**ROCKY VISTA UNIVERSITY**

## POLICY TITLE: Mass Emergency Notification Policy

**Date of Initial Approval:** 1/20/2021          **Date Revised:** 11/2/2023
**Category:** 2.0 Operations          **Responsible Department:** Campus Safety & Security

### PURPOSE & SCOPE

The purpose of this policy is to establish guidelines and protocols for the dissemination of emergency information utilizing the University's two mass notification communications systems to all University employees and students following state and federal guidelines.

### POLICY STATEMENT & POLICY

It is the responsibility of the University to ensure the safety and security of all students and employees. Therefore, without exception, a designated employee of the University will immediately notify the campus community upon confirmation of a significant emergency, unforeseen inclement weather event, or dangerous situation occurring on campus involving an immediate threat to the health and safety of all employees and students.

### ROLES & RESPONSIBILITIES

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|---|---|
| **President / Provost / Campus Dean** | Consult with Director of Campus Operations and/or Manager of Campus Safety & Security either pre/post mass notification as determined by the immediate threat. |
| **Director of Campus Operations** | Work with Security Manager and Officers to determine timing of future notifications, emergency response, and recovery. Consult with President / Provost / Campus Dean and Program Directors as appropriate. |
| **Manager of Campus Safety & Security** | Review and determine significance and immediacy of the risk or threat, manage the notification process, inform and consult with the Director of Campus Operations. |
| **Security & Campus Safety Officers** | Determine significance and immediacy of the risk or threat, and properly respond and notify the campus community. |

### RELATED PROCESSES, PROCEDURES, AND/OR DEFINITIONS

The University has implemented a mass emergency notification system that will send alerts via e-mail, SMS, and desk top messages to all students and employees in to quickly provide accurate information and instructions to the entire University community during a significant emergency, unforeseen inclement weather event, or dangerous situation.

**Appendix 1:** Mass Emergency Notification System Process

### POLICY REVISION HISTORY

11/2/23                    Updated title and roles/responsibilities

## Appendix 1
## Mass Emergency Notification System Process

The RVU Security Department utilizes an early emergency notification system that sends immediate messages to all RVU Students, Faculty, and Staff that are connected to the RVU network either while on-site, or through SMS cell phone messaging for those off-site.

The mass notification system contains pre-programmed alerts that can be sent from desktop computers and any mobile device with the downloaded app and authorization.

It is each Security and Campus Safety Officer's responsibility to know the login and password information and to be familiar with the emergency mass notification system. The following are the current pre-programmed events:

- Active Shooter
- All-Clear
- Bomb Threat
- Evacuation
- Gas Leak
- General Alert
- Hazmat Alert
- Intruder Lockdown
- Lockdown (other)
- RVU Fire and Fire Drill
- Severe Weather
- System Test
- Tornado Watch and Warning
- Unsafe Drinking Water