

 Selkirk College The Policies and Procedures		Number: 6450		Title: Selkirk Alert System	
		Replaces:		New	
		Effective:		2016-08-01	
Executive Responsibility:	Administrative Responsibility:	Recommended by Policy Review Committee		2017-01-18	
Director of Human Resources	Ruby Chambers, Health & Safety Coordinator	Recommended/Approved by Education Council		n/a	
		Approved by President		2017-01-25	

A. PURPOSE

This policy outlines the Selkirk Alert System (“the system”) that will be used when there is a hazardous condition that threatens the health and safety of individuals and/or property in or near a Selkirk College facility. The primary function of the Selkirk Alert System is to send group messaging and emergency alerts. The Selkirk Alert System will be a part of the Emergency Response Plan.

B. SCOPE / LIMITS

This policy applies to all individuals at Selkirk College facilities – staff, faculty, students, tenants, contractors, and visitors. In situations of emergency or threat, Selkirk College will utilize the system to notify the Initial Response Team, senior managers, staff, students, and faculty via email, the College website, mobile devices, and ShoreTel office and classroom phones.

The administrators of the system will be the Director, Human Resources or designate and the Health and Safety Coordinator. They have sole authority and responsibility for the content and the operation of the system.

All Selkirk College staff, faculty, students, tenants, contractors and visitors will participate in the Selkirk Alert system as requested. They will provide their mobile device numbers and email addresses to the system administrator for inclusion in the Selkirk Alert System and will download the Regroup application to their mobile device. When requested, they will respond to the system. All personal information, including contact information, will be kept strictly confidential and will only be accessible to the administrators of the system.

Participants will not use the Regroup system for any other purpose than that which it is intended, namely, alerting the College community to an emergency situation. The College assumes no liability for any consequences incurred through unauthorized use of the system.

Anyone not wishing to participate in the Selkirk Alert System must make a request in writing, to the Director, Human Resources. This request must outline why the individual does not want to participate. The Director, Human Resources will consider the request and notify to individual of their decision.

C. PRINCIPLES

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 system to promote physical and psychological safety of the employees and students within Selkirk College premises and designated Selkirk College property;

D. DEFINITIONS

The system is a multi-platform emergency notifications system that can send out messages via: email, text message/SMS, voice broadcast, website, mobile devices, and social media like Facebook and Twitter.

E. **PROCEDURES**

See procedures document.

Other relevant policies:

6410 Working Alone or in
Isolation

6400 Violence in the Workplace

6420 Occupational Health and Safety