

**Title:** Campus Safety and Security Policies—Campus Safety Notification and Emergency Response Procedures  
**Code:** 5-350-220  
**Date:** 9-20-2010rev

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## **Purpose**

This Policy is promulgated to promote campus safety and security in compliance with requirements of the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (The “Clery Act”) and additional requirements of the Higher Education Opportunity Act (“HEOA”).

## **Policy**

Included among Boston College’s efforts to maintain a safe campus environment are the following procedures designed to provide the campus community with immediate notification of significant campus health and safety emergencies, and timely warnings of crimes on or near the campus that may pose an ongoing or continuing threat.

## **Procedures for Immediate Notification of Campus Emergencies**

In the event of a significant emergency or dangerous situation occurring on campus, Boston College Police shall, without delay, make an initial determination as whether the situation presents an immediate threat to the health or safety of students and employees. If the Police conclude that such a threat exists, the Police shall immediately notify the appropriate segments of the University community, unless issuing an immediate notification would, in the professional judgment of the Police, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Chief of the Boston College Police Department shall also promptly consult with other senior university officials regarding any significant emergency or dangerous situation to determine what follow-up information the campus community may need and how best to disseminate follow-up notices.

### *Content of Emergency Notices*

Emergency notices shall describe the emergency or dangerous situation, outline immediate steps to be taken (including, if necessary, shelter and evacuation procedures), and indicate where additional information may be found. Emergency updates and further information will be provided by postings to the listed websites, emails to the Boston College community and other methods as needed.

If the situation requires evacuation, the University will provide members of the community with evacuation instructions. In the event that an extended evacuation is necessary, people will be directed to other buildings/areas on campus for support (information, food, shelter, medical attention, etc). Specific details about the sites will be included in the emergency notices.

Boston College maintains a comprehensive emergency management plan (“CEMP”) on the BC Emergency website ([www.bc.edu/emergency](http://www.bc.edu/emergency)) that describes in more detail the University’s emergency protocols, including the University’s shelter and evacuation procedures.

### *Dissemination of Emergency Notices*

Depending on the incident and nature of the threat, the University will use mass notification methods to provide emergency notifications to the campus community. These methods include:

- Emails to bc.edu accounts;
- Text alerts to cell phones;
- Posting information to the BC Emergency website ([www.bc.edu/emergency](http://www.bc.edu/emergency)), the “BC Info” website ([www.bc.edu/bcinfo](http://www.bc.edu/bcinfo)) and the BC home page ([www.bc.edu](http://www.bc.edu));
- Information on the 888-BOS-COLL (888-267-2655) emergency information line; and
- Other methods as appropriate (media, handouts, phone calls, etc.).

To ensure receipt of the University's emergency notices, all members of the University community are encouraged to provide the University with up-to-date contact information, including a cell phone number, through the University's website portal.

The Boston College Police Department will work with the Director of News and Public Affairs to ensure that emergency information is timely shared with local first responders and the local community as appropriate.

#### *Tests*

The Director of Emergency Management will oversee regular tests of the University's emergency notification system and evacuation procedures (at least annually). The Director will publicize the University's emergency response and evacuation procedures in conjunction with at least one test per calendar year. The Director shall document each test, including a description of the exercise, the date and time, and whether the test was announced or unannounced.

#### **Procedures for Timely Warnings of Campus Crime**

It shall be the responsibility of the Chief of the Boston College Police, when a crime on or near the campus is reported, to promptly assess the potential danger or threat it presents to the campus community, or portions thereof. In the event of an immediate threat, the Police Department shall follow the emergency notification procedure described above. In other cases, if the Chief believes a serious or ongoing danger or threat exists, the Chief, working with other University officials as appropriate, shall provide a timely warning on the "BC Info" and "BC Emergency" web pages. Depending on the particular circumstances of the crime, the Chief may also use a variety of other means to communicate the timely warning, including emails, text messages, and use of campus media. If the Chief deems it necessary, he or she may require University building safety contacts to post notices in campus buildings.