



ITS POLICIES AND GUIDELINES

CATEGORY: Information Technology
STATUS: Approved

POLICY TITLE: Emergency Notification Policy

POLICY PURPOSE:

To define the policy for acceptable use of the emergency notification system.

APPLIES TO:

- This policy applies to any use of the Emergency Notification System features
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CONTENTS:

POLICY STATEMENT:

Truman State University, in order to maintain a safe campus environment, has implemented an emergency notification system. Students will be asked twice each year to update their contact information in our student information system. At that time they will be given an option to sign up for the emergency notification system. If they sign up to participate, they will be notified through text messaging of any serious emergency situation on campus.

The emergency notification system will be used to provide instructions and information to all or an affected segment of the campus population who have opted into the system before, during and after a situation where the health and safety of those on campus may be compromised due to a natural disaster, criminal activity, and/or public health threat. The President of the University (or an appointed designee in cases when the President is unavailable) is the only person authorized to activate the emergency notification system. A recommendation for activation of the emergency notification system will come through the Director of Public Safety and/or the Dean of Student Affairs (or their designees when they are unavailable). The Director of Public Safety and/or the Dean of Student Affairs, upon consultation with appropriate campus and community emergency personnel, will recommend to the President that the emergency notification system be activated. In some emergency situations, however, there may not be time for extensive consultation. In these cases the Director of Public Safety and/or the Dean of Student Affairs and the President (or their designees) will make the most appropriate decision given the information available at the time.

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:

Any exceptions to this Policy must be approved in writing by the President.

CONSEQUENCES:

By failing to abide by this policy or policy procedures, individuals may be subject to sanctions, up to and including the loss of computer or network privileges, disciplinary action, suspension, termination of employment, dismissal from the University, and legal action. Some violations may constitute criminal offenses under local, state, and federal laws. The University will carry out its responsibility to report such violations to the appropriate authorities.

CONTACTS:

Responsible Executive: Provost and Vice President for Academic Affairs
Responsible Office: Information Technology Services

Contact: Chief Information Officer
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APPROVED BY: Truman State University President

APPROVED ON: July 11, 2012

EFFECTIVE ON: July 11, 2012

REVIEW/CHANGE HISTORY: July 16, 2007

REVIEW CYCLE: Annual

DEFINITIONS:

ITS – Information Technology Services

RELATED DOCUMENTS:

KEYWORDS: