



## **Emergency Notifications/Timely Warnings Procedure**

**Procedure Number:** 314P

**Responsible Office:** Police

**Forms:** N/A

**Effective Date:** 05/02/2017

**Date Last Reviewed:** 10/30/2024

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### **1. Purpose**

This procedure is to ensure the safety of Northern Virginia Community College faculty, students, staff, contractors, and visitors.

### **2. Definitions**

*Emergency Notification:* A prompt notification to the campus community when there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of students, employees, or visitors.

*Timely Warning:* Alert the campus community to certain crimes that are reported to campus security authorities or local police agencies, and are considered by the Institution of Higher Education to represent a threat to students and employees. These alerts must be done in a manner that is timely and that will aid in the prevention of such crimes. The Clery Act does not include a specific definition of “timely”. However, the intent of a timely warning is to enable people to protect themselves; therefore, warnings should be issued as soon as pertinent information is available.

### **3. Procedure**

See the [College Crisis Communication Protocol](#) for detailed information about NOVA's communications response to emergencies.