

Issuing Timely Warning / Emergency Alert

The office of the President or the Dean of Administration, in consultation with the Chief of Staff, are responsible for issuing **timely warnings** to the community in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092(f) and section 34 CFR § 668.46(g). The Assistant Campus Director of the Commack campus is the President's official designee for that campus and has the authority to issue timely warnings that concern the safety and security of the Commack students and employees.

A **timely warning**, also referred to in certain college documents as an **emergency notification**, will be issued for any *Clery Act*¹ crime that represents an ongoing threat to the safety of LIBI's students or employees. A timely warning will only be issued upon the confirmation of a serious and significant emergency or dangerous situation involving **an immediate or continuing threat** to the health or safety of students or employees, occurring on campus (either or both locations). The decision to issue a timely warning will be made based on all available credible information at the time of issuance and will be made on a case-by-case basis. In all cases, however, the safety and protection of the LIBI community will be used to determine if a timely warning is appropriate.

Any member of the LIBI community with confirmed, or unconfirmed, information about activities that could result in the harm of other employees or our students should report such information to the Dean of Administration or the President of the college immediately.

Timely Warning Procedures

Once the President of the College, the Dean of Administration, or the Assistant Campus Director at the Commack campus makes the determination to issue a timely warning, the campus community will be notified by means most appropriate to the immediacy of the threat to the safety of the college community.

In cases of imminent danger such as an active shooter, a bomb threat, or other circumstances that can result in the immediate physical or emotional harm to any members of the college community, the warning will be issued using LIBI's emergency cell phone notification system.

In the event of a catastrophic occurrence where the college determines that a "lock-down" is the best alternative to the emergency taking place, members of the college that have elected to participate in the cell phone emergency notification, will receive a text message relaying instructions. LIBI encourages all students and employees to participate. Members of the college community can access and print the sign-up form by going to LIBI.edu and selecting the

¹ Under the HEA, postsecondary institutions must develop and disclose a statement of policy describing how the institution will handle emergency situations occurring on the campus that present an immediate threat to the health or safety of students or employees. Under 34 CFR § 668.46(g), an institution must include a number of elements in its policy statement, such as the procedures that the institution will follow upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus; the process the institution will use to inform the campus community of the situation; and the procedures for disseminating emergency information to the larger community. The emergency situations covered by this requirement include natural and other emergencies and not just criminal activity.

“LIBI Campus Security link” from the list on the left hand side of page. The form is located under the “LIBI Alert System” link. The form can also be directly accessed by typing <http://www.libi.edu/html/CampusS.html> It is the responsibility of each individual to let the college know in writing when a change of cellular number occurs. Only individuals who keep their contact information current will receive a cell phone notification from the college.

In order to receive text message warnings on your cell phone in the event of a catastrophic event that threatens the well-being and safety of the LIBI community, each individual is responsible for updating their contact and emergency information. Students, faculty, and members of the staff will not receive text warnings unless a signed Emergency Alert System form is on file with the Registrar (students) or the Dean of Administration (staff). Employees at the Flushing campus can submit their completed forms to the President’s Executive Assistant or Dean of Administration. At the Commack campus, the forms can be returned to the Assistant Campus Director.

LIBI students and employees who elect not to participate in the cell phone notification system will receive their warning via LIBI’s internal e-mail system. Individuals participating in the cell phone notification system will also automatically receive an e-mail message sent to their LIBI e-mail addresses.

Examples of significant emergencies when a timely warning may be issued include:

- Outbreak of meningitis, or other serious contractible illness.
- Hurricanes, earthquakes, or other extreme weather conditions (campus closings due to snow are not classified as catastrophic events and will NOT be communicated as a timely warning).
- Terrorist incident.
- Active shooter (armed intruder).
- Bomb threat.
- Violent protests or rioting on or near the campus.
- Gas leak, explosion or chemical/hazardous waste spill within the campus boundaries as defined for Clery reporting purposes.

Emergency Alert

In the case of non-imminent danger notifications, where no immediate threat to the safety of the students and employees exists, alerts may include, as appropriate:

- Notifying all senior college administrators to ensure uniformity of message and clear understanding of the danger to the community. All senior administrators are expected to participate in the distribution of the warning to the college community.
- Notification by e-mail.
- Posting the alert and updates on the college website (libi.edu).
- Contacting the local media for help with immediate distribution.
- Printing the warning in the LIBI Log, the college's newsletter.
- Posting flyers in high traffic areas of the campus, including all Student Services Offices.

In cases where the danger is not immediate or immanent, the community will be alerted by e-mail. The goal of these e-mail notifications is to keep the campus community informed about safety and security issues, or potential threats to the safety of the campus community, so that similar crimes can be prevented. These warnings should not be cause for panic and should be

viewed as a precautionary measure in all circumstances unless otherwise indicated by the President, Dean of Administration, or the Assistant Campus Director.

Warnings will also be posted on LIBI's website and it is the explicit expectation of LIBI that all employees will check their e-mail and visit the main page of the college's website regularly.

In cases involving ongoing crimes in the neighborhoods where LIBI campuses are located, such warning(s) may include information about the type of crime, date, time and location of crime, as well as available suspect information.

Emergency Response Plan

All members of the LIBI community are urged to become familiar with the college's emergency response plan as outlined in the Annual Campus Security Report available through the "LIBI Campus Security" link on the college's website.

In addition to the emergency response plan, the Campus Security Report also contains Information regarding:

- Crime Statistics by Campus;
- Sexual Assault Policy;
- Medical Emergencies;
- Bias Crime Prevention;
- Fire Statistics and Prevention;
- Campus Safety Measures

Crime Statistics

Crime statistics are reported annually by all colleges that receive Title IV funding (i.e., those that participate in federal student aid programs). The Office of Postsecondary Education of the U.S. Department of Education makes the data available to the public on <http://ope.ed.gov/security/>.

For more information about timely warning notification, to request a complete copy of the Campus Safety Report, or to report a potential threat or any incident threatening the safety and wellbeing of the members of the LIBI community, please contact the President of the college or the Dean of Administration by calling 718.939.5100 or by email:

President – mfoote@libi.edu

Dean of Administration – echeung@libi.edu

LIBI's Title IX Coordinators*²

Flushing Campus: Linda Dukette
Phone: 347.368.1193 Ext. 106
E-mail: LDukette@libi.edu
Office: Annex Building, Room A133

Commack Campus: Kim DelleCamelie
Phone: 631.499.7100 Ext. 18
E-mail: KDelleCamelie@libi.edu
Office: 2nd Floor, Room 18

Contact Information and Additional Resources

Arson hotline

888.ATF.FIRE (888-283-3473)

Bomb hotline

888.ATF.BOMB (888-283-2662)

FBI New York

<http://www.fbi.gov/newyork/contact-us/contact>

Report any suspicious activities or crimes.

212.384.1000

Fax. 212. 384.4073 / 212.384.4074

E-mail: ny1@ic.fbi.gov

National Domestic Violence Hotline

<http://www.thehotline.org/>

1.800.799.SAFE (7233)

TTY 1-800-787-3224

National Sexual Assault Hotline

1.800.656.HOPE(4673)

Free confidential help is available 24 hours a day 7 days a week.

The National Sexual Violence Resource Center

<http://www.nsvrc.org>

Stalking Resource Center

<http://stalkingawarenessmonth.org>

² Coordinators are responsible for monitoring compliance with Title IX requirements and for providing assistance in investigating and resolving sexual harassment and sexual assault reports and complaints from members of the college community. The Office of the President is responsible for implementing LIBI's Title IX policies and procedures. The Office of the President is located at 36-18 39th Ave., 5th Floor, Flushing, NY 11354.

Office on Violence Against Women, U.S. Department of Justice

<http://www.ovw.usdoj.gov/>

202.307.6026

New York State Coalition Against Domestic Violence

Phone: 518.482.5464

Toll-Free English: 1-800.942.6906

Toll-Free Spanish: 1.800.942.6908

Email: nyscadv@nyscadv.org

New York State Coalition Against Sexual Assault

Phone: 518-482-4222

Email: info@nyscasa.org