

TEMPLE UNIVERSITY

BOARD OF TRUSTEES

POLICIES AND PROCEDURES MANUAL

Title:	Emergency Communication
Policy Number:	04.61.01
Issuing Authority:	Office of the President
Responsible Officer:	Senior Vice President for Construction, Facilities & Operations
Date Created:	August 15, 2010
Date Last Amended/Reviewed:	September 2012
Date Scheduled for Review:	July 2013
Reviewing Office:	Financial Administration and Planning

Scope of Policy:

Temple University recognizes its responsibility to provide accurate and timely information to the campus community during emergencies. This policy establishes the approval process, criteria and method for communicating with students, faculty and staff in the event of a campus emergency.

Definitions:

TU Advisory: Used to communicate information regarding an incident that occurs on or around campus that is deemed significant, yet does not warrant immediate action. The message will be in the form of an e-mail.

TU Alert: Used to communicate information regarding an incident that occurs on campus that is deemed an emergency requiring immediate action on the part of the campus community. This is an e-mail, a text message to registered cell phones, and/or a phone call.

TU Siren: Used only to communicate information regarding an incident that occurs on campus that is deemed a catastrophic and life-threatening situation (e.g. severe weather or release of hazardous material). The siren will indicate the need for all to shelter-in-place, unless otherwise directed.

Policy:

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, the President, the Senior Vice President, the President's Chief of Staff, the Executive Director of Campus Safety and/or their designees will determine the type and content of the notification to the Temple community, and will initiate the campus notification procedures.

Temple University has various systems in place for communicating information to faculty, students and staff. Some or all of the following methods may be activated in the event of an immediate threat on campus: e-mail, text messaging, and/or voice mail. All e-mails to students, faculty and staff will be sent to their Temple accounts; however, students, faculty and staff must register their cell phone numbers to receive TU Alert text messages and voice mail. Notifications will be sent without delay, unless issuing a notification will compromise the efforts to assist the victim or to contain, respond to, or otherwise mitigate the emergency.

Messages about criminal activity generally will not trigger a TU Alert unless it is determined there is an immediate threat to the health or safety of students or employees. There are, however, limited instances when university officials may deem it appropriate to send a TU Advisory to students and employees regarding criminal activity in or around campus that does not involve an immediate threat.

The Temple University home page (www.temple.edu) may be updated with information following incidents that require the use of the TU Siren or a TU Alert. An emergency telephone number, or hotline, may also be posted for those needing to call in for recorded updates on the situation. The university will provide additional information as it becomes available or an 'all clear' message when appropriate. If activated, both the home page and the hotline will be updated.

Test

Temple University will test its emergency notification and evacuation procedures at least annually.

To Register for TU Alert

Students, faculty and staff must register their cell phones to receive a TU Alert. Information regarding Temple University's emergency response and evacuation procedures, and directions on how to register for TU Alert, can be found online: www.temple.edu/tuready

Notes

1. Dates of official enactment and amendments:

Date Created: August 15, 2010
Date Last Amended/Reviewed: September 2012

2. History:

Historical information for this policy is not available. In August 2010 this policy was created in compliance with the Higher Education Opportunity Act enacted into law August 14, 2008 and the 2008 Jeanne Clery Act amendments.

Reviewed By: Office of the President, University Counsel, Executive Vice President, and Campus Safety Services

3. Cross references:

04.31.12 Inclement Weather and Unscheduled Campus Closings

04.60.11 Declaration of a Campus State of Emergency Annual Security and Fire Safety Report