

## Emergency Notifications at St. Petersburg College

Emergency notification is required for significant emergencies or dangerous situations on campus that pose an immediate threat to the health and safety of students or employees. Types of notification include:

- [College home page](#)
- College's [Emergency Preparedness blog](#)
- Phone messages
- Text messages
- Employee and student email
- Pop up messages on employee computers
- Outgoing voicemail message on SPC's toll-free number at **866-822-3978**
- Broadcast speakers
- Fire alarms
- [Facebook](#)
- [Twitter](#)
- [SPC television station](#)
- Enhanced 911 system

### Offices Responsible For Issuing Emergency Notifications

- Executive Director, Marketing and Strategic Communications
- Director College Wide Security Services
- Emergency Management Coordinator

### The following offices would provide back-up

- SPC Homepage
  - Assistant Directors, Marketing and Strategic Communications
- SPC Email
  - Assistant Directors, Marketing and Strategic Communications
  - Coordinator of Enrollment Services
  - Emergency Management Coordinator
- Text/Voice mail
  - Assistant Directors, Marketing and Strategic Communications
  - Coordinator of Enrollment Services
  - Emergency Management Coordinator
- InformaCast
  - Incident Commanders and Designees
  - Sr. Vice President, Student Services
  - Sr. Vice President, Administrative/Business
  - Sr. Vice President, Instruction/Academic Programs
  - Vice President, Human Resources
  - Executive Director, Marketing and Strategic Communications
  - Assistant Directors, Marketing and Strategic Communications
  - Director College Wide Security
  - Emergency Management Coordinator
  - Sr. Director, Network Systems and Telecommunications

### Alert System Testing

The Emergency Management Coordinator and the office of Marketing and Strategic Communications will conduct semi-annual tests of SPC Alert both announced and unannounced.

## **Notification Protocols**

### **BOT Rule 6Hx23-1.23 Emergency Action Plan**

This rule establishes the SPC Emergency Management Plan which includes the SPC Alert Emergency Notification System Policy and Protocols.

### **Process for Confirming a Significant Emergency or Dangerous Situation and Appropriately Notifying the Campus Community**

The President's Office, the college wide Incident Commander and/or the campus Incident Commander will determine the level of emergency based on verification by campus security and campus personnel. As soon as SPC has confirmed that a significant emergency or dangerous situation exists, the President or designee will take into account the safety of the campus community, determine what information to release about the situation, and begin the notification process. The only reason SPC would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so would compromise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate an emergency. (This verbiage is directly from the law).

Decision criteria to determine level of emergency:

- Type 1 – Disaster
- Type 2 – Emergency
- Type 3 – Minor Incident

### **Procedures for Testing Emergency Response and Evacuation Procedures**

In accordance with US Public Law 110-315 Higher Ed Act, Section 485- Clery Act, SPC has procedures in place to test emergency response and evacuation procedures on at least an annual basis. These procedures include:

- Tests may be announced or unannounced
- Emergency response and evacuation procedures are publicized and conducted at least once a year
- Each test is documented to include exercise, date, time, and location

For more information contact the Office of Emergency Management.

### **Summary of Tests Conducted of SPC Emergency Response and Evacuation Procedures 2014 – 2018**

The SPC Alert Emergency Notification System was tested college wide on the following dates:

- January 29 and October 3, 2014
- February 12 and September 29, 2015
- January 28 and September 16, 2016
- January 31 and November 16, 2017
- March 1 and September 25, 2018

Regular testing of the SPC Alert System and evacuation procedures on individual campuses is also done to ensure functionality and to familiarize recipients with the system's features. For detailed information contact the Office of Emergency Management.