Mass Paging/Text Messaging PROCEDURES

Grinnell College subscribes to “e2campus” a web based mass text messaging service. Through this system the Grinnell College Administration/Security can send emergency messages to those students, staff and faculty who choose to register at the e2campus ALERT web site under the Grinnell College Alert program.

Who makes the decision to send out the text or other emergency notifications? In general the Director of Safety & Security or designee and the Office of Communication Events can make a decision to send out a text message. In addition, members of the Executive Police Group or president of the college can make the decision to send out an emergency message.

The persons responsible for making the decision to send out and the text of the message for an emergency page will depend on the incident/situation. In general the Campus Safety & Security Office can send out a message under the following circumstances or as part of Clery law notification incidents. This list is not all inclusive.

1. Violent intruder
2. Bomb threat / Building evacuation
3. Campus closing - Weather related
4. Jeanne Clery Law Notifications
5. Chemical Spills
6. Natural Disaster

Who sends out the message? In most instances the Director of Safety and Security will send out an all campus message. However, at times the Communications Office or other designated person(s) of the college may be asked to send out a message.

Situations that warrant an emergency page; Hostile intruder – weapons, Bomb Threat, Chemical spill, Building evacuation, local threat in local neighborhood or a Natural Disaster like severe weather

Administrators Messages Formats That Could Be Used:

Message EXAMPLES: 1 thru 7

1. HOSTILE SHOOTER INTRUDER, POSSIBLE GUNMAN

1ST MESSAGE

Subject line: HOSTILE INTRUDER OR POSSIBLE GUNMAN
Hostile shooter in __________ immediately lock yourself in a room. Wait for more instructions
2ND MESSAGE

Subject line: HOSTILE SHOOTER in (name building)
DO NOT CALL SECURITY OR OTHER OFFICES FOR INFORMATION! GRINNELL.EDU WILL HAVE MORE INFORMATION AS IT IS AVAILABLE

There may be someone with a gun on campus, or an armed robbery, or another kind of crime in progress.

2. BUILDING EMERGENCY BOMB THREAT

Subject line: BUILDING EMERGENCY BOMB THREAT or BOMB THREAT
Leave ______ immediately Wait for more instructions

There may be a condition like a bomb threat, gas leak, etc to a specific location. Or there may be a hazardous condition requiring immediate action. The location MUST be included in the message.

3. LOCAL EMERGENCY

Subject line: LOCAL EMERGENCY
Local emergency exists ________________ stay in place, lock your doors. Wait for more instructions.

(Explain in several words)
This is a general emergency notice. It will be used for conditions like flooding or a utility failure. It may also be used for an emergency near GRINNELL COLLEGE that may affect campus, such as an emergency in the neighborhood, a chemical spill or other local emergency.

Subject line: LOCAL EMERGENCY FOLLOW UP
Local emergency exists ________________ lock down in place lock your doors Wait for more instructions

4. SEVERE WEATHER WARNING
Subject line: SEVERE WEATHER WARNING

A severe thunderstorm warning has been issued for Poweshiek County.

A Tornado Watch has been issued for Poweshiek County

The National Weather Service has issued a Tornado Warning for Poweshiek County. Please seek shelter.

The “All Clear” has been given for Poweshiek County. Please resume your normal daily activities and be on the alert for further severe weather in the area.

5. GRINNELL IS CLOSED OR CLASSES CANCELED

Subject line: GRINNELL CLOSED

MAC classes & events CANCELED due to a weather emergency Go to GRINNELL.edu for more information

School is closing/closed CLASSES CANCELED due to severe weather

Put in several words for why i.e. snow thunderstorms-flooding

6. CAMPUS WIDE TEST

Subject line: TEST

This is a test of the GRINNELL ALERT Emergency Notification System No action needed Ask your friends if they got this Test text message
TEST GROUP MESSAGE ONLY (small group ask Steve)

Subject line: TEST

This is a test of the GRINNELL ALERT Emergency Notification System No action is needed
See email with questions & comments

Space count - 121

This test message will be sent when the system is tested.

7. EMERGENCY IS OVER

Subject line: GRINNELL ALERT - EMERGENCY IS OVER!

The “All Clear” has been given for Poweshiek County. Please resume your normal daily activities and be on the alert for further severe weather in the area.

Space count - 101

This message is sent when the emergency condition is over.