A. POLICY

To assure the immediate notification to the Campus in an Emergency situation

B. PROCEDURE

1. All Department personnel will follow the below listed guidelines for the timely notification to the campus in an Emergency situation.

   a. **When dispatch is notified of an Emergency on or adjacent to an MUSC owned or occupied location they will immediately notify the on duty supervisor.**

   b. As practical without jeopardizing life safety, activating authorities will consult with the Chief, or in his absence the Patrol Commander. The Director of Public Safety, his designee, and/ or the senior MUSC Department of Public Safety supervisor on duty is authorized to activate the Emergency Response Plan and MUSC Emergency Notification Alert System upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

   c. The On Duty Supervisor will instruct dispatch as to the verbiage to be used in the notification.

   d. The Communications Supervisor will establish a format that every dispatcher is familiar with.

   e. **When using the voice message mode users will listen to the message**
before it is sent to ensure message clarity. In emergency situations this requirement will be waived.

2. This system is only to be used in case of an Emergency, on or adjacent to an MUSC owned or occupied location the notification is used to keep people informed of an ongoing situation. Examples may include Active Shooter situation, Hurricane or other Natural Disaster. (CALEA 91.1.5.b)

3. Subsequent notification messages may be issued to provide additional detail/protective actions. An “All Clear” message will be disseminated upon confirmation that an imminent threat to loss of life or property no longer exists.

4. No one is authorized to use the Emergency Notification System without the approval of the Chief or his designee. The Cell Phone Notification System will only be used when lives are at immediate risk. (CALEA 91.1.5.a)

5. Any Administrative issues will be forwarded through the Chain of Command to the Chief. (CALEA 91.1.5.f)