Subject: Safety Program - Timely Warning

EFFECTIVE DATE: February 15, 2011
REVISION DATE: New Procedure

Procedure Statement
It is possible that serious crimes against people may occur on any Blinn College property. Additionally, some incidents may pose an ongoing threat to members of the Blinn College community. Should either of these situations occur, Blinn College shall develop timely warning notices to notify the college community.

Scope of Authority
The Blinn College Chief of Police and the Blinn College Emergency Management/Safety Coordinator shall be responsible for the development of timely warning notices.

Communication
All communications regarding timely warnings will be directed through the following Blinn personnel:

- Chief of Police, or
- Emergency Management/Safety Coordinator, or
- Director or Assistant Director of Marketing/Media Relations.

All timely warning notices and updates will be disseminated through the Blinn Alert Notification System, Blinn College email, and posted on the Blinn College Website.

Written timely warning notices may be posted in Blinn College buildings with the following restrictions:

- Authorized by any of the above Blinn personnel
- Printed on distinctive color paper
- Once the incident has been controlled, the warning notice shall be removed

Procedure

- Timely warning notices will be distributed for the following:
  - Crimes
  - Arson
  - Criminal homicide
  - Robbery

- Cases of aggravated assault and sex offenses shall be considered on a case-by-case basis, depending on:
  - The facts of the case
  - The information known by the Blinn College Police

- Timely warning notices may be distributed for other crimes as deemed necessary by the Blinn Chief of Police or designee, in their absence

- Before any timely warning notice is disseminated, it shall be written/reviewed by:
  - For all criminal acts, the following Blinn personnel:
    - Chief of Police
    - Emergency Management/Safety Coordinator
    - Director of Marketing/Media Relations
  - For all non-criminal acts, the following Blinn personnel:
    - Director of Marketing/Media Relations
    - Emergency Management/Safety Coordinator
  - Continuous timely warning notice updates by the following Blinn personnel:
    - Reviewed by:
      - Chief of Police
      - Emergency Management/Safety Coordinator
    - Disseminated by:
      - Director of Marketing/Media Relations or designee
Emergency Management/Safety Coordinator or designee

BOARD POLICY REFERENCE
Section C – Business and Support Services, CGC (Legal), Safety Program – Emergency Plans
Section C – Business and Support Services, CGC (Local), Safety Program – Emergency Plans