

FAU ALERT SYSTEM



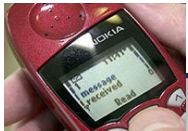
E-MAIL

SIRENS



WEBPAGE

MEDIA



TEXT MSG

MyFAU



VOICEMAIL

HOTLINES



CALL OUT

Always seek information

MYFAU

- System: Internet based
 - What is it?
 - Secure web-based portal (<https://myfau.fau.edu>)
 - Who has access/who are the recipients?
 - All current employees and students
 - Employees who leave: 30 days of access
 - In-state students: one semester after last enrollment
 - Out of state students: 2 semesters after last enrollment
 - Retired faculty: indefinite access
 - Who posts the message?
 - Communications and Marketing
- Information dissemination
 - Timeframe?
 - 10 – 30 minutes. (The system server updates on a set schedule)
 - Location?
 - Emergency information located on main login page
- Target groups
 - Anyone with internet access
- Keyword or symbol
 - **EMERGENCY INFORMATION/ALERT/ANNOUNCEMENT**

CALLOUT

- System: Telephone
 - What is it?
 - Telephone to telephone communication
 - Uses dedicated phone lines to call landline and cellular telephones to disseminate a voice message
 - System will call devices listed for an individual *until* there is successful contact with a recipient
 - Message is voice-activated (there is a delay in message activation if the recipient does not give a verbal greeting: e.g. "Hello")
 - Who launches the message?
 - Communications and Marketing or
 - Environmental Health and Safety or
 - University Police
 - Who has access/who are the recipients?
 - System is currently an opt in system (access is through MyFAU to sign up to receive messages by inputting contact numbers in the *FAU Alert* numbers section)
 - Information dissemination
 - Timeframe?
 - Several minutes to hours. (Dependant on group size: several minutes for small groups to several hours for large groups)
 - Target groups
 - Current employees and students
 - System can be customized to focus on specific sub-groups
 - Keyword or symbol
 - **(561) 683-6286** (incoming number seen on telephone display as phone rings)

WEBPAGE

- **System: Internet based**
 - **What is it?**
 - Homepage, dedicated emergency information page and all other FAU web pages
 - **Who posts the message?**
 - Communications and Marketing
- **Information dissemination**
 - **Timeframe?**
 - 10 - 30 minutes. (The system server updates on a set schedule)
 - **Location?**
 - The entire homepage can be changed to reflect emergency information
 - The Homepage can house a link (in red) to a dedicated emergency information/status page
 - The emergency component of all other FAU web pages can be activated and display a link or information
- **Target groups**
 - Anyone with internet access
- **Keyword or symbol**
 - **EMERGENCY INFORMATION/ALERT/ANNOUNCEMENT**

SIRENS

○ System: Outdoor warning system

● What is it?

- Voice and tone warning system that can cover large areas
 - One tone (to warn of a dangerous situation and to seek shelter)
 - 8 programmed voice messages (accompanies tone and gives brief description of event)
 - Improvised messaging (live person can disseminate message via microphone should none of the 8 programmed messages describe the event at hand)

● Who launches the warning?

- University Police

○ Information dissemination

● Timeframe?

- Immediate

● Location?

- Boca Raton campus = 3 locations (can be activated individually or simultaneously)

○ Target groups

- Individuals on campus grounds (this system is not designed to serve as an alerting tool for building occupants although the sound may be heard indoors due to the proximity of a building to a siren)

○ Keyword or symbol



wail.wav

TEXT MESSAGE

- **System: Internet based**
 - **What is it?**
 - Written message that can be received by a text capable device
 - Uses the internet to send a message in text that appears on the viewing screen of a cellular phone or pager
 - System will send a message to all text capable devices listed for an individual *until* there is successful contact with a recipient
 - **Who launches the message?**
 - Communications and Marketing or
 - Environmental Health and Safety or
 - University Police
 - **Who has access/who are the recipients?**
 - System is currently an opt in system (access is through MyFAU to sign up to receive messages by inputting contact numbers in the *FAU Alert* numbers section and selecting the “text capable” box for a contact number)
- **Information dissemination**
 - **Timeframe?**
 - Several minutes to hours (Upon activation, the time to send the message to the carriers is short, however, the time varies by carrier to send the message to the recipient’s device.)
- **Target groups**
 - Current employees and students who list a device as text-capable
 - System can be customized to focus on specific sub-groups
- **Keyword or symbol**
 - **27538** (incoming code seen on telephone display when message is received)

E-MAIL

- System: Internet based
 - What is it?
 - Computer to computer communication system
 - Who has access/who are the recipients?
 - All current employees and students
 - Who launches the message?
 - IRM
- Information dissemination
 - Timeframe?
 - 12 - 15 minutes (A blast e-mail message is sent out.)
 - Location?
 - FAU e-mail account inbox accessed through MYFAU, FAU MS Outlook, FAU issued Blackberry
- Target groups
 - Those with a current FAU issued e-mail account
- Keyword or symbol
 - **ANNOUNCEMENT**

HOTLINES

- **System: Telephone**
 - **What is it?**
 - Telephone to telephone communication
 - Uses dedicated phone lines to host recorded voice messages regarding campus status and information
 - **Who launches the message?**
 - Communications and Marketing
- **Information dissemination**
 - **Timeframe?**
 - Several minutes (once the information is updated, it is ready to be accessed)
- **Target groups**
 - Anyone with telephone access
- **Keyword or symbol**
 - **Boca:(561) 297-2020**
 - **Jupiter:(561) 799-8020**
 - **Broward:(954) 236-1800**
 - **Port St. Lucie:(772) 873-3330**

MEDIA

- **System: Internet, Radio, Television**
 - **What is it?**
 - Information dissemination via mass communication devices
 - **Who launches the message?**
 - Media outlets (through reporting or through Communications and Marketing via the Public Information Officer)
- **Information dissemination**
 - **Timeframe?**
 - Varies (immediate through live coverage to delayed through other reporting)
- **Target groups**
 - Anyone with access to mass communication devices
- **Keyword or symbol**
 - **Breaking News/News Alert**

VOICEMAIL

- System: Telephone
 - What is it?
 - Telephone to telephone communication
 - Uses dedicated phone lines to call FAU landline telephones to disseminate a voice message
 - Who launches the message?
 - IRM
 - How does it work?
 - System will call FAU landline telephones with voicemail subscription
- Information dissemination
 - Timeframe?
 - Several hours.
- Target groups
 - Any staff member whose FAU landline telephone has voicemail subscription
- Keyword or symbol
 - **Activated light on telephone indicating unheard messages in voicemail box (the telephone will not ring as the message goes directly to the voicemail box)**