SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Campus Alerts

NUMBER: Policy VII-01 (Formerly Policy VII-A-01)

In the event of the need to notify the campus of an emergency or critical situation the campus alert system or the calling tree may be implemented.

Definitions:

Campus Alert System - Emergency notification system used to send critical emergency alerts to students, faculty, and staff via cell phone, land line, or computer.

Calling Tree – A telephone procedure used to notify faculty and staff of an emergency.

Campus Alert System:

1. The President's Office will determine if the Campus Alert system should be implemented. In the event that the president is unavailable, refer to Chain of Command Policy VII-02 to determine appropriate authority. The Campus Alert system will be the first choice for notification in an emergency situation.

2. If the situation occurs outside of normal business hours, the Campus Alert system may be initiated by the administrator contacted using the after-hours calling tree. The Office of University and Public Relations will post additional information on the emergency information recording voicemail (394-2210). Further notification may occur via radio, TV, and website updates.

3. Scripted messages developed by the Office of University and Public Relations and Environmental Health and Safety should be used to disseminate information through the Campus Alert system by trained individuals.

4. If the Campus Alert system fails, the Calling Tree may be implemented or Facility Services may be dispersed to each building to inform personnel within the building of the situation. This will also cover power outage situations.

Calling Tree:

1. The Calling Tree (diagram located below) will be used in the event that the Campus Alert system is not functioning or there is a need to contact only faculty and staff. The persons receiving calls have the responsibility for disseminating the information to others in their office including labs, faculty and student offices, and other facilities. If the situation occurs outside of normal business hours, the calling tree may be implemented using the emergency phone roster as a reference for phone numbers. The Office of University and Public Relations will post additional information on the emergency information recording voicemail (394-2210). For

situations occurring outside of normal business hours, further notification may occur via radio, TV, and website updates.

2. The dissemination of information shall be transmitted through the format of the following message using the designated calling tree: "Describe situation, action required, remind that as the person receiving this call you have the responsibility of disseminating the information to others in their office including labs, faculty and student offices, and other facilities. *Additional information will be posted on voice mail; please call 394-2210*."

3. If at any point an office or person on the communication flow chart is unavailable, the person phoning is responsible for making every effort to contact each office or person listed on that branch of the Calling Tree. Upon completing the required contacts on the Calling Tree, the vice presidents will report back to the President's Office at 394-2411. It may be necessary to enlist the assistance of additional personnel to complete the required calls and associated notification.

4. After the calling tree is initiated, an e-mail will be sent to the entire campus and a message will be placed on 394-2210 providing information and instructions for the situation.

5. Facility Services may be dispersed to each building to inform personnel within the building of the situation. This will also cover power outage situations.

SOURCE: Jan. 1993; Office of the VP for Business and Administration, Jan. 2011

Office of the President
1. Call Campus Safety 6100
   and Environmental Health an
2. Initiate calling tree.
3. Send E-mail to campus.
4. Call President's Home and Pr
5. Contact Board of Regents, if
6. Gather calling tree status repo

President - 2411

Academic Affairs – 2256

Ed Prog & Prof – 2692
Financial Aid – 1269
ITS – 5102
Library – 1255
NWS – 341-9271
AES – 2400
TLC – 2547
Acad Init – 6952
WISE – 1968
Grad Ed – 2493
CBE – 2421
CEE – 2439
SD LTAP – 1890

BH Nat Sci FS – 2494
CHEM – 1238
HUM – 1243
MUSIC – 2433
MILITARY – 2769
PHYS/NANO – 2361
MATH/CSC – 2471
SOC SC – 2481
ME – 2401
MEM – 2344
MET – 2341
Admissions – 2414EE/
CENG – 2451
GEOE/GEOL – 2461
IENG/CAMP – 1271

Business Affairs – 2371

Switchboard – 2511
Purchasing – 2228
Hum Res – 1203
Athletics – 2351
Accounting – 2373
Bookstore – 2374
Dining Services – 1953
SD Sch Deaf – 6155
Higher Ed WR – 5285
Stdnt Acct/Cash – 2372

Contact legal counsel, if applicable.

Student Affairs – 2416

Child Care – 2586
Counseling – 1924
Res Life – 2348
Ivanhoe – 6884
Multicultural – 1828
Student Act – 2336
Student Health – 2354
Campus Ministries – 355-3073
Surbeck – 6774
Student Assoc – 2651
CCPC – 2416
Career Center – 2667
Scholar Coach – 2436

University Advancement - 2554

Alumni – 2347
Comm & Mark – 263
Foundation – 2436
SD Eng. Soc – 6674
Bus Incub – 343– 188

Contact media as appropriate. Begin communication planning.

***Report Status of Calling Tree to the President (2411 or the number listed on the emergency phone roster).