

**ADMINISTRATIVE RULE NO: 1030-01
RELATED TO POLICY SERIES NO: 1030**

TITLE: TIMELY WARNINGS--ALERTING THE CAMPUS TO THREATS TO SAFETY

Timely warnings regarding any type of serious health or safety threat will be confirmed for accuracy by the security manager. They will generally be issued by the campus Security Office after consultation with the risk manager, Dean of Student Services and Government Relations, the college president or a college vice president (or any appropriate combination thereof). The notice provided will be calculated to provide the broadest type of notice that is reasonable and necessary under the circumstances. A notice that needs to be shared college wide may be delivered through college electronic mail and/or the emergency messaging system. A notice that is required because of urgent health or safety concerns may also be announced over the college's public address system (or mega-phone system at the centers).

Timely warnings will conform to the Family Educational Rights and Privacy Act (FERPA). FERPA does restrict the use of personally identifying information under some circumstances. FERPA does allow the use of personally identifying information when there is a need to protect the health or safety of students or employees (per the Clery Act).

Anyone who needs to report a circumstance that presents an urgent health or safety concern for students or employees should immediately contact the Campus Security Office in HO 119, or call (541) 917-4440 OR (541) 926-6855. Campus Security can also be contacted at security@linnbenton.edu.

DATE OF ADOPTION: 02/19/08
DATE(S) OF REVISION(S):