



Environmental Health and Safety Policy & Procedure #23

TITLE: SIREN SYSTEM POLICY

OBJECTIVE AND PURPOSE: To establish a policy for the use and maintenance of the siren system as an expeditious emergency notification tool to alert the University community. This policy defines which departments or individuals are responsible for the operation, maintenance and system audits. This includes the siren, posts, control panel, programming, activation and termination.

Florida Atlantic University will use the siren system as a tool to disseminate information preceding an anticipated emergency event or threat or after an actual emergency event or threat. The system is to be used in emergency situations only.

RESPONSIBILITY: ACTION

- UNIVERSITY PRESIDENT OR DESIGNEE**
- Authorize activation and termination of the siren system.
 - Provide final approval for standing and situation-specific messages content.
 - Delegate authority to designee to activate the siren system.

- UNIVERSITY POLICE**
- Monitor any events and threats (under its jurisdiction) and inform the President or designees as well as the Emergency Executive Committee of these events or threats.
 - Activate the siren system with notice from the University President or designee.
 - Activate the siren system in an emergency situation with permission from the Chief or designee.
 - Conduct silent tests weekly and full tests quarterly in cooperation with University Communications and Marketing and Environmental Health and Safety.
 - Provide copies of all system generated reports to Environmental Health and Safety.
 - Maintain at least two staff per shift trained in siren use.
 - Notify work control at ext. 7-2240 of any mechanical failures of the siren or control panel.
 - Maintain radio frequencies necessary for siren control.
 - Notify City of Boca Raton Dispatch Center prior to siren activation.

- UNIVERSITY COMMUNICATIONS AND MARKETING**
- Craft eight standing messages (existing capacity) to exist in the siren system and be available for use with or without specific modification.
 - Craft situation-specific messages in consultation with the President or designee, the University Police and Environmental Health and Safety, if possible.

Issued By: Sookhoo	Date Issued: 04/2008	Date Revised:	Effective Date:
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- Craft eight standing messages (existing capacity) to exist in the siren system and be available for use with or without specific modification.
- Craft situation-specific messages in consultation with the President or designee, the University Police and Environmental Health and Safety, if possible.
- Craft and send notification (e-mail, website updates, etc.) to all FAU employees and students regarding the system and testing.
- Coordinate, notify and furnish any necessary communications to nearby neighbors of FAU of the siren system tones, messages and tests.

ENVIRONMENTAL HEALTH AND SAFETY

- Monitor any events and threats (under its jurisdiction) and inform the President or designee as well as the Emergency Executive Committee of these events or threats.
- Make recommendations to the President or designee to activate the siren system.
- Perform annual review on all written support documents for accuracy and facilitate annual meeting for review of system operation.
- Provide copies of system generated reports indicating problems to Engineering and Utilities.

PHYSICAL PLANT

- Maintain areas surrounding sirens so they remain clear and unobstructed by trees and/or shrubs.

ENGINEERING & UTILITIES

- Maintain sirens, including speakers, poles, control panels and all other associated hardware in ready status. (Engineering and Utilities)
- Respond to all system generated reports indicating problems and work control siren problems as the highest priority.
- Issue external vendor maintenance contract as required.

VP OF FACILITIES

- Be fiscally responsible for all expenses

REFERENCE:

Presidential Memorandum #56 (Emergency Policy)
Presidential Memorandum #85 (University Safety Policy)
Florida Atlantic University Police Department Campus-wide Intercom System document.

ATTACHMENTS

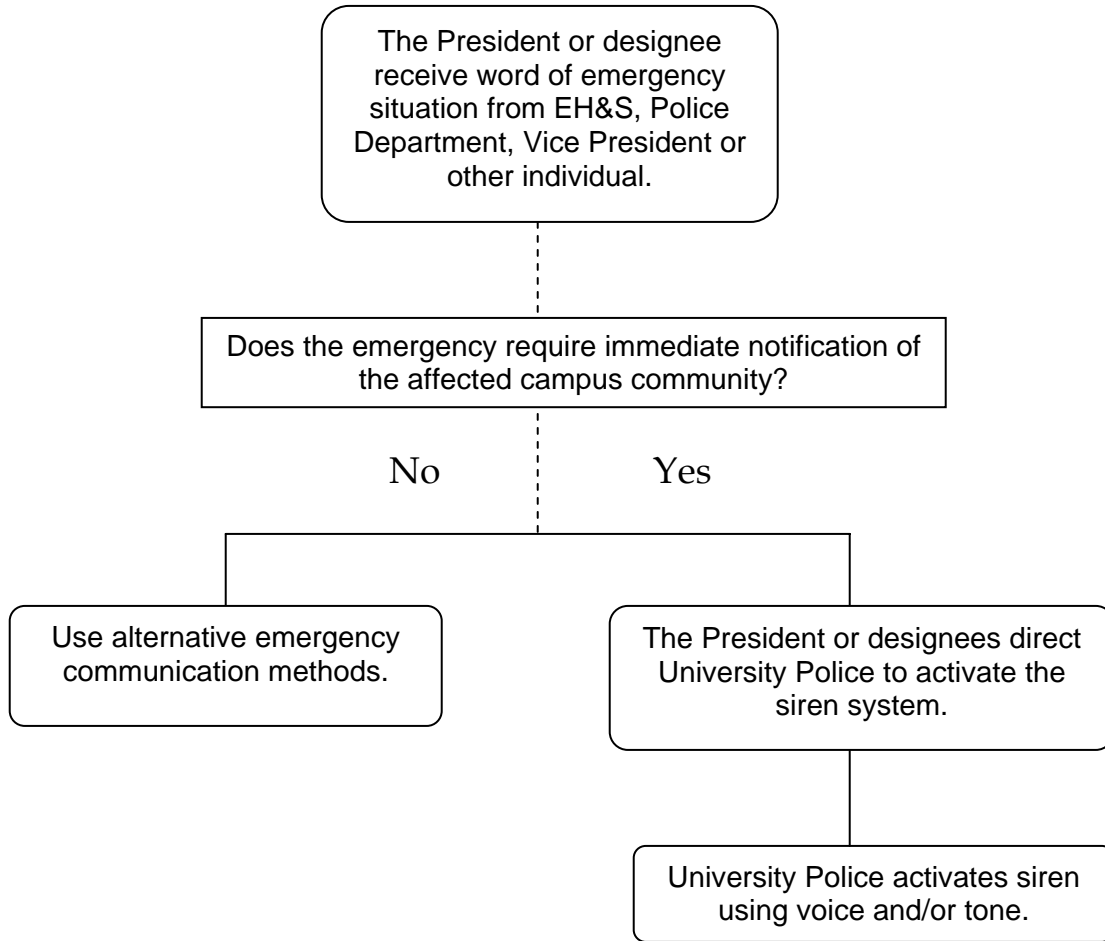
Appendix 1: Activation Tree
Appendix 2: Standing Messages
Appendix 3: Delegation of Authority for system activation

APPROVED:

Unit	Name	Title	Signature	Date
	Frank Brogan	President		
IRM	Dr. Jeffrey Schilit	CIO		
Facilities	Tom Donaudo	V.P.		
EH&S	Tom Bradley	Director		
Communications	Aileen Izquierdo	Senior V.P.		
University Police	Charles Lowe	Chief of Police		
EH&S	Sharlene Sookhoo	Emergency Mgmt Coord.		

APPENDIX 1: Activation tree

SIREN ACTIVATION TREE



APPENDIX 2: Standing Messages

Attention! Severe weather warning. Seek shelter immediately.

Attention! Tornado warning. Seek shelter now.

Attention! Emergency evacuation. Please evacuate the area.

Attention! Hazardous materials accident. Please seek shelter indoors.

Attention! Urgent announcement. An urgent announcement has been posted on the University website.

Attention! Dangerous situation. Seek shelter immediately. Dangerous situation. Seek shelter immediately.

This is a test. This is a test of the FAU emergency warning system. This is only a test.

All clear. The emergency situation is over. All clear. The emergency situation is over.

APPENDIX 3: Delegation of authority for system activation

1. President
2. Chief of Police