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**POLICY TITLE:** Policy Regarding Timely Warnings to the University Community

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**POLICY PURPOSE:** In the event that a crime is reported to University Police or a local law enforcement agency that is considered to represent a serious or continuing threat to members of the University community, a campus-wide “timely warning” will be issued.

**BACKGROUND:**

**APPLIES TO:** All University Employees

**DEFINITIONS:**

**CONTENTS:**

**POLICY STATEMENT:** This warning will generally be issued via the University email system, but in the event of an immediate threat to the University community, a notice may be posted on the University Police Website at <http://www.fhsu.edu/police/> and the University website. In addition, a timely warning may be issued using the Emergency Notification System referenced in the University Crisis Management Plan at <http://www.fhsu.edu/crisis/summary/>, although the Emergency Notification System may be used for providing alerts that do not constitute timely warnings under this policy.

Any timely warning pursuant to this policy will be issued as soon as pertinent information becomes available which leads the University to believe that a crime that was reported constitutes a serious or continuing threat to students and employees. The decision of whether to issue a timely warning may be made by the Chief Communication Officer, Chief of University Police, the University General Counsel, Chief Information Officer and other appropriate University officials after consultation with at least one other member of CIPG.

The timely warning will at a minimum describe in as much detail as possible the crime at issue. All reasonable attempts will be made to provide the University community with information as to how to maintain their safety.

Anyone with information of any crime should report it to the University Police Department (785-628-5304), the City of Hays Police Department (785-625-1011) or dial 911.

**EXCLUSIONS OR  
SPECIAL**

**CIRCUMSTANCES:**

**RELATED  
DOCUMENTS:**

**Policies:**

**Forms:**

**Other:**

**KEYWORDS:**

**RESPONSIBLE  
OFFICE:**

General Counsel's Office

**RESPONSIBLE  
UNIVERSITY  
OFFICIAL:**

General Counsel

**ORIGINATION DATE:** 5/6/09

**REVIEW CYCLE:** 3 Years

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**POLICY ADDRESS:**

**LAST  
APPROVED ON:**

Adopted by Cabinet 7/24/2019

**REVIEW/CHANGE  
HISTORY:**

Adopted by President's Cabinet 5/6/09, Adopted by ELT 4/8/2016

**NEXT REVIEW  
DATE:**

7/2022

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