

St. Petersburg College

SPC ALERT Emergency Notification and Warning System Testing Program

Objectives

Regular testing of the SPC ALERT system is required to ensure functionality and to familiarize recipients with the system's features. All tests must be evaluated and corrective action recommendations developed, as necessary.

The primary objective of the emergency notification and warning system is to provide timely notification and warning to all students, faculty, staff, and visitors of St .Petersburg College of a threat, occurring or imminent, that poses an immediate threat to their health, safety, or general welfare while on campus.

Authorities

U.S. Public Law 110-315, Higher Education Opportunity Act (HEOA), and Code of Federal Regulations (34CFR) require colleges and universities to have an emergency notification and warning system.

Section 485 of Higher Education Act includes the Jeanne Clery Act.

BOT Rule 6Hx23-1.23 Emergency Action Plan establishes the SPC Emergency Management Plan which includes the SPC ALERT Notification and Warning System protocols.

Current Notification Systems

The DOE encourages institutions to use an overlapping means of communication in case one method fails or malfunctions. The SPC systems include:

- SPC Homepage
- SPC Email
- InformaCast – desktop computers and broadcast speakers. Security alert buttons.
- School Messenger – sends message to mobile devices, email, and home phones.
- Social Media

Testing Procedures

- The SPC Homepage and email systems are used on a daily basis and maintained by Information Systems. School Messenger is primarily used by Academic and Student Affairs. The School Messenger test alert for emergencies is sent once each semester by Marketing or Security Dispatch.
- College wide test of InformaCast System desktop computers and broadcast speakers are tested once each semester by Security Dispatch or Marketing and Strategic Communications. In addition, the School

Messenger sms text system is interfaced with InformaCast and tested simultaneously. This activity is coordinated by the SPC Emergency Coordinator.

1. Date of test is approved by the President's Office.
 2. All SPC email is sent to faculty, students, and staff prior to test.
- Campus testing of the InformaCast System desktop computers/broadcast speakers **should** be done on a monthly or quarterly schedule at individual campuses:
 1. The Provost Office **should** coordinate with campus security, and Information Technology personnel to test the system either campus wide or by individual buildings.
 2. The testing can be completed by any authorized user for InformaCast. Each campus has a trained cadre of authorized users.
 3. Any malfunction of the system should be documented and forwarded to the college Emergency Management Coordinator who will submit a work order to InformaCast Administrators.
 4. The test message *"SPC Alert! This is a test of the SPC Alert System. This is a test of the SPC Alert System"* should be used.
 - Campus testing of InformaCast System Security Alert buttons installed on classroom instructor's computers and specific offices as requested by the provost of the campus.
 1. Testing **should** be coordinated by the campus security officer **and** the campus TSS in collaboration with administration
 2. Each computer that has the Security Alert button installed would have to be tested manually.
 3. It is recommend that on a monthly or quarterly basis the campus security officer **and** the TSS test the security alert buttons on classroom/office computers by building.
 4. The security officer would notify Security Dispatch and the designated recipients on each campus that a test is being conducted.
 5. The designated recipients for each campus should include the provost and associate provost and other persons designated by the provost.
 6. Any malfunction of the system should be submitted via a campus work order to the TSS person.
 - The Clery Act requires Institutions of Higher Ed to test their "emergency response and evacuation procedures" on at least an annual basis. The SPC Emergency Management Coordinator in collaboration with the individual campus provost office schedules these drills. The SPC Alert System is used to conduct these drills.

As communication technology evolves, new communication methods may be identified as others become obsolete. A constant evaluation of effectiveness is required.