

DIN: 1080-1-01

Title of Policy: Timely Warning

Policy

In the event that a situation arises on campus that, in the judgment of the President or designee and/or Director of Security and Safety, constitutes a reason for issuing a college-wide warning, the warning will be issued through the college e-mail system to learners, faculty, and staff.

Depending on the circumstances of the situation, especially in situations that could pose an immediate threat to the college community and individuals, the President or designee and/or Director of Security may also post a notice on the NTC website home page at <http://www.ntcmn.edu>.

Anyone with information warranting a timely warning should report the circumstances to the Department of Security and Safety at Bemidji State University at 755-3888 or the NTC Provost or NTC Dean at 333-6611.

Purpose

The purpose of this policy is to help assure the safety of the college community by providing timely warning in case of security situations that could pose a threat.

Responsibility

The table below describes responsibilities for this policy:

| Group/Individual | Responsibility |
|---|---|
| President, Provost, Director of Security and Safety, Dean | Receive information and determine whether a situation warrants the issuance of a “timely warning” to the college community. |
| IT | Post warning on the college website at the direction of the President, Provost, or Director of Security and Safety. |
| College community members | Contact the Department of Security and Safety, the Provost or the Dean with any information on situations that are believed to pose a potential or imminent threat. |

Supporting References

Listed below are college document(s) that support this policy:
(List any college documents that support this policy.)

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).
 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990

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| The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records. | | | Print Date: 02/12/08 5:10 PM |
| Document Number:1080-1-01 | Rev. | Page 1 of 1 | Level #1 |
| Title: Timely Warning Policy | | | Implementation Date: 1-31-08 |
| Approved: Dr. Quistgaard | Date: 1-31-08 | Check here if policy should appear in student handbook: | <input checked="" type="checkbox"/> x |