3. Responsibility:

rity is responsible for sending out emergency notifications via the Cell Phone and Email Mass Notification Messaging S University Information Technology Systems and Support (ITSS) department is responsible for supporting the interface between the Cell Phone and Email Mass Notification Messaging System and the BANNER software under the principles of the Emergency Management Policy and Communication Plan.

Cell Phone and Email

Mass Notification Messaging System and coordinate the use of the system.

Policy: Cell Phone and Email Mass Notification Messaging System

Effective Date: 2018-Jan-17

Appendix A

Cell Phone and Email Mass Notifications:

Emergency (Evacuation)

This is an emergency, evacuate, evacuate. Go to the nearest exit immediately, do not use the elevators. This is an emergency.

Emergency (Bomb Threat)

This is an emergency, evacuate, evacuate, evacuate. Take your personal belongings and go to the nearest exit immediately, do not use the elevators. This is an emergency.

Leave Campus

This is an emergency. There is an emergency on campus, leave the grounds immediately. This is an emergency.

Lock Down

This is an emergency lock down. Take shelter in the nearest classroom, office, or residence room. Lock the door. Follow any lock down procedures posted in the room. This is an emergency lock down.

Shelter in 0000 0000 0000 005¢ 612 7 0 0 1 17(5s3A22 reW*nBT/F2 99 Tf1 00 0 1 130.1 510.07 Tm 7978

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