

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Campus Safety and Security**

**POLICY/PROCEDURE: Emergency Notification and Communication**

**DATE: January 25, 2011**

**NUMBER: 7.10**

**REVISION(S):**

The purpose of this policy is to establish and delineate the responsibilities and procedures that the College will use to communicate to students, faculty, staff and the general public during an emergency. The emergency communication efforts will be directed by the Incident Commander or the President's designee.

In the event that a situation arises, either on or off campus, that, in the judgment of the President or his designee, constitutes an ongoing or continuing threat, a campus-wide alert will be issued via our emergency notification system. The warning will be issued to all students, faculty, staff, and posted to the college web site. Depending on the methods selected by the user, these alerts could be in the form of emails, text messages, telephone calls, telephone pages and VHF radio communication between buildings.

The College will, without delay, and taking into account the safety of the college community, determine the content of the notification and initiate the notifications system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist the victim or to contain, respond to, or otherwise mitigate the emergency.

Depending on the particular circumstances of the event, the Director of Development and Public Relations may notify local radio, print media and television providing information regarding the event at the College.

In the event of a campus-wide emergency, the following communications tools will be used:

1. Emergency Notification System (SchoolCast)
2. Telephone Paging (All Page)
3. VHF Radio

#### Emergency Notification System

The primary mass communication tool used by the College is our emergency notification system which is currently SchoolCast. At the beginning of each semester, current student email addresses are entered into the system and an email is generated to each student that contains the username and password for the system. Faculty and staff accounts are created by the Computer Services Department upon request. Students, faculty and staff are responsible for ensuring correct contact information is entered into the system.

The system has the following methods of communication available:

1. Email only (Used for occasional student-wide information dissemination)
2. Telephone or mobile voice messages (Emergency use only)
3. Mobile text messages (Emergency use only)
4. Combination of above (Emergency use only)

The following college personnel will receive annual training on the system and have the authority to use the system under the direction of the President or his/her designee.

- VP for Instructional Affairs
- VP Finance & Administration
- VP Information Technology
- Chief Security Officer
- Director of Development and Public Relations
- Public Relations Assistant

Emergency notifications may include but are not limited to

- Bomb threats
- Fire, natural gas leaks, and hazardous spills
- Natural disasters
- Power or utility outages
- Campus closure
- Violent criminal behavior
- Weather incidents

Telephone and mobile phone delivery methods will only be used in emergency situations. The only exception to this policy is campus closings and the testing of the system each school term (fall, spring, & summer).

#### Telephone Paging

Additional emergency instructions can be delivered to all campus telephones via the “All Page” function. This function is programmed into all desktop telephones and can be accessed by pressing the “All Page” button located in the upper right corner of the flexible button section.

#### VHF Radios

VHF radios are located in each building on campus for use in the event of emergencies. These radios are to be kept in the office of the senior faculty or staff person occupying the building and all faculty/staff members should know the location. They should be kept on the charger, tuned to channel 7 and turned off. These radios will be tested quarterly and the batteries or radios replaced as needed.

Anyone with information that warrants a timely warning should report the circumstances to any member of administration or contact the campus Safety and Security office at 501.332.0217 or the Information Desk at 501.337.5000.

AUTHENTICATION (Signature):		COPP
_____	01/25/11	
President	(Date)	7.10