



SUBJECT: Governance and Organization

POLICY: 112.1 Timely Warning and Emergency Notification

RELATED PROCEDURE:

EFFECTIVE: June 2014

REVISED:

REVIEWED: October 2022

Introduction and Purpose

The purpose of this policy is to ensure compliance with the timely warning requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) and to provide the Great Falls College Community, including faculty, staff, and students with timely information about crimes.

Policy

Campus Safety/Crime Warnings

Great Falls College MSU will issue timely warnings to the campus community of violent crimes against a person, a substantial crime against property, or an emergency situation on or near campus that represents a serious or ongoing threat to the campus community. Campus crime warnings are intended to heighten safety awareness and may also seek information that may lead to the arrest and conviction of the offender.

Timely Warning

Crimes for which a timely warning may be appropriate include, but are not limited to: murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, 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 released;
5. Other relevant and important information, such as any bias motive, the gender of the victim, and/or student/non-student status; and
6. Appropriate safety tips.

Emergency Notification

Federal law requires colleges and universities 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 CEO/Dean or designee will, without delay, decide whether to issue a timely campus safety/crime warning or emergency notification on a case-by-case basis considering the facts 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 CEO/Dean or designee 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. The Communications & Marketing Department is responsible for issuing timely warnings and emergency notification.

Notification Types

Depending on the particular circumstances of the incident, timely campus safety/crime warnings and emergency notifications may be distributed by any one or more of the following means:



1. The GFC MSU Informacast text messaging system or recorded messages to other phones or devices;
2. E-mail;
3. Posting an alert on GFC MSU home page and/or other sites where information will be likely to reach the campus community;
4. Posting on the outside entry doors of the College.

Anyone with information warranting a timely campus safety/crime warning or emergency notification should report the circumstances to the Director of Operations or designee, by calling 406-771-4392, or in person at the Great Falls College MSU Campus, Administrative Suite, 2100 16th Ave S, Great Falls, MT 59405.

GFC MSU Informacast

GFC MSU also has a text message alert system to transmit brief, urgent messages to a large segment of the GFC MSU population as quickly as possible. The system is voluntary for campus community members who enroll. Enrollment is strongly recommended. For more information, visit the GFC MSU Informacast web site <http://www.gfcmsu.edu/emergency/alert.html>. Students, faculty, and staff may subscribe free of charge. Students and employees are encouraged to familiarize themselves with this information.

Emergency Response

GFC MSU has adopted emergency and evacuation procedures for the campus. The procedures are contained in the Emergency Response Manual, http://www.gfcmsu.edu/emergency/documents/crisis_mgt_plan.pdf. GFC MSU will test its emergency response and evacuation procedures on at least an annual basis through scheduled drills, exercises, and appropriate follow through activities designed to assess and evaluate the emergency plans and capabilities. GFC MSU will test evacuation procedures in the building. The tests may be announced or unannounced. The tests will be documented, including the date and time and whether it is announced or unannounced.

Related Forms/Manuals

- [Emergency Response Plan](#)