

  <b>Procedure</b>	Title: Selkirk Alert System Procedures	
	Policy Reference:	6450
	Effective Date:	2017.01.01

### A. Overview

The Selkirk Alert System uses the ShoreTel phone system and the Regroup alert system. They function as a multi-platform emergency notification system that will send out messages via: email, text message/SMS, voice broadcast, website, mobile devices, and social media like Facebook and Twitter during an emergency. The Selkirk Alert System requires procedures to carry out this function. Below is the procedure that are identified as Appendix A. These procedures are companion to Policy 6450 Selkirk Alert System.

### B. Procedure

1. The administrators of the system will be the Director of Human Resources, or designate, and the Health and Safety Coordinator exclusively.
2. The system participants will be organized by groups of employees, students and others as determined by the administrators. The administrators will request the mobile device numbers and email addresses of participants and they will be uploaded for use in the system as set out in this procedure.
3. All participants will download the Regroup application to their mobile devices. Instructions for downloading the application will be sent to all participants. .
4. Tests will be done on a bi-annual basis or as needed depending on the target group. (i.e. new intake of Residence students).
5. The administrators will create pre-scripted messages for emergencies to be housed in the system and used when an emergency occurs.
6. The Selkirk Alert System will be utilized for communication to the College community, the Initial Response Team, Stat team and Senior Managers to alert them of an emergency and to provide updates during an emergency.
7. Messages from the Selkirk Alert System will be broadcasted through text, email, computers, and the ShoreTel phone system.
8. Additions and deletions of participants will be the responsibility of the administrators and will be done on an as needed basis.