

Emergency Notifications

What: The *Clergy Act* requires every institution to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on campus or in the local area that poses an immediate threat to the health and safety of students, faculty, and/or staff. An “immediate threat” includes an imminent or impending threat, significant emergency, or dangerous situation.

Scope: Any imminent or impending threat, significant emergency, or dangerous situation. May include *Clergy Act* crimes, but is not limited to just those offenses.

Where: On campus or in the local area and immediately threatening the campus community.

When: Immediately upon confirmation that a significant emergency or dangerous situation exists or threatens the campus community.

Who: Emergency notifications may be sent to the entire campus community or only to the segment of the campus community directly affected by the significant emergency or dangerous situation.

Why: The intent of emergency notifications is to provide information that may enable members of the campus community to prepare for the emergency (if possible) and protect themselves.

Examples of significant emergencies or dangerous situations that require an emergency notification include, but are not limited to:

1. Approaching tornado, hurricane, or other extreme weather condition;
2. Armed intruder;
3. Bomb threat;
4. Chemical or hazardous waste spill;
5. Civil unrest or rioting;
6. Earthquake;
7. Explosion;
8. Fire;
9. Gas leak;
10. Outbreak of meningitis, norovirus, or other serious illness; and
11. Terrorist incident.

How: CougarAlert is Collin College’s official emergency notification system, providing critical information to the entire Collin College community via text message, phone message, and/or email. Additionally, Collin College utilizes a public address system through campus phones and posts information prominently throughout the campuses and on the homepage of its website, www.collin.edu. Traditionally, all of these methods of communication are utilized in the event an emergency notification is needed.

Reporting: Anyone with information warranting an emergency notification should immediately report the circumstances to the Collin College Police Department by phone at **972.578.5555** or in person at any of the following Collin College Police Department office locations.

1. Celina Campus Room 129
2. Collin Higher Education Center (CHEC) Room 134
3. Courtyard Center (CYC) Room 125
4. Farmersville Campus Room 103
5. Frisco Campus Room LH-179
6. McKinney Campus Room C-119
7. Plano Campus Suite K-119
8. Technical campus Room C-010
9. Wylie Campus Room B-139

Timely Warning Notices

What: The *Clergy Act* requires every institution to alert the entire campus community to certain crimes in a manner that is timely; will aid in the prevention of similar crimes; and will provide information that may enable students, faculty, and staff to better protect themselves. Timely warning notices must be issued for all *Clergy Act* crimes when a *Clergy Act* crime is reported to a campus security authority (CSA) or law enforcement agency, the crime occurred within the institution’s *Clergy Act* geography, the perpetrator has not been apprehended, and there is a serious or continuing threat to the institution’s community because of the crime.

Scope: Narrow focus on *Clergy Act* crimes only.

Where: Anywhere within the institution’s *Clergy Act* geography.

When: As soon as pertinent information is available. If a criminal incident represents a serious and continuing threat to students, faculty, and/or staff, a timely warning notice must be issued even if all the facts are not available. The decision to issue a timely warning notice will be made on a case-by-case basis considering specific criteria such as the nature of the crime and possible risk of compromising law enforcement operations.

Who: Timely warning notices must be sent to the entire campus community.

Why: The intent of timely warning notices is to provide information that may promote safety; aid in the prevention of similar crimes; and enable students, faculty, and staff to better protect themselves.

Examples of *Clergy Act* crimes that may require a timely warning notice include, but are not limited to:

1. Aggravated Assault;
2. Arson;
3. Burglary;
4. Hate Crimes;
5. Criminal Homicide: Manslaughter by Negligence and Murder and Non-Negligent Manslaughter;
6. Motor Vehicle Theft;
7. Robbery;
8. Sexual Assault: Fondling, Incest, Rape, and Statutory Rape; and
9. *Violence Against Women Act (VAWA)* Offenses: Dating Violence, Domestic Violence, and Stalking.

For a full list of *Clergy Act* crimes that may require a timely warning notice, see the current *Annual Security and Fire Safety Report (ASFSR)* located at <https://www.collin.edu/studentresources/deanofstudents/AnnualSecurityReports.html>.

How: Timely warning notices will always be sent through CougarAlert to students, faculty, and staff. Timely warning notices will always be posted on the Collin College Police Department’s webpage, www.collin.edu/campuspolice/. Timely warning notices may be posted prominently as a banner on the homepage of Collin College’s website, www.collin.edu. Timely warning notices may also be sent through Collin College email systems, notices posted prominently on the campus-wide bulletin boards, and press releases. Collin College may not use all of these distribution methods for every timely warning notice.

Reporting: Anyone with information warranting a timely warning notice should immediately report the circumstances to the Collin College Police Department by phone at **972.578.5555** or in person at any of the following Collin College Police Department office locations.

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