



# 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 DESIGNEES**

- Authorize activation and termination of the siren system.
- Provide final authority for prescribed and ad lib messages content.
- Delegate authority to designees to use the siren system (Emergency Executive Committee).

**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 and terminate the siren system with notice from the University President or designees (Emergency Executive Committee).
- Activate and terminate 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.
- 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.

Issued By: Sookhoo	Date Issued: 07/2008	Date Revised:	Effective Date:
APPROVED:	Vice President	Assistant V.P.	Director

**UNIVERSITY COMMUNICATIONS AND MARKETING**

- Craft at least eight standing messages to exist in the siren system and be available for use with or without specific modification.
- Craft ad lib messages in consultation with the President or designees, 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 designees as well as the Emergency Executive Committee of these events or threats.
- Inform the University Police to activate and/or terminate the siren system, with prior approval from the President or designees if possible, when conditions necessitate.
- Perform at least quarterly audits of the siren system status, operations and maintenance and test schedules to assure proper working order.
- Perform annual audits on all written support documents for accuracy

**DIVISION OF FACILITIES – PHYSICAL PLANT/ENGINEERING & UTILITIES**

- Maintain sirens, including speakers, poles, control panels and all other associated hardware in ready status.
- Maintain areas surrounding sirens so they remain clear and unobstructed by trees and/or shrubs.
- Response to work control siren problems as the highest priority.

**VP OF FACILITIES**

- Be fiscally responsible for all expenses

**REFERENCE:**

**Presidential Memorandum #56 (Emergency Policy) (OLD)**  
**Presidential Memorandum #85 (University Safety Policy) (OLD)**  
**Continuity of Operations Plan: University President**  
**Emergency Notification Systems Matrix**  
**Florida Atlantic University Police Department Campus-wide Intercom System document.**

**ATTACHMENTS**

*Appendix 1: Activation Tree*  
*Appendix 2: Procedures*  
*Appendix 3: Standing Messages*

**Signatures for Siren System SLA:**

Name: \_\_\_\_\_  
 Dr. Jeffrey Schilit, CIO, Florida Atlantic University

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 Thomas Donaudy, University Architect and VP Facilities

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 Aileen Izquierdo, VP University Communications and Marketing

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 Charles Lowe, Chief, University Police

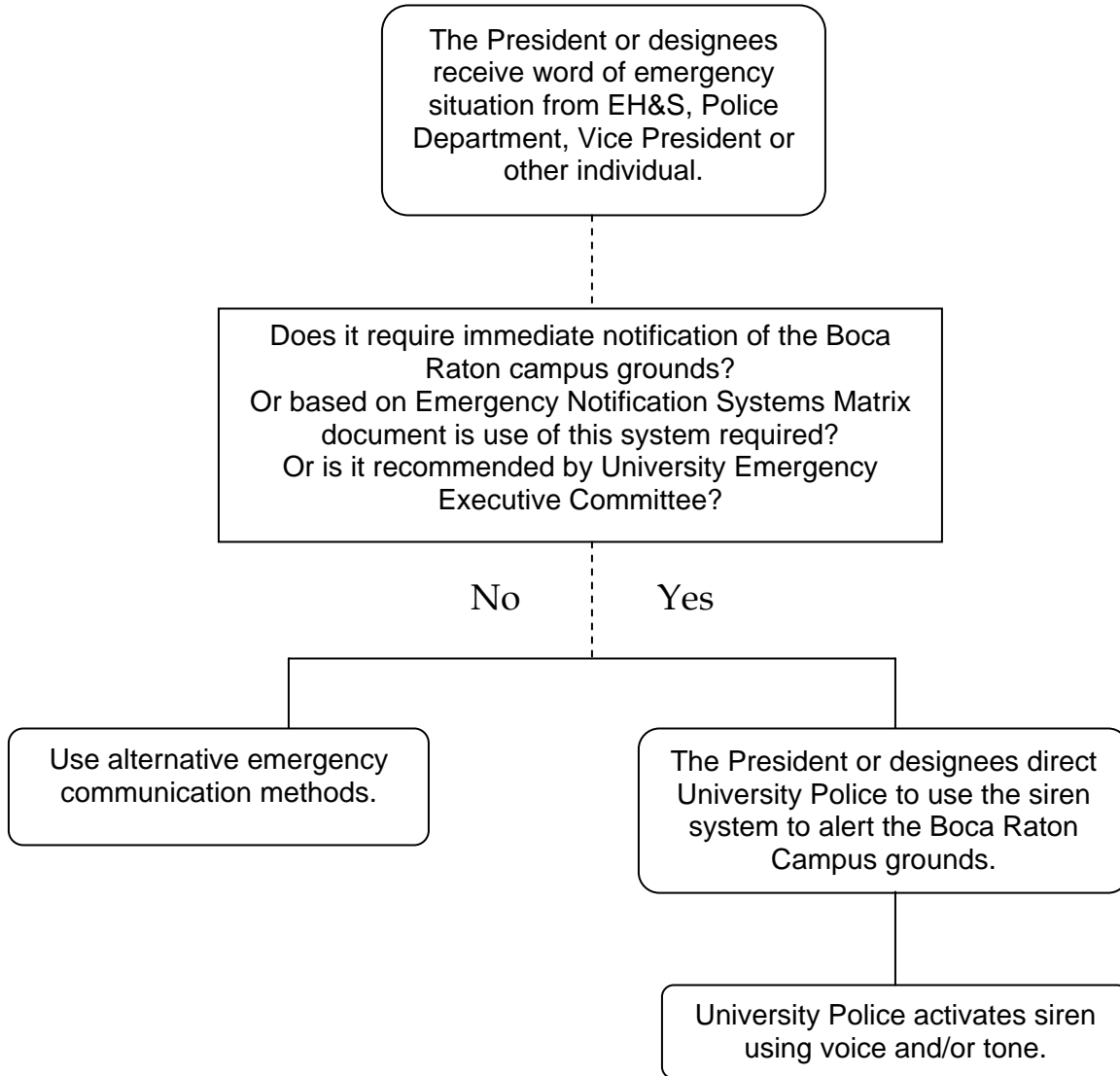
Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 Sharlene Sookhoo, Emergency Management Coordinator

Date: \_\_\_\_\_

APPENDIX 1: Activation tree

SIREN ACTIVATION TREE



## APPENDIX 2: Procedures

**Refer to Florida Atlantic University Police Department Campus-wide Intercom System document.**

## APPENDIX 3: 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.