



Title: Emergency Alerting System (SOP-2)
Effective:
Last Reviewed:
Changes Effective:
Next Review: As needed
Responsibility: Administrative Services Division - Security Department

Standard Operating Practice:

The Emergency Alerting System (EAS) is high powered electronic alerting system located on the North East Campus and serves as an emergency communication device for persons outside of campus buildings. The EAS will be used solely by Security or College Administration to alert the College community of an emergency condition.

The Emergency Alerting System (EAS) makes a “whooping” noise followed by oral communications. The Security Department shall be responsible for the activation and maintenance of the Emergency Alerting System (EAS) located on the roof of the Building A. This System is also referred to as the “Whelan System” based on the name of the manufacturer.

The EAS can be used to sound 4 distinct messages;

- 1.) ALL CLEAR**
- 2.) WEATHER EMERGENCY**
- 3.) EMERGENCY CONDITION**
- 4.) TEST.**

Upon hearing any activation except “TEST”, all persons on the North East Campus will seek *shelter in place*. There are events that will require a *secure shelter in place* wherein persons in sheltered rooms will remain sheltered until notified in person by a College representative that moving about the campus is once again safe.

DEFINITIONS

Shelter in place: All persons on the North East Campus shall go to a room nearby that has a door.

Enter the room, close the door, and remain in the room until the “All Clear” is sounded. One person should make a roster of occupants. Any activation of the Alerting System other than an announced test is to be considered a **Shelter in Place** notification.

Secure Shelter in Place: All persons on the North East Campus, having responded to an activation of the Alerting System by *sheltering in place* will monitor e2Campus texting.

Should the Shelter in Place be upgraded to Secure Shelter in Place the Shelter in Place room shall then be locked from the inside where possible, all lights will be turned off, and all occupants will stay back and away from doors. Once a **Secure Shelter in Place** is activated, no occupant will leave the room or open the door for any reason. College Administration, Security, or local Law Enforcement will open the doors once an All Clear is sounded.

All Clear: Alerting System activation followed by the audible message “ALL CLEAR” notes the end of an incident.

Occupants *sheltered in place* may resume moving about the campus. Occupants *securely sheltered in place* become aware that an official will soon be opening their door for egress.

Weather Emergency: Alerting System activation followed by the audible message “WEATHER EMERGENCY”.

Official notification that College Administration has become aware of an impending weather event. This is a *Shelter in Place* notification. Details of the actual expected event will be broadcast to our population using the voice function of the EAS, and an immediate e2Campus text alert.

Emergency Condition: Alerting System activation followed by the audible message “EMERGENCY CONDITION”

Official notification of a problem on campus that warrants immediate cessation of movement through the halls and walkways of all persons on campus. This is a *Shelter in Place* notification that can be upgraded by e2Campus text or phone message to a *Secure Shelter in Place* notification.

Test: Alerting System activation followed by the audible message “THIS IS A TEST”

Testing of the EAS system is required on a regular basis to insure the operability of the equipment. A schedule of the testing, or a notification of an impending test will always precede any test. No actions by the College Community are necessary upon hearing a TEST of the EAS System.