

SAP: 34.07.98.T1 (Effective January 1, 2008)

Code Purple – Emergency Notification Protocol

1.0 GENERAL

1.1 Code Purple is an emergency notification service that gives Tarleton State University the ability to communicate health and safety emergency information quickly; by email and text message. By enrolling into Code Purple, university officials can quickly pass on safety-related information to authorized users, regardless of location.

2.0 PURPOSE

2.1 The purpose of this Standard Administrative Procedure is to establish guidelines for the use and administration of the Code Purple System or other university notification device.

3.0 ADMINISTRATION

3.1 The Crisis Management Response Team (CMRT) is responsible for initiating a Code Purple Alert.

3.2 The CMRT is responsible for the implementation, controls, administration and advertisement of the Code Purple system.

3.3 This Standard Administrative Procedure will be reviewed annually.

- 3.4 Information Technology Services has access to the system via an administrative account. All access must be authorized by the CMRT.

4.0 SYSTEM ACTIVATION

- 4.1 The following individuals have been delegated to authorize the issuance of a Code Purple alert throughout the Tarleton State University System locations:

- 4.1.1 Associate Vice President for Student Life

- 4.1.2 Director of Risk Management and Safety

- 4.1.3 Members of the Executive Leadership Cabinet

(or by appointing an individual designee approved by the President)

- 4.1.3.1 University President

- 4.1.3.2 Provost and Vice President for Academic Affairs

- 4.1.3.3 Vice President for Finance and Administration

- 4.1.3.4 Vice President for Student Life

- 4.1.3.5 Vice President for Institutional Advancement

- 4.1.3.6 Executive Director, Tarleton-Central Texas

- 4.2 The Campus Administrator for each campus center can issue a Code Purple alert after appropriate authorization from an individual listed above.

5.0 AUTHORIZED EVENTS

- 5.1 The Code Purple system will only be activated for the following:

- 5.1.1 Incidents as described in the appendices of the University Crisis Management Plan (CMP).
- 5.1.2 Weather Related Closures as provided in SAP 34.07.02 Inclement Weather.
- 5.1.3 As Authorized by the University President or designee.

6.0 SYSTEM ELIGIBILITY

- 6.1 The Code Purple System will be eligible to any student, faculty member or staff employee that:
 - 6.1.1 Has a Tarleton Network Account
 - 6.1.2 Is able to receive text messaging on their cellular phone or other device, and;
 - 6.1.3 Has an established email account or real simple syndication account.

CONTACT OFFICE: Office of Risk Management & Safety