



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Timely Warnings for Campus Safety	CGC - IV	1	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
C - Business and Support Services	Safety Program: Emergency Plans and Alerts	CGC	08/26/2025

PURPOSE

Timely warnings will be issued for Clery crimes which pose a serious or continuing threat to the campus community. Any release of information to the public will comply with the open crime logs or timely warning provisions of the Clery Act; the names of victims or information that could easily lead to a victim's identification will not be released.

PROCEDURE

College administrators will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the timely warning.

Upon determination by the McLennan Community College (MCC) Director of Public Safety/Chief of Police of a serious or continuing threat to campus safety, the MCC Director of Marketing & Communications (or designee) will send an MCC MyAlert message which is an opt-out system with notifications sent via email, text messaging, and available social media. After this notification, the Director of Marketing & Communications (or designee) will send an email to all students and employees, notifying local media outlets, and transmitting an audio message via Informacast, a telephone intercom system, as time permits.