GATEWAY TECHNICAL COLLEGE

RACINE

EMERGENCY NOTIFICATION MANUAL

ALERT ME

(E2CAMPUS)

ALERT-ME System

Gateway Technical College has an electronic mass notification system that will utilize the following means to notify staff, students and the general public of hazardous/threatening situations:

E-Mail

Cell Phone Text Message

Alertus wall mounted beacons

The college has three main campuses that include several off-site locations. Students typically utilize the facilities of several locations during a year; as a result the college has chosen not to have ALERT-ME participants enroll by Gateway Technical College location. E-mail, cell phone text messages and network messages will be issued college wide (even though the notification may only be applicable to a single location.) The *Alertus* beacons will be activated on a site, building or floor as appropriate.

Enrollment

All students and staff are issued a college E-mail address and are automatically enrolled in the system through the use of that address. The college will expand system enrollment by utilizing an "Opt-in" system for personal e-mail addresses and cell phones (text messages.) Persons interested in enrolling in the ALERT-ME system must do so by going to the following web site and completing the enrollment form:
http://www.gtc.edu/AlertMe

Once an individual has opted into the system with a personal e-mail and/or cell phone, their enrollment will continue for a period of one calendar year. At the completion of the calendar year the individual will receive a text and/or an e-mail message (approximately 30 days prior to expiration) notifying them that their enrollment is expiring. If the individual wishes to renew their enrollment in the system they will once again need to complete the enrollment process as listed above. If a participant changes cell phone providers or changes e-mail addresses they will also have to "up-date" their enrollment on the website. Persons wishing to terminate their participation in the system before the one year expiration may do so by terminating their account at the above web site.

All cell phones issued by the college to college employees will automatically be enrolled in the system.

If an individual opts in to the ALERT-ME system by listing a cell phone the individual is responsible for any provider charges they may incur as a result of receiving text messages from the college.

Limitations

Gateway Technical College will limit the activation of its ALERT-ME mass notification system only for the purpose testing or notifying participants of situations that may pose an immediate and/or on-going threat to persons and/or property.

ALERT-ME system testing

The college will test the ALERT-ME system annually in October of each year. Staff and students will be notified of the test by a broadcast e-mail and the college will post notifications throughout its facilities.   A follow-up e-mail will be sent advising staff and students when the test was conducted and directions for them to verify their enrollment if they didn't receive the test message.

Authorized Activators

Gateway Technical College has identified the following positions as being authorized to activate the ALERT-ME system. All activations will be in accordance with the procedures outline in "Activation Procedures."

President

Executive Vice President/Provost

Vice President Institution Effectiveness and Student Success/Associate Provost

Vice President Administration & CFO

Vice President Human Resources

Vice President Community & Government Relations

Vice President Learning Innovation & CIO

Vice President Workforce and Economic Development

Deans of Campus Affairs

Directors of Facilities

Campus Security

Activation Procedures

If a campus experiences an event that requires an activation of the ALERT-ME mass notification system the following protocols will be utilized for the authorization and/or physical activation of the system.

Severe Weather

Campus security staff will initiate an ALERT-ME message and activate the Alertus notification beacons upon receiving a tornado warning.

All other Events

If an event occurs on a campus that poses a risk to persons or property the primary position responsible for the broadcast of a warning message will be the dean of campus affairs. If the dean of campus affairs is not available then the following chain of positions (in order) will act for that position:

Director of facilities-Racine

Director of Security

Dean of campus affairs-Elkhorn

Director of facilities-Elkhorn

Any other position listed above under "Authorized Activators."

The actual activation should be accomplished by the person authorizing the activation. However, if the person authorizing the activation does not have access to a means to activate the system then the authorizing person may direct any approved position to activate the system.

Messages

A template has been established for the following messages. The activator will have to insert the missing information prior to the message being sent.

Active Assailant- _____ campus. Weapon in use. Lock classroom door. Take cover.

Classes Cancelled- _____ campus Classes Cancelled for (AM/PM) (date)

Tornado Warning- _____ campus. Seek shelter immediately.

Campus Lockdown- _____ campus. Police order all to remain in classrooms. Those not on campus see http://emergency.gtc.edu

All Clear- _____ campus. The emergency situation has ended. Continue with your normal schedule.

Lockdown Ended- _____ campus. The emergency situation has ended. Lockdown cancelled.

Resume Classes- _____ campus. The emergency situation has ended. Classes will resume the morning of (date)

Resume Classes Immediately- _____ campus. The emergency situation has ended. Classes will resume immediately.

If none of these templates are appropriate for the situation then the authorizer will author their own message using the basic outline of the messages above.