

## **Policy 6450: Selkirk College Emergency Notification System**

### **A. PURPOSE**

This policy outlines the Selkirk College Alertus® Emergency Notification System. The Alertus® system will be used to quickly send out critical information in the event of an emergency or campus closure. The emergency notification system includes desktop notification, the mobile Alertus® smartphone app and digital signs. The Alertus® Emergency Notification System will be a part of the Emergency Response Plan.

### **B. SCOPE / LIMITS**

This policy applies to all Selkirk College staff, faculty and students. When the College issues an emergency alert, all computer workstations and laptops running the Alertus® Emergency Notification System will display a full-screen pop-up alert providing messaging about the emergency on campus. During a “significant emergency event,” the pop-up notification will provide the computer user with emergency information and actions the individual should take related to the emergency, such as shelter-in-place, evacuate, or avoid a certain area of campus. Selkirk College Staff, faculty and students who download the free Alertus® Recipient app will receive the same notifications on their smartphones or tablet.

### **C. PRINCIPLES**

1. Selkirk College is committed to the promotion of the health, safety and well-being of all members of the College community. Selkirk College has implemented the Alertus® Emergency Notification System to promote physical and psychological safety of the employees and students within the Selkirk College premises and designated Selkirk College property.
2. The Alertus® Emergency Notification System will be tested at least once per month.

## Policies and Procedures

### D. Other Relevant Policies/Documents

Alertus® Procedures and Protocol (*currently working on this document*)

6400 Prevention of Violence in the Workplace

6410 Working Alone or in Isolation

6420 Occupational Health and Safety

### Responsibility, Recommendation and Approval Dates

**Executive Responsibility:** VP College Services

**Administrative Responsibility:** HR Director

**Recommended by Policy Review Committee:** 2019-

**Recommended/Approved by Education Council:** N/A

**Approved by President:** Yes

**Linkage to Board Policy:** No