SAP 34.07.01.T0.02 Emergency Notification Protocol

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Procedure Summary

Tarleton State University's (Tarleton) emergency notification system (notification system) gives the university the ability to communicate health and safety emergency information quickly through various modes of technology. Students, faculty and staff are automatically enrolled into the notification system. Individuals within the notification system can opt-out at any time. This standard administrative procedure is adopted to establish guidelines for the use and administration of the notification system in accordance with Texas Education Code § 51.218, the Clery Act (CFR§668.46), and System Regulation 34.07.01, *Emergency Operations Plans*.

Procedures and Responsibilities

1. The Emergency Management Council (EC) evaluates and makes recommendations for the implementation, controls, administration, and advertisement of the emergency notification system.

   1.1. Innovative Technology Solutions has access to the notification system via an administrative account. All access must be authorized by the EC.

   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 safety or designee

      1.2.2 emergency management coordinator or designee

      1.2.3 university police chief or designee

1.3   The notification system will only be activated for the following:

    1.3.1   Incidents as described in the appendices of Tarleton State University's Emergency Operations Plan.

    1.3.2   Weather related closures as provided on [Tarleton's Inclement *Weather webpage.*](#)

    1.3.3   As authorized by the university president or designee(s).

1.4   Regular testing of the notification system will be conducted to ensure functionality and to familiarize recipients.

    1.4.1   A university-wide notification system test, including all students, faculty, and staff at all campuses, will be conducted on the last Friday of each month.

    1.4.2   A notification system test will be conducted within 24 hours of an update of mass notification system software or processes that provide input in the notification system.

    1.4.3   Notification system tests outlined in this SAP may be postponed if extenuating circumstances (e.g. severe weather or active threats) exist during the scheduled test.

Related Statutes, Policies, or Requirements

Texas Education Code, *[51.218, Emergency Alert Systems](#)*
Clery Act, [34 CFR 668.46](#)
System Policy [34.07, *Emergency Management*](#)
System Regulation [34.07.01*, Emergency Operations Plans*](#)
Tarleton SAP [34.07.01.T0.01, *Emergency Operations Plan*](#)
Tarleton [Inclement Weather Webpage](#)

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