



# Ongoing Disclosures (Timely Warning, Emergency Notification, Evacuation) Policies Checklist

Under the Clery Act, there are two specific alerting requirements that help keep the campus community informed about threats to their own safety and security: **timely warnings** and **emergency notifications**. Each college or university must have policies addressing both requirements, and the institution's **annual security report** must include policy statements reflecting the elements outlined within this document. The **numbered statements** within the checklist reflect required elements each institution must capture in its policy statements. The **key questions** included in this document (crafted based on sub-regulatory guidance from the Department of Education in the 2016 Handbook for Campus Safety and Security Reporting<sup>1</sup>) can guide institutions in crafting each statement.

<sup>1</sup> U.S. Department of Education, Office of Postsecondary Education. (2011). *The handbook for campus safety and security reporting*. Washington, D.C.: Author.

# TIMELY WARNINGS

## Policy/Policy Statement Checklist:

*Does the annual security report include the following elements?*



### Policies For Timely Warnings

1. Circumstances for which a warning will be issued  
 Yes       No       Incomplete
2. The individual or office responsible for issuing the warning  
 Yes       No       Incomplete
3. The manner in which the warning will be disseminated  
 Yes       No       Incomplete



Notes:

Next Steps

Responsible Parties

Timeline

# EMERGENCY NOTIFICATION & EVACUATION

## Policy/Policy Statement Checklist:

*Does the annual security report include the following elements?*



### Policies For Emergency Notification & Evacuation

1. The procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus (*See below for more detail.*)

Yes

No

Incomplete

#### Key Questions For This Statement:

- Does the statement specify that the institution will immediately notify the campus community upon confirmation of an emergency or dangerous situation?
- Does the statement include all procedures and describe them in a manner that lets the campus community and others know what you will do and who or what office or organization will be responsible for each step along the way?
- Does the statement provide information about how an individual can report an emergency?
- Does the statement make a complete disclosure of whatever methods will be used or will potentially be used depending on the situation (a public address system, text messaging, e-mail messaging, electronic signboards, emergency phone lines, phone trees, bulletins posted on building entrances and exits, etc.)?
- If any emergency notification services require the campus community to sign up, does the statement include specific information on how to do so?
- Does the statement describe procedures for both response and evacuation in emergency or dangerous situations?

2. Describes the process used to confirm that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees

Yes                       No                       Incomplete

**Key Questions For This Statement:**

- Does the statement describe how the institution will confirm there is an emergency or dangerous situation (the process the school will use)?
- Is one person solely responsible for confirming an emergency, or are there multiple layers of information gathering?
- If there are multiple people or offices involved, what is the relationship among them?
- Does the institution rely on outside sources for certain types of emergencies or for all emergencies?
- How is this process coordinated?

3. Discloses process to determine which segment or segments will receive notification

Yes                       No                       Incomplete

4. Explains how the content of the notification will be developed

Yes                       No                       Incomplete

**Key Questions For This Statement:**

- Who determines how much information is appropriate to disseminate at different points of time?
- How might the content differ depending on what segments of the community the notification targets?

5. Explains process to initiate the notification system

Yes                       No                       Incomplete

**Key Questions For This Statement:**

- Does the institution have first responders who are alerted before anyone else?
- Does the institution use fire alarms or public address systems to alert the campus community and follow up with text messages and posted bulletins as more specific information becomes available?
- Who is responsible for initiating the system?

6. Identifies by title or office the individuals or offices responsible for these decisions or actions

Yes                       No                       Incomplete

**Key Questions For This Statement:**

- Does the statement provide a list of individuals (by title or position) or organizations (by name) responsible for carrying out the procedures described in the annual security report?
- Is it clear whether different people or organizations are responsible for different procedures or for responding to different types of emergencies or dangerous situations?

7. A statement that the institution 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

Yes                       No                       Incomplete

**Key Questions For This Statement:**

- Does the statement include the specific language above?

8. Explains the institution's procedures for disseminating emergency information to the larger community

Yes                       No                       Incomplete

**Key Questions For This Statement:**

- Does the statement address how the institution disseminates emergency information to individuals and/or organizations outside of the campus community?
- Does the institution use different methods to target different segments of the community?
- Do procedures differ depending on the situation?
- Does the statement include information about who or what office is responsible for developing the information to be disclosed and who or what office is responsible for disseminating the information to the larger community?

9. Procedures to annually test (via regularly scheduled drills, exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities) the emergency response and evacuation procedures

Yes                       No                       Incomplete

**Key Questions For This Statement:**

- Are tests scheduled (not an emergency situation or false emergency alarm)?
- Do tests contain drills (activity that tests a single procedural operation)?
- Do tests contain exercises (involve coordination of effort)?
- Do tests contain follow-through activities (activity designed to review the test)?
- Are tests designed for assessment of emergency plans and capabilities (have measurable goals)?
- Are tests designed for evaluation of emergency plans and capabilities?

10. Procedures to annually publicize emergency response and evacuation procedures in conjunction with the test and to document, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced

Yes

No

Incomplete

**Key Questions For This Statement:**

- Does the statement address how the institution gets the word out about emergency procedures in conjunction with at least one test every calendar year?
- Does the statement describe how the institution documents each test (a description of the exercise, the date the test was held, the time the test started and ended, whether the test was announced or unannounced)?



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