

## EMERGENCY COMMUNICATION

### I. Policy Section

14.0 Risk Management

### II. Policy Subsection

14.17 Emergency Communication

### III. Policy Statement

It is the policy of Grand Rapids Community College (GRCC) to keep students and employees informed about threats to health and safety, in a manner that allows individuals to protect themselves. All members of the campus community will follow any written or verbal communication provided to them by GRCC Police Department or any other emergency personnel. There are three different types of communication used on campus; Emergency Notification, Timely Warning and Public Safety Advisory.

### IV. Reason for the Policy

This policy is written to comply with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC § 1092(f). Colleges and universities, both public and private, participating in federal student aid programs, are required to disclose campus safety information, and meet certain basic requirements for handling emergency situations.

### V. Entities Affected by the Policy

- A. Students
- B. Employees
- C. Visitors
- D. Volunteers
- E. General Public
- F. Board of Trustees

### VI. Who should Read this Policy

- A. Students
- B. Employees
- C. Volunteers
- D. Board of Trustees

VII. Related Documents

- A. GRCC Annual Security Report
- B. Higher Education Act
- C. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- D. The Handbook for Campus Safety and Security Reporting (2016 Edition)
- E. Federal Bureau of Investigation Uniform Crime Reporting Program
- F. Michigan State Law

VIII. Contacts

- A. Policy Owner: GRCC Chief of Police
- B. GRCC Director of Communications
- C. GRCC Executive Director of Operational Planning
- D. Vice President of Finance and Administration

IX. Definitions

- A. Immediate Threat: An imminent or impending threat, such as an outbreak of a serious illness, severe weather emergency, gas leak, armed intruder, bomb threat, explosion, etc.
- B. Campus Community: Includes trustees, students, employees, and visitors in college owned or leased facilities or on college property.
- C. Clery Geography
  - 1. On-Campus: Any building or property owned or controlled by GRCC within the same reasonable contiguous geographic area and used by GRCC in direct support of, or in a manner related to, GRCC's educational purposes; and any building or property that is within or reasonably contiguous to the identified area of the definition that is owned by GRCC but controlled by another person, is frequently used by students, and supports institutional purposes.
    - a. Controlled by: Property that GRCC (or an institution-associated entity) directly or indirectly rents, leases or has some other type of written agreement for the use of a building or property, or a portion of a building or property.
      - (1) Written Agreement: Any formal or informal writing, including an email or letter.
    - b. Reasonably contiguous: refers to a building or property GRCC owns or controls that is in a location that the College and

students consider to be, and treat as, part of the GRCC campus, within a mile.

2. Non-Campus: Any building or property owned or controlled by a student organization that is officially recognized by GRCC; or any building or property owned or controlled by GRCC that is used in direct support of, or in relation to, GRCC's educational purposes, is frequently used by students, and is not in the same reasonably contiguous geographic area of GRCC.

3. Separate Campus: Any building or property owned or controlled that is not reasonably geographically contiguous with the main campus, has an organized program of study, and has at least one person on site acting in an administrative capacity.

a. Organized Program of Study: A location that offers courses in educational programs leading to a degree, certificate, or other recognized credential.

4. Public Property: All public or property, including thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus. Public Property refers to property owned by a government entity such as a city or state government; therefore, private homes are not included, but parking structures are.

## X. Procedures

### A. Emergency Notification

1. Upon confirmation of a significant emergency or dangerous situation occurring on campus, involving an immediate threat to the health or safety of students and all employees, GRCC will immediately notify the campus community with information and provide appropriate direction.
2. When an emergency affects the on-campus locations, GRCC Police Officers, in conjunction with other GRCC Campus Administrators, local first responders, and/or the National Weather Service, will be responsible for confirming the significance, danger level and immediate threat to the safety and security of the campus community.

In the event of an emergency affecting a separate or non-campus location, the local police jurisdiction or on-scene administrative staff will be responsible for confirming the threat or danger level and notifying GRCC Police Department.

3. After confirmation of the threat, Chief of Police, the Director of Communications, the Executive Director of Operational Planning, or available designees, without delay, and taking into account the safety of the community, will determine the content of the notification and initiate the notification system, unless issuing a notification will compromise the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. In such a case, notification may be delayed.
  4. Due to the multiple types of notification systems, several sources will be used to distribute the information. Depending on the emergency, the Police Dispatcher or designee will initiate the Emergency Phone Alert System (EPAS), while other designated persons will send messages via the RAVE system, which would send emails, text, and text-to-voice phone calls simultaneously. When necessary, GRCC will notify local media outlets to assist in notifying the larger community of any threat to the safety of those in surrounding areas. Other methods of sending communication may include all or some of the following: public address system, GRCC website, use of the digital signs located throughout the college buildings, posted notices in buildings, fire alarms activation, social media and face-to-face communication.
  5. In some instances, messages may be limited to certain segments of the campus, depending on the nature of the emergency. It is the responsibility of the Chief of Police, Executive Director of Operational Planning, Vice President of Finance and Administration, or designees to determine if the entire campus or portion of campus will receive the notification. Each emergency situation will be continually assessed with additional messages being sent.
  6. The GRCC RAVE system is auto-populated nightly with current student and employee contact information. Students or employees may elect not to receive Emergency Notifications and Timely Warnings in writing to the Chief of Police or Executive Director of Operational Planning. Community members, parents, and other stakeholders are also able to subscribe to the [Rave Alert](https://www.getrave.com/login/grcc) service at <https://www.getrave.com/login/grcc> or by providing their email address and/or phone numbers to the Chief of Police or Executive Director of Operational Planning.
- B. Timely Warning Notices
1. Timely Warning Notices (TWN) are communications which will be provided to the campus community in a timely manner, withholding the names of victims as confidential, and will aid in the prevention of similar incidents.
    - a. TWN will be sent for all Clery Act Crimes that occur on GRCC Clery reportable geography and

- (1) are reported to GRCC Police, other Campus Security Authorities (CSA's), or local police agencies who notify GRCC.
  - (2) are considered by GRCC to represent a serious or continuing threat to students or employees.
- a. Incidents will be considered on a case-by-case basis, dependent upon all the facts surrounding the crime, including:
- (1) The nature of the crime.
  - (2) Whether there is continuing danger to the community.
  - (3) The possible risk of compromising law enforcement efforts.
  - (4) The timeliness of the notification to GRCC Officials.
- b. TWN are issued for the following Uniform Crime Reporting (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:
- (1) Murder/No-Negligent Manslaughter
  - (2) Aggravated Assault
  - (3) Robbery (involving force or violence)
  - (4) Sexual Assault, depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the victim, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance.
  - (5) Major incidents of Arson.
  - (6) Burglaries (showing a pattern in a particular area).
  - (7) All other Clery crimes are assessed and deemed a serious or continuing threat to the campus community.
- c. The intent of the warning is to enable people to protect themselves. Therefore, the warning should be issued as soon as pertinent information is available.

d. The decision to issue a TWN will be made by the Chief of Police or designee.

- (1) The message will be drafted by the Chief of Police or designee and sent to the Executive Director of Operational Planning or the Director of Communications for distribution to the Campus Community.

e. Various methods will be used to communicate with students, employees and visitors.

- (1) The primary method of communicating a TWN will be through the GRCC RAVE system utilizing email for complete details. If there is an immediate need to notify members of the campus community the text messaging function will also be used with basic information and directing individuals to their email for additional information.
- (2) In an effort to notify visitors to our campus, the TWN will be posted on internal digital signs.
- (3) In extenuating cases other possible methods of communication may include any of the following: home or mobile phone calls (RAVE System), a banner on the GRCC website homepage, EPAS, public address system, face to face communication, the use of social media, and use of local news media.

### C. Public Safety Advisory

1. Incidents in which serious or significant crimes occur outside of our Clery reportable geography, or for non-Clery reportable crimes on campus, as well as other situations that may impact our campus community, GRCC may issue a Public Safety Advisory.
2. The Public Safety Advisory will be written by the Chief of Police or designee.
3. The Director of Communications or designee will issue the Public Safety Advisory via email and or/text messaging, along with social media.
4. This information is provided to GRCC employees and students to make them aware of ongoing criminal investigations that may be of concern to our campus community and to aid in the prevention of similar crimes.

XI. Forms

Emergency Communication Form  
[Emergency Communication Procedures](#)

XII. Effective Date

New policy created October, 2018  
Revisions - September, 2022

XIII. Policy History

The Clery Act requires GRCC to abide by certain criteria in each required notice, so policy was written to encompass all emergency communication.

XIV. Next Review/Revision Date

September, 2024