

**Table 1. Components of *Higher Education Act* compliance regarding campus safety and security reporting: Basic requirements and time frames**

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

<sup>a</sup> The crime log is mandatory for all institutions that maintain a campus police or security department.

<sup>b</sup> The fire log, annual fire safety report, disclosure of fire statistics and missing student notification procedures are mandatory for any institution that has an on-campus student housing facility.