



at the heart of campus safety

## TIMELY WARNINGS & EMERGENCY NOTIFICATIONS: SEPARATE AND DISTINCT REQUIREMENTS

The Clery Act requires institutions of higher education to maintain two types of alerting systems for separate and distinct purposes. Below is a table breaking down the distinctions between these two types of alerts. Use this resource to understand which alert should be sent depending on the circumstances of the incident in question.

|   | Timely Warning   | Emergency Notification  |
|---|--|---|
| <b>When should this alert be sent?</b>                | When Clery crimes reported to a campus security authority or local law enforcement pose a <b>serious or ongoing</b> threat to the campus community | When there is confirmation of an <b>immediate</b> threat to the health and safety of the campus community   |
| <b>Does the location of the incident matter?</b>      | Only required for Clery crimes occurring within Clery geography that pose a serious or ongoing threat*   | On-campus emergencies only  |
| <b>What should this alert contain?</b>                | Date, nature, location of incident; prevention tips; how to report a similar occurrence  | Information about the nature of the emergency and what changes one needs to make immediately as a result; evacuation procedures if necessary; assurance that an all-clear will be sent when emergency is over |
| <b>Who should receive this alert?</b>                 | Must reach entire campus community   | Can be segmented, if appropriate  |
| <b>How is a determination made to send the alert?</b> | Case-by-case analysis if the factors above are present*  | Procedure in place to confirm whether a significant emergency exists  |
| <b>Who issues the alert?</b>                          | Not prescribed by the Clery Act—should be an individual or office with authority and capability to issue campus-wide communication                 | Not prescribed by the Clery Act—should be an individual or office with authority and capability to issue campus-wide communication  |
| <b>How should it be disseminated?</b>                 | Multi-modal system intended to reach the entire campus community; most commonly emails, website updates, and social media posts                    | Multi-modal system is best to ensure delivery; segmentation of messaging is permitted, if appropriate   |

\*Some institutions have broader policies than the minimum requirements – refer to your own institutional policies to determine if your policy addresses incidents beyond Clery Act crimes or Clery geography.