

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Emergency Notifications</b>		<b>SOP #: FAC.005.01</b>
Effective Date	8/21/19	
Last Revision/Review	Revised 2021-12-01	

### **1. Purpose**

In an effort to maintain the safest work environment possible, Burrell employs an emergency notification system that allows for rapid dissemination of information to students, staff, and faculty via text messaging and email. This system is also used to satisfy the requirements for "Timely Notification" under the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*.

### **2. Related Policy/Authority**

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act - 20 U.S.C. § 1092(f)

Policy B4010 Security and Public Safety

### **3. Faculty/Staff Responsibilities**

Office of Student Affairs, Office of Human Resources, Security Office.

### **4. Definitions/Abbreviations**

### **5. Procedural Steps**

- a. Burrell will maintain a system that will allow for mass notification via SMS (text) messaging and email of all staff, students, and other appropriate individuals.
- b. By default, all Burrell students and staff will have both their Burrell provided email address and cell phone number enrolled in the system.
- c. Individuals may elect to have their cell phone numbers removed from the system by notifying Student Affairs (for students), Human Resources (for staff), or the Security Office for all others.
- d. Individuals may not have their Burrell provided email address removed from the system.
- e. The system shall be tested at least once per semester.

### **6. Reports/Charts/Forms/Attachments/Cross References**

### **7. Maintenance**

### **8. Signature**

Signature on File	12.3.2021
Vice-President of Administration	Date

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### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
2021-12-01	2	Referenced relevant policies		