

## 14.17 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 or other emergency personnel. There are three (3) different types of emergency communication alerts used: Emergency Notification, Timely Warning and Public Safety Advisory.

### IV. Reason for this Policy

The purpose of this policy is to ensure the campus community is made aware of serious or continuing threats, certain crimes occurring on or near GRCC property, or other emergency situations impacting GRCC. This policy complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

### V. Entities Affected by this Policy

Students  
Employees  
Board of Trustees  
Independent Contractors  
Volunteers  
Visitors

### VI. Who Should Read this Policy

Students  
Employees

Board of Trustees  
Independent Contractors  
Volunteers  
Visitors

VII. Related Documents

GRCC Annual Security Report (ASR)  
GRCC Clery Act Compliance Policy  
Higher Education Opportunity Act (HEOA)  
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)  
The Handbook for Campus Safety and Security Reporting (2016 Edition)  
Clery Act Appendix for Federal Student Aid (FSA) Handbook  
Emergency Communication Guiding Document  
Federal Bureau of Investigation Uniform Crime Reporting Program  
Michigan Law

VIII. Contacts

Policy Owner: Clery Compliance Specialist  
Chief of Police  
Vice President of College Advancement & Executive Director of the GRCC Foundation  
Executive Director of Communications

IX. Definitions

- A. Campus Community: Includes trustees, students, employees and visitors on college owned or controlled property.
- B. Clery Geography: GRCC Clery geography includes:
  - 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 type of written

agreement for the use of a building or property, or a portion of the building or property.

- i. 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 and that the college and students consider to be, and treat as, part of the GRCC campus, typically within one (1) 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 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 public entity, such as a city or state government; therefore, private homes are not included, but parking structures are.
- C. Clery Act Crimes: As defined by Department of Education (ED), FBI Uniform Crime Reporting (UCR) and the National Incident-Based Reporting System (NIBRS) include:
  1. Criminal Offenses
    - a. Murder/Non-Negligent Manslaughter
    - b. Manslaughter by Negligence
    - c. Sexual Assault, including rape, fondling, incest, and statutory rape (Note sexual assault is also a Violence Against Women's Act (VAWA))

offense but is included in the criminal offense category for purposes of Clery Act compliance)

- d. Robbery
  - e. Aggravated Assault
  - f. Burglary
  - g. Motor vehicle theft
  - h. Arson
2. Hate Crimes (any crime above (1-9) and any incident of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property motivated by race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability bias.
  3. Violence Against Women Act (VAWA) Offenses include domestic and dating violence and stalking (see “c” above)
  4. Arrests and Referrals for liquor, drug and illegal weapons law violations.

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.
  - a. Confirmation means an institution official(s) has verified a legitimate emergency or dangerous situation exists. Confirmation does not mean all of the pertinent details are known or available.
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, the Chief of Police and the Executive Director of Communications, 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, in the professional judgement of responsible authorities, 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 information. Depending on the emergency, the Police Dispatcher or designee may initiate the Emergency Phone Alert System (EPAS), while one responsible party listed in section 3 above sends a message via the Rave Emergency Alert system (Rave Alert), which can send emails, text, and/or text-to-voice phone calls simultaneously. When necessary, GRCC may notify local media outlets to assist in notifying the larger community of any threat to the safety of those in surrounding areas. Other notification methods may include all or some of the following: public address system, a banner on the GRCC website, or posted under “recent alerts” on the GRCC Police webpage, use of the digital signs located throughout the college buildings, posted notices in buildings, fire alarms activation, social media and face-to-face communication.
  - a. The GRCC Rave Alert system is auto-populated nightly with current student and employee contact information from the GRCC Online Center. Students and employees are responsible for confirming their contact information is accurate. Students or employees who elect not to receive emergency communication alerts must notify, in writing, the Chief of Police or Executive Director of Operational Planning. Community members, parents, and other stakeholders are also able to subscribe to the GRCC Rave Alert system 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
5. In some instances, messages may be limited to certain segments of the campus, or individual, depending on the nature of the emergency. It is the responsibility of the Chief of Police, Executive Director of Communications, and/or designees to determine if the entire campus or portion of campus will receive the notification. Each emergency situation will continually be assessed and the community will be kept updated as

needed. Follow up messaging will be distributed using the same methods as the original emergency notification, except the use of a fire alarm.

6. As long as GRCC follows its Emergency Notification procedures it is not required to issue a Timely Warning based on the same circumstances; however, GRCC must provide adequate follow-up information. If circumstances change, GRCC may have to issue a Timely Warning as well.

## B. Timely Warning

1. Timely Warning notices 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. The warning should be issued as soon as pertinent information is available. If all the facts are not known, issue the Timely Warning and send a follow-up message with additional information.
  - a. Crimes reported to a CSA or local law enforcement should be reported immediately to the GRCC Police to be assessed.
  - b. Information exclusively reported to a pastoral or licensed professional counselor are exempt from Timely Warnings.
  - c. Depending on the facts, Timely Warnings will be sent for reported Clery Act Crimes, which are considered to represent a serious or continuing threat to the campus community and occur on GRCC Clery reportable geography.
  - d. Incidents will be considered on a case-by-case basis, including: The nature of the crime; whether or not there is a continuing danger to the campus community; the possible risk of compromising law enforcement efforts; and the timeliness of the incident being reported to GRCC Police.
  - e. The decision to issue a Timely Warning will be made by the Chief of Police or designee.
    - i. The Chief of Police or designee will draft the Timely Warning and send it to the Executive Director of Communications or designee for distribution to the Campus Community.
  - f. The following methods of communication may be used:

- i. The primary method of communicating will be through email and text features of the Rave Alert system.
- ii. In an effort to notify visitors, the Timely Warning notices may be posted in buildings, digital signs, a banner on the GRCC website and/or on the GRCC Police web page under “recent alerts.
- iii. In extenuating circumstances other possible methods include the text to voice call feature via the Rave Alert system, EPAS, face to face communication, the use of social media or use of local news media.

### C. Public Safety Advisory

1. GRCC may issue a Public Safety Advisory for incidents in which a serious or significant crime occurs outside of our Clery reportable geography, but could impact the campus community or for non-Clery reportable crimes on campus, as well as other situations that may impact the campus community.
2. The Public Safety Advisory will be drafted by the Chief of Police or designee and sent via email by the Executive Director of Communications or designee for employee dissemination and the Enrollment Management Communication and Data Coordinator or designee for student dissemination. In extenuating circumstances an email may be sent via Rave Alert email feature.

### XI. Forms

Emergency Communication Form

### XII. Effective Date

October 2018

### XIII. Policy History

October 2018- New policy was created to comply with the Clery Act

September 2022-Revisions

September 2024-grammatical changes, updated procedure and dissemination methods

XIV. Next Review/Revision Date

September 2026