



ST. PETERSBURG COLLEGE

Emergency Notification System

Policy & Protocol

**Approved
June 9, 2008**

EMERGENCY NOTIFICATION SYSTEM PROTOCOLS

Introduction

The Higher Education Opportunity Act (HEOA) [Public Law 110-315] was enacted on August 14, 2008. Under Title IV, the federal law requires all colleges and universities to have a notification and warning plan in place to alert the campus community of an emergency.

In the event that an emergency arises, that poses a potential threat to life and safety, it may be necessary to broadcast an emergency notification to staff, faculty, and students.

Definition

BOT Rule 6Hx23-1.23 Emergency Action Plan establishes the SPC Emergency Management Plan which includes the “SPCAAlert” Emergency Notification System.

SPCAAlert will be used to alert individuals that an emergency condition exists, which threatens health and safety; and to provide protective action recommendations.

Scope

In conjunction with the SPC EMP, this guide provides instructions and suggestions for Emergency Notification and Warning, as well as notification of non-emergency activity which may disrupt operations of a campus or multiple campuses. The offices of Marketing and Public Information, Collegewide Security Services and Emergency Management will conduct semi-annual tests both announced and unannounced.

Current Notification Systems

SPC has several emergency notification systems available. In the event of an emergency one or all of these systems may be employed. The systems include:

Primary

- SPC Homepage
- SPC email
- InformaCast, a system which has the capability to quickly broadcast notices, warnings and alerts using IP telephones, desk-top computers and broadcast speakers. Faculty and staff who have college desktop computers and IP telephones are included in the InformaCast system.
- SPC uses a commercial Emergency Notification System (School Messenger) which has the capability of quickly broadcasting notices, warnings, and alerts using email, home

telephones, and cell phones. Faculty and staff should have their correct phone numbers in the SPC database by doing the following:

1. Log in to MySPC
 2. Select My Personal Information and update numbers
 3. Select Emergency Cell/Text Options and update numbers.
 4. In order to participate in receiving text messages, simply text any one of the following words to the number **68453**: subscribe; opt-in; yes.
- SPCAlert on all networked computers (Bulk email)
 - SPC Television Channel
 - Fire alarms
 - Enhanced 911 system

Secondary

- Hand held radios
- Electronic signs
- NOAA Tropical Storm Forecast and Radar Station: Ruskin
- Panic Buttons

Decision Criteria

In the EMP guide for all campuses and centers, the levels of emergencies are identified as follows:

- Type 1: Disaster level is a very serious event that impairs or stops the operations of the college. Example: hurricane, damaging tornado, other community-wide emergency. The EMP would be fully activated.
- Type 2: Emergency level entails a serious event that disrupts one or more operations of the college/campus or multiple campuses. Example: severe weather, gas leak, chemical spill, biological hazard, fire, hostage situation, civil unrest (violent), terrorist attack, bomb threat, armed intruder, explosion. The EMP would be activated to the extent necessary to handle the emergency.
- Type 3: Minor Incident is a local event with limited impact. Example: contained hazardous material spill, limited power outage, and medical issue.

The president's office, the college-wide IC, or the campus IC will determine the type of emergency based on verification by campus security or campus personnel. **All decisions**

concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rests with the president.

Monitoring Responsibilities

The primary responsibility for monitoring emergency threats and events resides with Collegewide Security Services. Security Dispatch is available to receive emergency communications from a variety of official and public sources, including:

- National Terrorism Advisory System (NTAS)
- National Weather Service (NWS)
- Emergency Broadcast System (EBS)
- Pinellas County Emergency Management
- Federal, state and local law enforcement
- Fire and emergency medical services
- College/campus communication systems

Collegewide Security Services will monitor developing weather system 24/7. However, this does not preclude the responsibility of Security Dispatch to serve as the central communications point for all threats including weather related emergencies which may develop slowly (tropical storms, hurricanes, etc.) or suddenly (tornadoes, severe thunderstorms, etc.). The Director of Collegewide Security Services or designee will contact the college president's office and Marketing and Public Information to issue appropriate warnings to the college or individual campuses.

For emergency situations **COLLEGE-WIDE**:

1. When Security Dispatch receives an emergency call requiring activation of the SPCAlert system, they will contact the president's office or the **CIC AND** Marketing and Public Information.
2. In order to insure that the college issues warnings in a timely and orderly manner, all notices, warnings, and alerts will be sent out either college-wide or campus-wide and will have the approval of the Office of Marketing and Public Information or at the direction of the president or the designee. The Office of Marketing and Public Information has the technical capabilities to post notices on the SPC Homepage, send out bulk emails using the SPC email system, and to send out alerts using the MIR3 system and the InformaCast system.
3. In the event that the Office of Marketing and Public Information is unavailable, and a notice must be sent, the following individuals also have the technical capability to send out notices:

SPC Homepage

Executive Director, eCampus, Web and Instructional
Technology

| | |
|-----------------|--|
| SPC E-mail | Associate Vice President, Information Systems Services |
| SchoolMessenger | Director of Collegewide Security Services |
| InformaCast | Incident Commanders and Designees |
| | Campus Executive Office, Allstate Center |
| | Senior Vice President, Academic and Student Affairs |
| | Senior Vice President, Administrative/Business and Information Technology |
| | Director, Marketing and Public Information |
| | Assistant Director, Institutional Advancement |
| | Vice President, Facilities Planning and Institutional Services |
| | Vice President, Academic and Student Affairs |
| | Director, Collegewide Security Services |
| | Director, Network Systems and TV Operations |

For emergency situations **CAMPUS-WIDE:**

When the campus IC or designee receives an emergency call requiring activation of the SPCAlert system, they will activate the InformaCast system for that campus and immediately contact the President’s office, Security Dispatch and Marketing and Public Information. Pre-scripted messages approved by Marketing and Public Information will be used.

After an emergency alert of notice has been issued, the Board of Trustees will be contacted by the President or the President’s designee to provide an update on the status of the emergency and the notification that was sent.

Sending an Emergency Notification

The Department of Education encourages institutions to consider overlapping means of communication in case one method fails or malfunctions. Institutions should have flexibility to alert only the appropriate segment or segments of the population that they determine to be at risk.

Pre-Approved Activation:

College-wide:

The following SPC Alert messages are pre-approved by college officials and eligible for immediate activation. The chain of command for college-wide activation is:

Campus Administrator
↓
Security Dispatch
↓
President’s Office
↓
Marketing and Public Information (will send out message)

Campus-wide:

The following SPC Alert messages are pre-approved by college officials and eligible for immediate activation. The chain of command for campus-wide activation of InformaCast is:

Person making report
↓
Notify Campus Security/Security Dispatch
↓
Notify Campus Incident Commander/Designee (will send message)
↓
Notify President’s Office
↓
Marketing and Public Information
↓
Emergency Management Council (InformaCast automatically notifies members)

ATTACHMENT E
SPC ALERT – EMERGENCY NOTIFICATION SYSTEM

The first three pre-scripted messages are generic telling people to evacuate, lockdown, or take cover. The messages that follow are for more specific events.

| Description | Display Short Text | Type |
|-------------------------------------|---|-----------------------------|
| 1 Evacuation | SPC ALERT! EVACUATE immediately. An emergency has occurred. Leave the building at once in a safe manner. | Text and Pre-Recorded Audio |
| 2 Lockdown | SPC ALERT! LOCKDOWN. Lock doors, take cover and stay away from windows and exits. Do not leave the room until the "all clear" sounds. | Text and Pre-Recorded Audio |
| 3 Take cover | SPC ALERT! TAKE COVER. Seek shelter inside interior rooms. Stay away from doors and windows. Take cover until the "all clear" sounds. | Text and Pre-Recorded Audio |
| All clear | SPC ALERT! All clear. It is now safe to resume normal activity. | Text and Pre-Recorded Audio |
| Check e-mail | SPC ALERT! Check your e-mail for information about an emergency on campus now. | Text |
| Flash flood | SPC ALERT! Flash flood warning! Do not drive or walk through water regardless of depth. | Text and Pre-Recorded Audio |
| Gas leak/hazmat Seek shelter | SPC ALERT! Hazardous condition on campus! Seek shelter immediately in the nearest building, away from doors and windows. Wait for the "all clear" signal. | Text and Pre-Recorded Audio |
| Hostile person, lockdown | SPC ALERT! LOCKDOWN Hostile person(s) on campus. Go to the nearest room or office. Lock door. Turn off lights and seek protective cover. Use tables, chairs, etc. for barriers. Stay away from doors and windows. Wait for assistance or "all clear." | Text and Pre-Recorded Audio |
| Hostile person; evacuate | SPC ALERT! EVACUATE. Hostile person(s) on campus. Leave the area and seek shelter behind a locked door or seek protective cover. Stay away from doors and windows. Stay there until assistance arrives. | Text and Pre-Recorded Audio |

ATTACHMENT E
SPC ALERT – EMERGENCY NOTIFICATION SYSTEM

| | | |
|-------------------------------------|---|-----------------------------|
| Hurricane watch | SPC Alert! Hurricane watch! The college is monitoring the forecast and will issue an alert when and if closings are necessary. | Text and Pre-Recorded Audio |
| School Messenger Integration | School Messenger Integration | Text and Ad-Hoc Audio |
| Severe thunderstorm | SPC ALERT! A severe weather warning has been issued. Please use caution and continue to monitor local weather updates. | Text and Pre-Recorded Audio |
| TEST | SPC ALERT! This is a test of the SPC Alert system. This is a test of the SPC Alert system. | Text and Pre-Recorded Audio |
| Tornado warning | SPC ALERT! A tornado has been reported in the area. Seek shelter immediately in an interior room, away from doors and windows. If you are in a portable or trailer, move to a permanent building. | Text and Pre-Recorded Audio |
| Tornado watch | SPC ALERT! A tornado watch has been issued for the area. The college is monitoring the forecast and will issue further warnings if necessary. | Text |

Post Incident Action

Once an incident has been cleared and the emergency personnel have provided the “all clear” message to the IC, the IC will notify Marketing and Public Information that an “all clear” message has been received and may be sent to all parties identified in the activation plan.

SPC Alert! ALL CLEAR! The emergency situation at SPC has been cleared and the campus has been declared safe again. Stay tuned for further information if necessary.

Procedures to Test Emergency Notification and Evacuation Procedures

SPC will test SPCAlert college-wide on a semi-annual basis either announced or unannounced. Individual campus sites will conduct tests of the InformaCast system periodically during the academic year and will conduct evacuation drills once per semester.