



Administrative Policy

<b>Policy Title:</b>	College Safety and Security Alert – Timely Warning and Emergency Notification Systems
<b>Policy Number:</b>	2614
<b>Date Adopted:</b>	5/26/2011
<b>Version:</b>	6.0
<b>Review Cycle:</b>	Biennial Date
<b>Last Reviewed:</b>	06/25/2024
<b>Office Responsible:</b>	Safety and Security
<b>Reviewing Committee:</b>	Leadership Related
<b>Policies:</b>	CIT Policy (#)
<b>Related Laws:</b>	Federal Register, 34 CFR 668.46

**Policy Summary:**

Jackson College shall provide an effective timely warning and emergency notification of safety and security incidents. The alert system is provided to give the campus community and guests a timely notification of safety and security incidents that may present a threat to the campus community in order to heighten safety awareness and for those crimes that have been committed.

**Definitions:**

Timely Warning: Campus alert issued for any Clery Act crime that has occurred on or near the Jackson College campus and represents an ongoing threat to the safety of students or employees.

Emergency Warning: Campus alert issued upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

**Policy Statement:**

Jackson College Critical Incident Team (CIT) and Campus Safety and Security are responsible for administering the College's Safety and Security Alert system. When an incident is reported to or brought to the attention of Campus Safety and Security and the incident represents a threat to the safety of members of the campus community (Typically a Level I Incident See CIT Policy) the CIT shall define and deploy an alert strategy.

JC shall make information available in a timely manner (not to exceed 48 hours); however, the release is subject to the availability of accurate information concerning the incident. To the extent possible, Safety and Security Alerts shall be distributed in a manner that attempts to reach all students, faculty and staff. Alerts are distributed using a variety of



media and communication strategies including but not limited to: Phone calls to the building emergency response designee(s), JC Website postings, Email alerts, Nixel text, alert notifications on campus computers and media outlet alerts (the same as campus closing alerts).

Employees and students shall be advised about emergency preparedness procedures, including the campus alert systems, as part of initial orientation. Refer to the Emergency Response Plan and the Emergency Quick Reference Guide for additional information and necessary action. Emergency Response Plans are located in the main office of each building and off campus centers. Quick reference Guides are located in office areas, classrooms and the college's website. For more information regarding this policy, contact the Safety and Security Manager at (517) 796-8620.

**Change Log:**

<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
12/04/2012	TBD	Updated	C. Allen
2/13/2013	2.0	Annual Review	C. Allen
2/6/2015	3.0	Biennial Review	C. Allen
06/23/2016	4.0	Annual Review	C. Allen
09/24/18	5.0	Annual Review	C. Allen
06/25/2024	6.0	Annual Review	C Allen/D Sullivan