



Origination 11/30/2024
Last Approved 12/3/2024
Effective 11/30/2024
Last Revised 12/3/2024
Next Review 12/2/2031

Owner **Melissa Johnson:**
Associate Vice
President of
Student Affairs
Area **Student Affairs**

Timely Warning Policy and Emergency Notifications

Applies to:

All Employees, Students, and Visitors

Purpose:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act) requires all colleges and universities to alert the college community to certain crimes that may represent an ongoing threat to the safety of students or employees in a manner that is timely to provide individuals with an opportunity to take reasonable safety precautions.

Policy:

General

Timely Warning Criteria

North Dakota State College of Science (hereinafter referred to as NDSCS) may issue a Timely Warning notice for certain specific crimes that are reported to campus security authorities (CSAs), the NDSCS Police Department, or local law enforcement and are reported or believed to have occurred on campus, in campus housing, non-campus buildings, or property, or public property adjacent to campus. College officials not subject to timely reporting requirements are those with counseling responsibilities who were providing confidential assistance to a crime victim, such as professional/certified counselors.

Timely Warning Notices will be approved by the Point of Contact, or designee, in consultation with NDSCS Police or designee, and distributed to the College community by a College official with access to the emergency notification system. Timely warning notices will be disseminated when there appears to be a threat to the safety and security of the College community related to the following crimes:

- Aggravated assault
- Arson
- Burglary
- Negligent manslaughter
- Motor vehicle theft
- Murder/non-negligent manslaughter
- Robbery
- Sexual offenses
- Domestic violence, dating violence, and stalking
- Violations of liquor law, drug law, or weapons possession law
- Any other crime in which the victim was chosen based on race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin
- Other serious crimes, as deemed necessary

NDSCS will, without delay, consider the safety of the College 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.

If the threat is sudden and serious, a warning will be issued as soon as possible and will be continually updated until the threat is contained or neutralized. If a threat is less immediate, the warning will be fully developed and distributed in a timely manner.

Crimes that could constitute a continuing threat include, but are not limited to:

- Serial crimes that target certain College populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended, and
- Ongoing criminal activity in which there is no apparent connection between perpetrator and victim.

Crimes that would not constitute a continuing threat include, but are not limited to:

- Crimes in which the perpetrator has been apprehended, thereby eliminating the threat, and
- Crimes in which an identified perpetrator targets a specific individual(s) to the exclusion of others, such as domestic violence.

Content of a Timely Warning Notice

The timely warning notice will contain sufficient information about the nature of the threat to allow members of the College community to take protective action:

- A succinct statement of the incident,
- Possible connection to previous incidents if applicable,
- Date, time, and location of the incident,
- Description and drawing of the suspect, if available,

- Risk reduction and safety tips, and
- Other relevant and important information

In some cases, NDSCS Police may need to keep some facts confidential to avoid compromising an ongoing investigation.

Notification Methods

The following methods may be used to notify the College community:

- Emergency Notification System
- Phone
- Text message
- Email
- Official NDSCS website
- Local media
- NDSCS social media
- Targeted communication – posters, letters, group meetings, etc. posted in College buildings, in lobby/ entrance areas of key buildings for a time period determined by the NDSCS Police Lieutenant or designee.

Emergency Notifications

Emergency Notifications have a broad focus on any significant emergency or dangerous situation, which may include Clery crimes. An Emergency Notification should be initiated for any significant emergency or dangerous situation involving an immediate threat to the health and safety of NDSCS students or employees. Emergency Notifications may be written by the Point of Contact, in consultation with NDSCS Police Lieutenant or designee, and distributed to the College community by a College official with access to the College's emergency notification system.

Examples of significant emergencies or dangerous situations include, but are not limited to:

- Approaching severe weather
- Medical outbreak (meningitis, norovirus, or other serious illness)
- Gas leak
- Active aggressor
- Bomb threat
- Civil unrest or rioting
- Explosion
- Chemical or hazardous waste spill

The Family Educational Rights and Privacy Act and the Timely Warning Requirement

Although personally identifiable information is generally precluded from disclosure, FERPA does not preclude NDSCS from releasing information necessary for the purposes of a Timely Warning Notice.

Information may be released in an emergency situation without consent to protect the health and safety of others.

Where to Obtain Additional Information

Contact Melissa Johnson at melissa.j.johnson.3@ndscs.edu

Approval Signatures

Step Description	Approver	Date
Final Approval	Rod Flanigan: President	12/3/2024
President's Advisory Council	Sandi Gilbertson: Exec Director Human Resources	12/3/2024
Policy Owner	Melissa Johnson: Associate Vice President of Student Affairs	12/3/2024

COPY