



<b>SUBJECT:</b> Emergency Notification (UCF ALERT System)	<b>Effective Date:</b> 8-12-09	<b>Policy Number:</b> 3-116	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 3
	<b>Responsible Authority:</b> Director of Environmental Health and Safety		

**APPLICABILITY/ACCOUNTABILITY:**

This policy is applicable to all facilities on the UCF Main Campus.

**POLICY STATEMENT:**

Only authorized personnel can operate, activate, or de-activate the UCF ALERT System.

**DEFINITIONS:**

**UCF ALERT.** An emergency notification system comprised of various notification methods, including, but not limited to, outdoor notification sirens, indoor notification systems, and mass messaging systems.

**PROCEDURES:**

The University of Central Florida will make reasonable efforts to provide notification about emergencies and natural or man-made disasters affecting the university.

## I. Authority

The following university personnel have the authority to activate and de-activate the UCF ALERT System:

- Associate Vice President for Administration and Finance (Facilities and Safety)
- Chief of Police
- Deputy Chief of Police
- Director of Environmental Health and Safety
- Emergency Management Coordinator
- Police Dispatch Supervisor
- Police Supervisor on Duty
- President
- Provost and Executive Vice President
- Vice President for Administration and Finance

## II. Activation and De-Activation of the UCF ALERT System

- A. Each individual who has the authority to activate the UCF ALERT system has the responsibility of ensuring that it is activated primarily for life safety situations and is not used for routine notifications.
- B. It is imperative that the notification system is activated in a timely manner.
- C. Depending on the scale and type of emergency, some or all systems will be used for emergency notifications.
- D. Testing of the UCF ALERT system will be conducted during scheduled times and dates. A prior announcement will be made to inform the university community of any upcoming tests. The Vice President for Administration and Finance has final authority to approve these tests.
- E. The deactivation of the UCF ALERT system will be done in stages, depending on the scale and type of emergency. A large scale emergency will require that some UCF ALERT systems remain active until the entire UCF community is aware of its current status. For example: the UCF Emergency Home Page may be used to provide information to faculty and staff members and students after the campus has been deemed safe by the appropriate authority.

CONTACTS:

Associate Vice President for Administration and Finance (Facilities and Safety): 407-823-3812

Environmental Health and Safety: 407-823-6300

University Police Department: 407-823-5555

RELATED INFORMATION:

UCF ALERT

<http://www.emergency.ucf.edu/ucfalert.html>

INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-116	
Initiating Authority: <u>Will Amery</u>	Date: <u>8/25/09</u>
Policies and Procedures Review Committee Chair: <u>John Salice</u>	Date: <u>8-25-09</u>
President or Designee: <u>John C. Hill</u>	Date: <u>8/31/09</u>

*3-116 Emergency Notification (UCF ALERT System) 3*