SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE PROCEDURE   **3740**

EMERGENCY NOTIFICATION SYSTEM

Emergency Notification

Federal law requires colleges 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 staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency". The SBCCD Police Department is the department within the District that is responsible for issuing timely warnings and emergency notification in compliance with the Student Right-to-Know and Campus Security Act, (the Jeanne Clery Act), 20 U.S.C. §1092 *(f) et seq.* The SBCCD Police Department will, without delay, make the decision of whether to issue a timely campus safety/crime warning or emergency notification on a case-by-case basis considering the information surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Information for timely campus safety/crime warnings and emergency notifications may also come from other law enforcement agencies. The SBCCD Police Department will also determine the appropriate segment or segments of the campus community which will receive the notice, and whether to disseminate the emergency information to the larger community based on the above-described analysis.

Timely Warning

Crimes for which a timely warning may be appropriate include, but are not limited to: murder, manslaughter, sex offenses, robbery, aggravated assault, burglar, arson, motor vehicle theft, and hate crimes. Timely warnings will typically include the following information, if known:

1. A succinct statement of the incident, including the nature and severity of the threat and locations or persons who might be affected;
2. Any connection to previous incidents;
3. Physical description and/or composite drawing of the suspect;
4. Date and time the warning was issued;
5. Other relevant and important information, such as any bias motive, the gender of the victim, and/or student/non-student status;
6. Appropriate safety tips.
7. Instructions

Depending on the particular circumstances of the incident, timely campus safety/crime warnings and emergency notifications may be distributed under systems established by Board Policy 3740.

SBCCD will test the emergency response and evacuation procedures on at least an annual basis. Tests may be announced or unannounced. The tests will be documented,

51 including the date and time and whether it is announced or unannounced. Results of the
52 testing are available for review by contacting the SBCCD Police Department.
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54 The District will utilize the Emergency Notification system(s) as appropriate. They may
55 include email, phone calls, text messaging, campus public address broadcast (if
56 available), radio (91.9FM) and/or television (Channel 24) broadcast.
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58 In case of a campus or District emergency:
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60   1. The Chancellor, Vice-Chancellors, and College Presidents, or other designated
61   individual as appropriate per site of emergency, have the authority and
62   responsibility of directing messages for emergency notification and identifying the
63   notification system(s) as appropriate and necessary.
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65   2. If there is a need to delegate authority, the following positions may be delegated
66   this authority: Police Chief, College Vice-Presidents, Executive Director of
67   Distributed Education and Technology Services, Director of District Computing
68   Services, and Directors of Marketing and Public Relations.
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70   3. Information for messaging of the emergency shall originate directly from the
71   authorized agent of the District.
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73   4. In certain situations, the dispatcher/switchboard operator may receive emergency
74   information from the appropriate source and communicate it to the person
75   responsible for messaging.
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77 The procedures to implement the Emergency Notification Systems can be found at the
78 District Safety Committee Website:
79 http://www.sbccd.org/District_Police_Department/Clery_Act.aspx
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