



Environmental Health and Safety Policy & Procedure #26

TITLE: **TEXT MESSAGING SYSTEM POLICY**

OBJECTIVE AND PURPOSE: To establish a policy for the use of the Palm Beach County's system as an expeditious emergency notification tool to alert the University community. This policy defines which departments or individuals are responsible for the use and system review, which include maintenance, activation and termination.

Florida Atlantic University will use the system as a tool to disseminate information to the University community 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 system.
 - Provide final approval for standing and situation-specific messages content.
 - Delegate authority to designees to use the system.
 - Determine, assign and maintain system access levels and licenses.

- UNIVERSITY COMMUNICATIONS AND MARKETING**
- Maintain at least two trained users.
 - Craft messages in consultation with the President or designee, the University Police and Environmental Health and Safety, if possible.
 - Review final message that will be sent using the system.
 - Craft and send messages to all FAU employees and students every semester asking them to update their text capable device information in the Banner system.
 - Craft at least three standing messages to exist in the system and be available for use with or without specific modification.
 - Create and launch sessions.

- INFORMATION RESOURCE MANAGEMENT**
- Maintain at least two trained users.
 - Extract student, faculty and staff data from Banner system as follows:
 - 1st update - after drop/add
 - 2nd update - 6 weeks after drop/add
 - Upload extracted data into the system database.
 - Maintain specified groups of data in the system.
 - Build and maintain the text capable device number update site in self service for all groups.

Issued By: Sookhoo	Date Issued: 07/2008	Date Revised:	Effective Date:
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**ENVIRONMENTAL
HEALTH AND
SAFETY**

- Maintain at least two trained users.
- Provide training for any new systems users.
- 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.
- Make recommendations to the President or designee to activate the system.
- Perform annual review on all written support documents for accuracy and facilitate annual meeting for review of system operation.
- Upload extracted data into the system database.
- Maintain specified groups of data in the system.
- Be fiscally responsible for all expenses.

UNIVERSITY POLICE

- Maintain at least two trained users.
- 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.

REFERENCE:

Presidential Memorandum #56 (Emergency Policy)
Presidential Memorandum #85 (University Safety Policy)

ATTACHMENTS

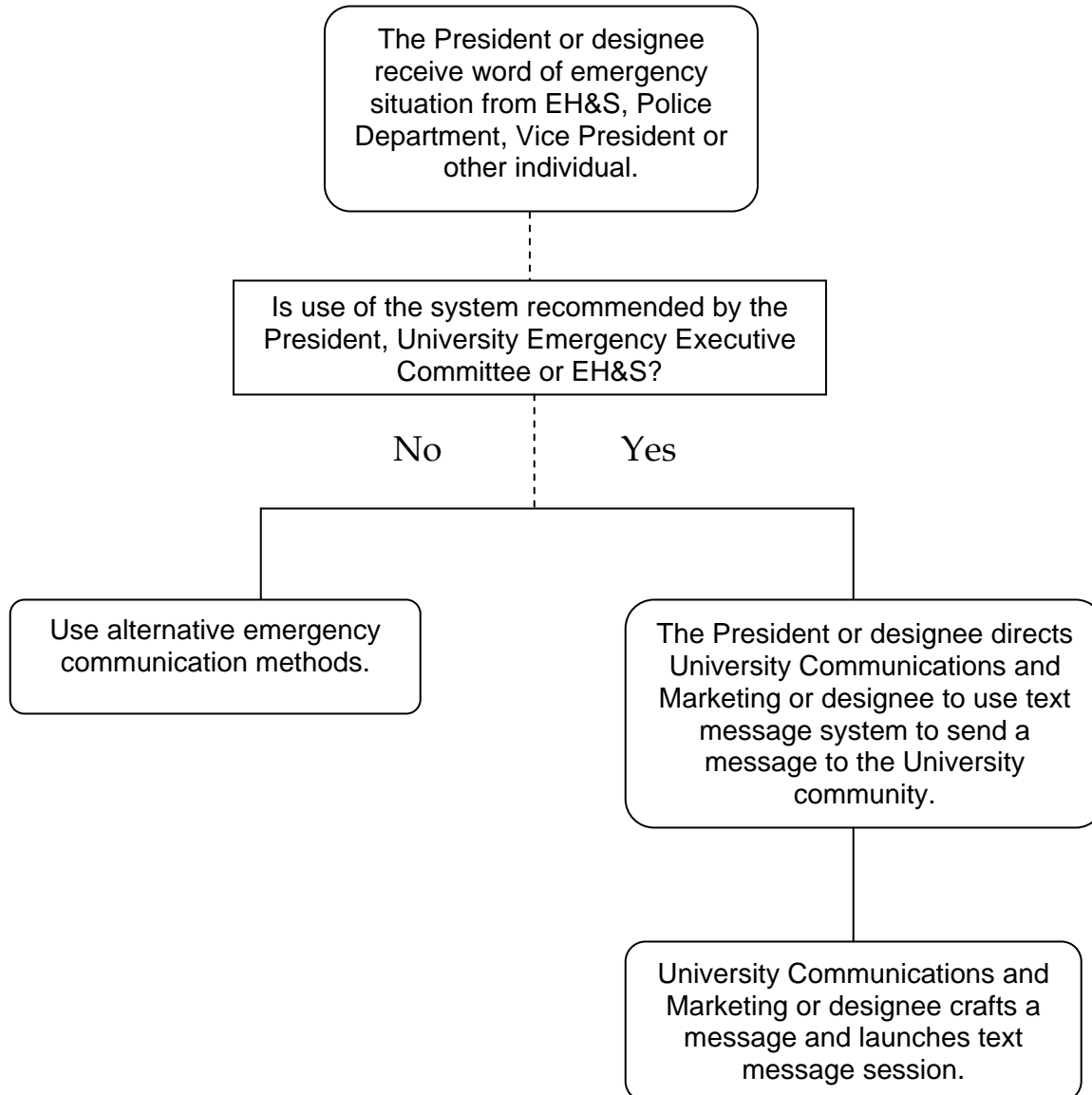
Appendix 1: Activation Tree
Appendix 2: Procedures
Appendix 3: Groups
Appendix 4: User List

APPROVED:

Unit	Name	Title	Signature	Date
	Frank Brogan	President		
IRM	Dr. Jeffrey Schilit	CIO		
Facilities	Tom Donaudy	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

EMERGENCY TELEPHONE CALL OUT SYSTEM ACTIVATION TREE



APPENDIX 2: Procedures

See manual provided to each department by Palm Beach County.

APPENDIX 3: Groups

KEY GROUPS

- Campus: Faculty and Staff
- Students
- Residential Students
- Building Safety Supervisors

CREATING THE GROUPS:

All groups are dynamic to allow for automatic population during the upload process.

Group	Value
Employees - all	fualert:emp%
Employees - Boca	fualert:emp% Boca%
Employees - Davie	fualert:emp% Dav%
Employees - Dania	fualert:emp% Dan%
Employees - Fort Lauderdale	fualert:emp% Ft%
Employees - Jupiter	fualert:emp% Jup%
Employees - Port St. Lucie	fualert:emp% Port%
Employees - HBOI	fualert:emp% Harbor%
Students	fualert:stud%
Students and Employees - all	fualert%
Trustees	trust%
UM Faculty and Students	um%
Building Safety Supervisors	Safety%

APPENDIX 4

USER LIST

University Communications and Marketing:

Environmental Health and Safety:

Information Resource Management

University Police

For details, see latest version of FAU Alert Emergency Notification List.