



## **Procedure 121-02 Timely Warning**

**Sponsor: Business and Administrative Services**

### **Purpose**

The purpose of this procedure is to ensure every effort toward timely warning will be made to notify the campus community of any known incident considered to be a threat to safety and security.

### **Definitions**

None

### **Procedure**

The Executive Director for Facilities or designee is responsible for ensuring distribution is made of timely warning notices to students and employees. Such reports will be provided in manners intended to reach as many persons as possible to promote safety.

Action relative to timely warning notices will depend on the particular circumstances of the crime or other emergency as determined by the Executive Director for Facilities and/or designated College Security Authority.

Timely warnings notices may be initiated by persons authorized by the Executive Director for Facilities.

### Reporting Guidelines

Employees are required to report to the Executive Director for Facilities, Security, Law Enforcement, and/or other Campus Security Authorities (CSA), crimes and/or other emergencies considered by CCC to represent a serious or continuing threat to safety and security of students or employees. Students and other persons present on campus are strongly encouraged to do the same.

When information about a threat or emergency reaches the Executive Director for Facilities, the Security Supervisor or CSA, the threat will be weighed for impact to the college and its population. The decision to issue timely warning notices will be made on a case-by-case basis and will depend on the particular circumstances of the crime or other emergency, as determined by the Executive Director for Facilities, Security Supervisor or the appropriate CSA.

### Timely Warning Notices and Distribution

The Executive Director for Facilities is responsible for ensuring distribution of timely warning notices to students and employees district-wide or locally, in manners intended to disseminate the information quickly, as soon as the pertinent information is available.

Once the determination is made to issue a timely warning, the Emergency Notification System (ENS), will be activated. If a timely warning is issued by anyone, the Executive Director for Facilities and Security Supervisor are to be notified as soon as is practicable afterward. Additional warning and/or informational notices may be distributed as pertinent information becomes available.

Although personally identifiable information is generally precluded from disclosure, this information may be released in an emergency situation.

**References**

34 CFR 668.46(e)  
34 CFR 668.46(a)  
34 CFR 668.46(e)(2)  
34 CFR 99.31(b)(6)  
34 CFR 99.36  
20 USC 1232g(b)(6)

**Procedure History**

04/20/2004	New
08/07/2007	Revised
02/19/2010	Reformatted
07/02/2025	Revised Sponsor from Facilities and Security to Business and Administrative Services

**Legal Review**

None