

Check out highlights of revised Clery Act

The table below, compiled by the U.S. Department of Education and published in the latest *Handbook for Campus Safety and Security Reporting*, provides a concise overview of the requirements imposed on educational institutions by the Clery Act's regulations, plus guidance on when to perform these obligations.

What to Do	When to Do It
<p>Have emergency notification and evacuation procedures for alerting the campus community about significant emergencies or dangerous situations. Disclose your policies and procedures in the annual security report.</p>	Use emergency notification procedures whenever there is an immediate threat to the health or safety of students or employees on campus.
<p>Issue timely warnings to alert the campus community about crimes that pose a serious or continuing threat to safety. Disclose your policy in the annual security report.</p>	Issue a warning whenever there is a threat that a crime is ongoing or may be repeated.
<p>Keep a crime log that records, by date reported, all crimes reported to the campus police or security department.</p>	Update your log within two business days of the crime report. Make the log available to the public during business hours.
<p>Keep a fire log that records, by date reported, all fires in on-campus student housing facilities.</p>	Update your log within two business days of a fire report. Make the log available to the public during business hours.
<p>Collect crime reports from campus security authorities within the institution.</p>	Identify campus security authorities at the beginning of the calendar year and collect crime reports on an ongoing basis.
<p>Request crime statistics from local law enforcement in the jurisdiction where the institution is located.</p>	Make a request annually, ideally at the beginning of the calendar year.
<p>Submit crime and fire statistics to ED via a Web-based data collection system.</p>	Submit statistics each fall, by the dates provided by the ED, in a letter to your institution sent each year in July.
<p>Have missing-student notification procedures to aid in determining if a student is missing and in notifying law enforcement personnel. Disclose your policy and procedures in the annual security report.</p>	Follow required procedures whenever a student is determined to have been missing for 24 hours. Offer students the opportunity to register a contact annually.
<p>Publish an annual security report containing campus security policy disclosures and crime statistics for the previous three years.</p>	Publish and distribute your report, or provide a notice of its availability, annually by Oct. 1.
<p>Publish an annual fire safety report containing policy disclosures and fire statistics for on-campus student housing facilities for the previous three years.</p>	Publish and distribute your report, or provide a notice of its availability, annually by Oct. 1.