

**Policy Title: Clery Notifications**

**Policy Number:**

**Date Issued: April 9, 2015**

**Responsible Executive: Associate Vice President  
for Public Safety**

**Date Last Revised: August 4, 2021**

**Responsible Office: Department of Public Safety**

## Clery Notifications

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### Policy Statement

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The purpose of this policy is to outline Baylor University's organization, operational concepts, and responsibilities to disseminate Clery required emergency notifications, timely warnings, and safety notifications.

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### Reason for the Policy

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It is critical that an alert process is in place that facilitates the timely and accurate dissemination of information and/or warnings to the students, faculty, staff, and other campus constituents of Baylor University in the event of an emergency.

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### Individuals/Entities Affected by this Policy

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This policy applies to all Baylor University students, faculty, staff, affiliates, and visitors.

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### Exclusions

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NONE

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### Related Documents and Forms

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#### Forms and Tools

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Additional information is available at <https://www.baylor.edu/risk/index.php?id=958588>.

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## Definitions

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These definitions apply to terms as they are used in this policy.

<b>Emergency Notification</b>	An emergency notification of an incident that is currently occurring or imminently threatening the campus.
<b>Timely Warning</b>	A timely warning is notification of Clery crime(s) that have already occurred and are considered by the institution to represent a serious or continuing threat to students and employees.
<b>Safety Notification</b>	A safety notification may be issued when an incident or crime has occurred and may affect members of the campus community, but an emergency notification or timely warning is not required.

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## Contacts

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Subject	Contact	Telephone	Office email/web site
<b>Baylor University Department of Public Safety</b>	Director of Emergency Management	254-710- BUEM (2836)	<a href="http://www.baylor.edu/dps">www.baylor.edu/dps</a>
	Chief of Police	254-710- 7646	
	Associate Vice President for Public Safety	254-710- 4619	
<b>Clery Act</b>	Clery Compliance Manager	254-710- 7643	<a href="#">Clery Compliance</a>

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## Responsibilities

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<b>Baylor University Department of Public Safety</b>	Baylor University Department of Public Safety (BUDPS) is responsible for confirming facts that indicate a notification is necessary. BUDPS has primary responsibility for issuing, coordinating, and determining content and methods of delivery of emergency notifications, timely warnings, and safety notifications. BUDPS may delegate certain responsibilities to, or collaborate with, other Baylor offices.
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## Principles

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The primary objective of the emergency notification system (also known as “Baylor Alert”, see [www.baylor.edu/emergency](http://www.baylor.edu/emergency)) is to notify Baylor University constituents of emergency situations and disseminate information to the population at risk from the threat or occurrence of an emergency or disaster. Rapid dissemination and delivery of information and instructions may provide time for students, faculty, staff, and other campus constituents to take action to protect themselves and their property.

### 2. Clery Notifications

The primary department responsible will be the Baylor University Department of Public Safety (BUDPS). Other University units may assist with this process including Marketing and Communications BUDPS receives warning of actual or potential emergencies from a variety of sources, including campus constituents, federal and state agencies, local officials, and the news media.

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## **Procedures**

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Under appropriate circumstances, BUDPS will issue emergency notifications, timely warnings, and/or safety notifications regarding criminal activity or safety issues concerning campus as required by law. BUDPS may delegate certain responsibilities to, or collaborate with, other Baylor offices.

BUDPS or other University officials will take the following steps, in the appropriate circumstances and within the limits of the authority delegated to it:

- For emergency notifications, BUDPS will respond to and confirm if a significant emergency or dangerous situation exists.
- For timely warnings, BUDPS will gather the information to determine if there is a serious or continuing threat.
- For other incidents that do not fall within the Clery notification, a determination will be made if they warrant a safety notification.