

SAP 34.07.01.T1.02 Emergency Notification Protocol



Approved: January 01, 2008
Revised: February 13, 2012
Revised: March 6, 2017
Next Scheduled Review: March 6, 2022

Procedure Statement

Tarleton's emergency notification system gives the university the ability to communicate health and safety emergency information quickly through technology such as email, text message, social media, digital message boards and through the internal and external public address systems. Students, faculty and staff are automatically enrolled into Code Purple, Tarleton's emergency notification system. Individuals within Code Purple can opt-out at any time.

Reason for Procedure

The purpose of this administrative procedure is to establish guidelines for the use and administration of Tarleton's emergency notification system.

Procedures and Responsibilities

1. The Emergency Management Council (EMC) is responsible for the implementation, controls, administration and advertisement of the emergency notification system.
 - 1.1. Information Technology Services has access to the system via an administrative account. All access must be authorized by the EMC.
 - 1.2 The following individuals have been delegated to develop the content contained within each emergency message and issue any subsequent alerts:
 - 1.2.1 Director of Risk Management and Compliance or designee
 - 1.2.2 Emergency Management Coordinator or designee
 - 1.2.3 University Police Chief or designee

- 1.3 Code Purple and other emergency notification systems will only be activated for the following:
 - 1.3.1 Incidents as described in the appendices of Tarleton State University Emergency Management Plan.
 - 1.3.2 Weather related closures as provided in SAP *34.07.01.T1.03 Inclement Weather*.
 - 1.3.3 As authorized by the university president or designee.

2. This Standard Administrative Procedure will be reviewed biennially.

Related Statutes, Policies, or Requirements

Texas Education Code, [51.218, Emergency Alert Systems](#)
System Regulation, [34.07.01, Emergency Management Plans](#)
Tarleton SAP [34.07.01.T1.03 Inclement Weather](#)

Contact Office

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