

College Procedure: 304.20 – Timely Warnings and Emergency Notifications

Policy Reference: 304 – Campus Safety and Security
Responsible Department: Facilities and Public Safety
Approval Authority: Cabinet
Procedure Owner: Vice President, Facilities and Public Safety
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Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

The Kirkwood Community College (KCC) Public Safety Office is responsible for issuing timely warnings related to the Clery Act; and emergency notifications to alert individuals located on or within the Clery reporting geography (“campus community”) to dangerous situations. Anyone with information warranting a timely warning or emergency notification should report that information to the KCC Public Safety Office as soon as possible.

Public Safety 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 equip members of the campus community with information to prevent or avoid harmful situations.

The Procedure

Communication

Timely warnings and emergency notifications will be distributed through methods likely to reach the entire campus community, such as Kirkwood Alerts, all-college emails, and bulletins posted on building entrances and exits.

Timely Warnings

Timely warnings are made in response to the occurrence of Clery reportable crimes. The Public Safety Director, in consultation with the KCC Emergency Notification Team, will evaluate the need to issue a timely warning on a case-by-case basis after considering the following:

- The nature of the crime, assessed continuing danger to the campus community, and the impact on law enforcement investigation efforts;

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

Public safety and/or appropriate College staff are responsible for distributing the warning based on this procedure and will document timely warnings through report management software. The record of timely warnings is available to members of the campus community or the public upon request.

Contents of Timely Warnings

The amount and type of information in timely warnings will vary depending on the circumstances of the triggering crime. In compliance with the U.S. Violence Against Women Reauthorization Act of 2019, the names of crime victims will not be published in timely warnings. A timely warning will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date, time, and duration of incident;
- Nature of threat, whether serious or ongoing;
- Brief description of the incident;
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips);
- Suspect(s) description when deemed appropriate and if there is sufficient detail;
- Reminder of ways to report similar situations;
- Appropriate contact information (e.g., police agency, KCC Public Safety, KCC Title IX Coordinator);
- Other information as deemed appropriate by the public safety director or emergency notification team.

KCC Public Safety will not issue timely warnings for Clery reportable crimes if:

- Public Safety or police apprehend the subject(s) and resolve the threat(s) of imminent danger for members of the campus community;
- A report was not filed with law enforcement or KCC Public Safety was not notified of the crime in a manner that would allow appropriate staff to make a timely warning decision.

Public Safety Bulletins

In some cases, Public Safety may issue bulletins to the campus community to address conditions or incidents that do not meet the requirements of a timely warning, such as local road closures, observable trends in minor crimes (e.g., petty thefts, vandalism), wide-spread illness, or other possible impacts to the overall well-being of the campus community.

Emergency Notification

KCC Public Safety or the emergency notification team will issue emergency notifications to immediately notify all or part of the campus community of a confirmed and significant emergency or dangerous situation. These cases involve an immediate threat to the health or safety of individuals that is currently occurring on the campus or immediately threatening the campus.

The Public Safety Director or designee, in consultation with the emergency notification team, is responsible for determining whether an emergency notification is appropriate. They also determine the content of the notification and its distribution. Emergency notification content and follow-up information will be provided to the broader community on a case-by-case basis as appropriate for community safety.

Responsibilities

KCC Emergency Notification Team

The emergency notification team determines whether to issue a timely warning or emergency notification, when circumstances allow, and assists in message content. The team is comprised of the following:

- Director of Public Safety or designee
- Emergency Management Coordinator
- Vice President of Facilities and Public Safety or designee
- Additional members such as the public information officer (PIO) or designee; or representatives from Human Resources; Student Affairs; or Title IX, depending on circumstances.

References

[Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act](#)
(U.S. CODE OF FEDERAL REGULATIONS 34 C.F.R. 668.46)

[U.S. Violence Against Women Reauthorization Act of 2019](#) (H.R. 1585)

Definitions

Clery Reportable Crimes

Criminal Offenses:

- CRIMINAL HOMICIDE: MURDER AND NON-NEGLIGENT MANSLAUGHTER, MANSLAUGHTER BY NEGLIGENCE
- SEXUAL ASSAULT: RAPE, FONDLING, INCEST, STATUTORY RAPE

- ROBBERY
- AGGRAVATED ASSAULT
- BURGLARY
- MOTOR VEHICLE THEFT
- ARSON

Hate Crimes

(ANY OF THE ABOVE-MENTIONED OFFENSES, AND ANY INCIDENTS OF THE FOLLOWING WITH OBVIOUS BIAS):

- LARCENY-THEFT
- SIMPLE ASSAULT
- INTIMIDATION
- DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY

Violence Against Women Act (VAWA) OFFENSES:

- DOMESTIC VIOLENCE
- DATING VIOLENCE
- STALKING

Arrest and Referrals for Disciplinary Action:

- WEAPONS LAW VIOLATIONS
- DRUG ABUSE VIOLATIONS
- LIQUOR LAW VIOLATIONS

Clery Reporting Geography

- ON-MAIN CAMPUS (ANYWHERE)
- ON-SATELLITE CAMPUS (ANYWHERE)
- PUBLIC PROPERTY WITHIN CAMPUS BOUNDS
- PUBLIC PROPERTY IMMEDIATELY ADJACENT TO THE CAMPUS
- NON-CAMPUS BUILDINGS AND PROPERTY OWNED OR CONTROLLED (LEASED) BY THE INSTITUTION THAT ARE USED FOR EDUCATIONAL PURPOSES AND FREQUENTLY USED BY STUDENTS BUT ARE NOT A PART OF THE CORE CAMPUS, OR THOSE OWNED OR CONTROLLED BY A STUDENT ORGANIZATION OFFICIALLY RECOGNIZED BY THE INSTITUTION (E.G., FRATERNITIES, SORORITIES, STUDENT CLUBS)

Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	10/21/2014	Troy McQuillen, Vice President, Facilities	New procedure
2	08/23/2017	Cabinet	New template
3	05/19/2020	Cabinet	New procedure
4	11/18/2025	Cabinet	Updated