

Timely Warnings & Security Alerts

The College, along with the Mercy Public Safety Department, can issue two types of notification messages: Timely Warnings and Security Alerts. Whether to issue a timely warning or a security alert (and the content of the messages) is decided on a case-by-case basis, considering all the facts, including the nature of the incident, the continuing danger to the campus community, the promotion of safety, and the possible risk of compromising law enforcement efforts.

Timely Warnings

When crimes covered by the Clery Act are discovered, it will be determined whether to issue a campus-wide “**timely warning**” about the threat. A “timely warning” may be issued if, in the judgment of Mercy Public Safety and the President of the College or designee, a crime or potential crime constitutes a serious or continuing threat to the campus community.

All Clery Act crimes which represent a serious or continuing threat to the person and well-being of students and employees may include but are not limited to the following:

- Criminal Homicide
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglaries (occupied rooms/offices/structures)
- Hate Crimes
- Persons with weapons with intent to use
- Threat of violent crime
- Situations where suspect is not known
- Assault (physical or sexual)

Timely warnings may be issued in a variety of methods, depending on the circumstances of the crime. These can include:

- **Campus-wide E-Mail** – Disseminated by the Director of Communication or Vice President of Student Affairs (VPSA) or presidential designee, in consultation with the Director of Mercy Public Safety.
- **Website Posting** – public safety issues of on-going concern to the campus community are posted on the College website, Campus Safety and Security page.
- **Local Media** – may also be provided information when the risk of harm in a particular incident can reasonably be expected to extend to off-campus areas.
- **Notices posted around campus** - depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals.
- **RAVE Notification System** – To access RAVE, you will be sent an e-mail to your Mercy College e-mail address. This e-mail will contain a link that you will access. Once accessed, you can indicate how you would like to receive your RAVE notifications (i.e., e-mail and/or phone call and/or text message). If you choose not to receive the RAVE notifications, you can opt-out of receiving any RAVE notifications. If you have any questions regarding the RAVE Notification System contact the Director of Information Technology at 419-251-7331.

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The Clery Act does not define what is timely. However, the warning should be issued as soon as pertinent information is available, because the intent of a timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

Clery Act regulations do not specify what information should be included in a timely warning. However, the warning should include all information that would promote safety, because the intent of the warning is to enable members of the campus community to protect themselves.

The issuing of a timely warning should be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim.

Security Alert

If a significant emergency or dangerous situation occurs on campus that, in the judgment of Mercy Public Safety and the President of the College or designee, creates an immediate threat to the health or safety of students or employees, or otherwise warrants a notification, a security alert can be issued. For example, security alerts may include notices of campus closure or delayed opening, a fire, gas leak, or an outbreak of a communicable disease, as well as a notice of a Clery reportable crime.

Situations where a series of crimes have occurred. Examples include, but are not limited to:

- Burglaries (unoccupied rooms/buildings/structures)
- Minor thefts
- General criminal activity (fraudulent use of credit cards/forgeries)
- Vehicle incidents (accidents/minor damage)

Situations that cause major disruption to campus operations. Examples include, but are not limited to:

- Chemical spills
- Weather-related emergencies
- Power outages/loss of utilities
- Water emergencies

Security Alerts may be issued in a variety of methods, depending on the incident. These can include:

- **Campus Email**
- **College Website** (www.mercycollege.edu)
- **Mercy Public Safety Call-in line** (419-251-4444)
- **RAVE Notification System** – all new students, faculty, and staff are enrolled in the system and select notification preferences, which may include email, text messages, phone calls and/or voice mails, etc.

Procedures:

College administration (President or his/her designees) and/or Mercy Public Safety become aware of a serious crime or emergency situation.

These parties will meet and/or discuss whether to issue a timely warning or security alert based on the following:

- the nature of the incident (continued on next page)

Timely Warnings and Security Alerts

- the continuing danger to the campus community
- the promotion of safety
- the possible risk of compromising law enforcement efforts

Timely Warning

If the parties determine a timely warning should be issued, the message will be developed using the following considerations:

- the type of reported crime
- the time and location at which the reported crime occurred
- specific advice to the campus community

Example: There is a report of a gunman on campus, 2nd floor Madison. Please shelter in place and use ALICE. Do not call 911- local authorities have been alerted.

Methods of communication will be identified, and the responsible parties will disseminate the message as follows:

- **Campus-wide E-Mail** – Director of Communication or Vice President of Student Affairs (VPSA) or presidential designee
- **Website Posting** – Director of Communication or Director of College Information Technology
- **Local Media** – Director of Communication
- **Notices posted around campus** – Mercy Public Safety
- **RAVE Notification System** – College President, VPs or Director of College Information Technology

Security Alert

If the parties determine a security alert should be issued, the message will be developed considering the following:

- the nature of the incident
- the promotion of safety
- specific advice to the campus community

Example: There have been several reports of attempted vehicle break-ins on campus. Make sure you are locking your vehicles. Unlocked vehicles are subject to easy thefts. If you notice anyone suspicious, please contact Mercy Public Safety immediately at 419-251-4444.

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