



604 POLICY - Timely Warning

604.1 Statement of Policy

An emergency notification, or “timely warning” shall be issued when it has been determined that a significant threat, emergency, or dangerous situation involving the health or safety of the campus community has occurred. If an emergency notification has already been issued via the campus emergency notification system, then a separate timely warning notification shall not be required if the instance is based on the same set of circumstances.

Redlands Community College is responsible for issuing emergency notifications or timely warnings in compliance with the Jeanne Clery Act, [20 U.S.C. § 1092(f) et seq.]. The College shall also continuously work and coordinate with local law enforcement and other emergency service agencies.

604.2 Timely Warning Circumstances

Anyone with information warranting a notification of the campus community by issuance of an emergency notification or timely warning should report the circumstances to Campus Security or other appropriate College personnel. In the event that a situation arises that requires issuance of a notification or warning, then information shall be provided to keep the campus community informed about safety and security matters on an ongoing basis and in an effort to prevent harm to the campus community. The decision to issue an emergency notification or timely warning shall be decided on a case-by-case basis in compliance with the Jeanne Clery Act and considering all available facts. The timing of the notification shall, in the first instance, be based upon whether the circumstance is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

Timely warnings are usually issued for the following occurrences: arson, burglary, aggravated assault, criminal homicide, motor vehicle theft, robbery, and sex offenses. Timely warnings may also be issued for other crimes or situations as deemed necessary. Upon receipt of all relevant information, such warnings shall, as circumstances warrant, be issued in a manner to best protect the campus community by the widest means of dissemination available.



Emergency notifications may include other events, such as a gas or water leak, a severe weather statement, such as a tornado warning, or campus closure due to a weather-related event.

604.3 Notification Priority

In all cases where an emergency notification or timely warning is issued, the first priority shall always be towards the safety of personnel. Information should normally not be included that would jeopardize an ongoing investigation, jeopardize the safety of people, cause a suspect to flee or evade authorities, or result in the destruction of evidence.

604.4 Related Procedures

The criteria and procedures to be followed in implementing this policy are published in the Procedures section of the Policies and Procedures Manual.

Adopted December 2010



604 PROCEDURE - Timely Warning

604.4:1 Statement of Procedure

When a determination has been made that an emergency notification or timely warning should be issued, the individual with immediate information and with the authority to issue the warning will inform the campus community by taking all appropriate steps to ensure timely notification of the campus community including, immediately contacting the administrator in charge of student affairs and the administrator in charge of campus security or his/her designees to allow for appropriate distribution of the warning.

Options for notification of students, faculty and staff include the College's Emergency Communication System, (e2Campus), and All Redlands/All Student email notifications. An appropriate timely warning or notice may also be posted on the college's website if deemed necessary. Media notification may include contacting the local media for immediate distribution as well.

Such notifications or warning(s) may include, but are not limited to, the following information: type of crime, date, time and location of crime, as well as available suspect information.

Adopted February 2011