

# Emergency Notifications and Timely Warning Notices

<b>Emergency Notifications</b>	<b>Timely Warning Notices</b>
<ul style="list-style-type: none"> <li>• What: Every institution is required under the <i>Clery Act</i> to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees. An “immediate threat” includes an imminent or impending threat such as an approaching forest fire or a fire currently raging in a building on campus.</li> <li>• Scope: Any significant emergency or dangerous situation. May include <i>Clery Act</i> crimes, but is not limited to just those offenses.</li> <li>• Where: On campus or immediately threatening the campus community.</li> <li>• When: Immediately upon confirmation that a dangerous situation or emergency exists or threatens the campus community.</li> <li>• Who: Emergency notifications may be sent to the entire campus community or only to the segment of the campus community directly affected by the emergency.</li> <li>• Why: The intent of emergency notifications is to provide information and enable members of the campus community to prepare for the emergency (if possible) and protect themselves.</li> <li>• Examples of significant emergencies or dangerous situations that require an emergency notification include, but are not limited to:             <ol style="list-style-type: none"> <li>1. approaching tornado, hurricane, or other extreme weather condition;</li> <li>2. armed intruder;</li> <li>3. bomb threat;</li> <li>4. chemical or hazardous waste spill nearby;</li> <li>5. civil unrest or rioting;</li> <li>6. earthquake;</li> <li>7. explosion;</li> <li>8. fire;</li> <li>9. gas leak;</li> <li>10. outbreak of meningitis, norovirus, or other serious illness; and</li> <li>11. terrorist incident.</li> </ol> </li> <li>• CougarAlert is Collin College’s official emergency notification system, providing critical information 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, on its website (<a href="http://www.collin.edu">www.collin.edu</a>), and on the Collin College Police Department’s website (<a href="http://www.collin.edu/campuspolice/">www.collin.edu/campuspolice/</a>). Traditionally, all of these methods of communication are utilized in the event an emergency notification is needed.</li> <li>• Anyone with information warranting an emergency notification should immediately report the circumstances to the Collin College Police Department by phone at <b>972.578.5555</b> or in person at any of the following Collin College Police Department office locations:             <ul style="list-style-type: none"> <li>○ Collin Higher Education Center (CHEC) Room 134,</li> <li>○ Courtyard Campus (CYC) Room 125,</li> <li>○ Frisco Campus Room H-179,</li> <li>○ McKinney Campus Room C-119, or</li> <li>○ Plano Campus Room K-128.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• What: The <i>Clery Act</i> requires every institution to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes.</li> <li>• Scope: Narrow focus on <i>Clery Act</i> crimes only.</li> <li>• Where: Anywhere in the institution’s <i>Clery Act</i> geography.</li> <li>• When: As soon as pertinent information is available. If a criminal incident represents a serious and continuing threat to students and employees, a timely warning notice must be issued even if all the facts are not available.</li> <li>• Who: Timely warning notices must be sent to the entire campus community.</li> <li>• Why: The intent of timely warning notices regarding a <i>Clery Act</i> criminal incident is to enable members of the campus community to protect themselves. Therefore, timely warning notices should include all information that will promote safety and aid in the prevention of similar crimes.</li> <li>• Timely warning notices must be issued for all <i>Clery Act</i> crimes that occur within the institution’s <i>Clery Act</i> geography and are:             <ol style="list-style-type: none"> <li>1. reported to campus security authorities (CSA) or local police agencies and</li> <li>2. considered by the institution to represent a serious or continuing threat to students and employees.</li> </ol> </li> <li>• Timely warning notices are not limited to violent crimes or crimes against persons, and could also be needed for crimes that represent threats to property. For a full list of <i>Clery Act</i> crimes, see the Annual Security and Fire Safety Report (ASFSR) located at <a href="https://www.collin.edu/studentresources/deanofstudents/AnnualSecurityReports.html">https://www.collin.edu/studentresources/deanofstudents/AnnualSecurityReports.html</a>.</li> <li>• Institutions must decide on a case-by-case basis whether to issue timely warning notices taking into account factors such as:             <ol style="list-style-type: none"> <li>1. the nature of the crime,</li> <li>2. the continuing danger to the campus community, and</li> <li>3. the possible risk of compromising law enforcement efforts.</li> </ol> </li> <li>• Timely warning notices will be issued through Collin College email systems and CougarAlert to students, faculty, and staff. Timely warning notices may also be distributed through press releases and notices posted on the campus-wide bulletin boards, Collin College’s website (<a href="http://www.collin.edu">www.collin.edu</a>), and the Collin College Police Department’s website (<a href="http://www.collin.edu/campuspolice/">www.collin.edu/campuspolice/</a>). Collin College may not use all distribution methods for every incident.</li> <li>• Anyone with information warranting a timely warning notice should immediately report the circumstances to the Collin College Police Department by phone at <b>972.578.5555</b> or in person at any of the following Collin College Police Department office locations:             <ul style="list-style-type: none"> <li>○ Collin Higher Education Center (CHEC) Room 134,</li> <li>○ Courtyard Campus (CYC) Room 125,</li> <li>○ Frisco Campus Room H-179,</li> <li>○ McKinney Campus Room C-119, or</li> <li>○ Plano Campus Room K-128.</li> </ul> </li> </ul>