

Policy 6450: Selkirk College Emergency Notification System

A. PURPOSE

This policy outlines the Selkirk College Alertus® Emergency Notification System. The Alertus® system will be used to quickly send out critical information in the event of an emergency or campus closure. The emergency notification system includes desktop notification, the mobile Alertus® smartphone app and digital signs. The Alertus® Emergency Notification System will be a part of the Emergency Response Plan.

B. SCOPE / LIMITS

This policy applies to all Selkirk College staff, faculty and students. When the College issues an emergency alert, all computer workstations and laptops running the Alertus® Emergency Notification System will display a full-screen pop-up alert providing messaging about the emergency on campus. During a “significant emergency event,” the pop-up notification will provide the computer user with emergency information and actions the individual should take related to the emergency, such as shelter-in-place, evacuate, or avoid a certain area of campus. Selkirk College Staff, faculty and students who download the free Alertus® Recipient app will receive the same notifications on their smartphones or tablet.

C. PRINCIPLES

1. Selkirk College is committed to the promotion of the health, safety and well-being of all members of the College community. Selkirk College has implemented the Alertus® Emergency Notification System to promote physical and psychological safety of the employees and students within the Selkirk College premises and designated Selkirk College property.
2. The Alertus® Emergency Notification System will be tested at least once per month.

D. Other Relevant Policies/Documents

Alertus® Procedures and Protocol (*currently working on this document*)
6400 Prevention of Violence in the Workplace
6410 Working Alone or in Isolation
6420 Occupational Health and Safety

Responsibility, Recommendation and Approval Dates

Executive Responsibility: VP College Services

Administrative Responsibility: HR Director

Recommended by Policy Review Committee: 2019-06-12

Recommended/Approved by Education Council: N/A

Approved by President: 2019-09-06

Linkage to Board Policy: E30, E40, and EL10