Unit:** Institutional Compliance and Equity/Public Safety **Policy Contact:** Clery Compliance Officer, clery@mines.edu

1.0   BACKGROUND AND PURPOSE

The Colorado School of Mines ("Mines") is committed to providing a safe learning, working and living environment for its students, faculty, staff and visitors. As part of this commitment, this policy is created in order to ensure the issuance of Timely Warnings and Emergency Notifications regarding safety and security matters that may pose a serious or ongoing threat to the campus community. The policy complies with the requirements and regulations of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) by establishing procedures for Mines regarding the circumstances and delivery of warnings of serious or ongoing threats.

2.0   POLICY

Mines is responsible for issuing Timely Warnings and Emergency Notifications to the campus community. Anyone with information warranting a Timely Warning or Emergency Notification, should report that information the to Mines' Public Safety Office. Mines will issue Timely Warnings or Emergency Notifications as appropriate to keep the campus community informed about safety and security matters on an ongoing basis and to prevent similar crimes from occurring. The decision to issue a Timely Warning or Emergency Notification will be made by Mines' Police, in consultation with the Emergency Notification Team in compliance with the Clery Act and considering all available information.

Timely Warnings and Emergency Notifications, will be distributed via methods reasonably likely to reach the entire campus community. This is typically accomplished via the Colorado School of Mines Emergency Alert (MEA) system and by email but may also include: emergency text message notification and/or bulletins posted on building entrances and exits.

3.0   PROCEDURES

3.1 Timely Warnings

As soon as pertinent information is available, the Mines' Police Department will evaluate the need to issue a timely warning based on the following:

- Whether a Clery Act Crime, occurring within the institution's Clery geography, has been reported to a campus security authority and/or police.
- Whether the reported crime is considered by the institution to represent a serious or continuing threat to students and employees.

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In determining whether to issue a Timely Warning, on a case-by-case basis, Mines will consider all the facts surrounding the crime including factors such as: the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. In compliance with the Violence Against Women Reauthorization Act, the names of crime victims will not be published in timely warnings. Documentation of this analysis will be memorialized by through the Timely Warning Publication Determination Form (Appendix A). This form is to be filed in the Clery Report file for the corresponding year.

The intent in issuing a timely warning is to enable members of the campus community to protect themselves and to aid in the prevention of similar crimes. Timely Warnings will be distributed via methods reasonably likely to reach the entire campus community. This is typically accomplished via email but may also include: emergency text message notification and/or bulletins posted on building entrances and exits.

Once the decision has been made to issue a timely warning, the Mines Police Department and/or the Emergency Notification Team is responsible for distributing the warning.

3.2 Emergency Notifications

The Mines' Police Department or the Emergency Notification Team will issue an Emergency Notification in order to immediately notify the campus community, or segment(s) of the campus community, where there is confirmation of a significant emergency or dangerous situation that involves an immediate threat to the health or safety of the campus community, and is currently occurring on the campus or immediately threatening the campus. Mines' Police Chief (or designee), in consultation with the Emergency Notification Team is responsible for determining whether an Emergency Notification is appropriate as well as the content of the notification and appropriate segments(s) of the campus community to receive the notification. Information contained in an Emergency Notification will generally be provided to the broader community through website postings and local media. As needed, follow-up information will be provided to the community utilizing the same systems as the initial Emergency Notification.

4.0 HISTORY AND REVIEW CYCLE

The policy will be reviewed at least (annually, every 2 years) by the Responsible Administrative Units.

Issued: September 2018.

5.0 DEFINITIONS

Clery Act Crime: A Clery Act Crime is a serious or continuing threat to the person and well-being of the campus community. Examples include but are not limited to:

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- Criminal Homicide
- Sex Violence and other sex offenses
- Domestic violence/Dating violence
- Robbery
- Aggravated Assault
- Robbery and burglary
- Hate Crimes
- Arson
- Stalking
- Persons with weapons with the intent to use

Emergency Notification: An alert to the campus community, or segments of the campus community, of a significant emergency or dangerous situation that involves an immediate threat to the health or safety of the campus community, and is currently occurring on the campus or immediately threatening the campus. An emergency notification may apply to both criminal and non-criminal incidents and can include but is not limited to: weather or natural disaster events, public health emergencies, hazardous materials spills or gas leaks, civil unrest or rioting, armed intruders, bomb threats or terrorist incidents.

Timely Warning: An alert to campus regarding a Clery Act Crime that occurred in the campus geography and was reported to campus security authorities (CSA) or local police, and is considered by the institution to represent a serious or continuing threat to students and employees. These warnings must go out in a manner that is timely and will aid in the prevention of similar crimes. The purpose of the Timely Warning is to enable people to protect themselves. This warning should be issued as soon as pertinent information is available to share and should include all information that would promote safety and aid in the prevention of similar crimes.

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6.0 Appendixes

Appendix A:

The Colorado School of Mines Police/Public Safety Department

TIMELY WARNING PUBLICATION DETERMINATION FORM

Date of Incident: _____ Date Reported to PD:_____

Classification:_____File Number:_____

Blast Email Sent to Community? Date:_____ Yes_____ No_____

Text / phone Message sent through mines emergence alert? Date: _____ Yes_____
No_____

Message posted on Mines webpage? Date: _____ Yes: _____ No:_____

Has the subject been arrested/barred from campus? Yes_____ No_____

Was the threat to the community Yes_____ No_____?
mitigated by arrest or judicial action?

Is there a serious or ongoing threat to the campus community? Yes_____ No_____

Reasons for the decision to issue (or not issue) the Timely Warning – 1) Is there a serious or continuing threat to campus (factors include: whether suspect been reported or apprehended, timeliness of report to Mines PD, whether incident falls into a pattern of reported crimes); 2) Would issuing the warning compromise law enforcement efforts; 3) Existence of any other factors supporting/mitigating the above.

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Chief's Signature:_____

VP on call notified and_____Agreed_____Disagreed_____Unavailable

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