



Emergency Notification System

St. Luke's College Emergency Notification System

The college has implemented a rapid emergency communication system known as the St. Luke's College Emergency Notification System. This system allows St. Luke's College to convey time-sensitive information within minutes, through a single communication to our students, faculty and staff. Once St. Luke's College Administration (Chancellor, Department Chair, Student and Administrative Services and/or Enrollment Coordinator) declares an emergency, notification will be sent to students, employees and necessary parties.

In the event of an armed intruder or civil unrest, the first responder should call 911 and/or campus security at 3911.

With the St. Luke's College Emergency Notification System, St. Luke's College can schedule, send and track personalized voice, email and text messages. These messages can be sent via voice messages to home, work and/or mobile telephone, text messages to mobile telephones, hand held electronic devices, and/or written messages to St. Luke's College email accounts.

Notifying appropriate parties immediately is crucial in emergency situations such as severe environmental conditions, acts of campus violence or circumstances that call for immediate notification or action. Accurate, timely communication helps to minimize the spread of misinformation. These emergency messages may also provide detailed instructions.

Procedure

St. Luke's College students are automatically enrolled in the Emergency Notification System. All home and mobile telephone numbers on file and the St. Luke's College official email address are added to the Emergency Notification System. Students are encouraged to review their contact information for accuracy via the student profile in the student portal at www.stlukescollege.edu.

Faculty and staff office, mobile and home telephone numbers as well as the St. Luke's College email address are also automatically added to this service. They are encouraged to contact the Department Chair of Student and Administrative Services for any updates to their contact information.

St. Luke's College will only use this Emergency Notification System to alert students, faculty and staff of an emergent situation. Examples of emergent situations may include, but are not limited to a tornado warning, bomb threat, violent act, hazardous material spill, campus closure due to weather, etc.

A message sent via the Emergency Notification System will give specific information and provide details on further instructions. It is crucial to follow the necessary direction from the

message to ensure ongoing safety. Such examples may include, but not limited to a college lockdown, evacuation, college closure, etc.

Periodic tests of the Emergency Notification System will occur each year at a minimum of once a semester to ensure accurate contact information remains on file. An email notification will be sent to students, faculty and staff notifying when the test will or has occurred. It is important if you do not receive a message during the testing system that you should contact the Department Chair of Student and Administrative Services.

When a message is received it is important to:

- **Read the message**
- **Alert other people around you – help spread the word of the emergency notification alert.**
- **Follow the instructions given in the message. Instructions will be direct and specific. Be sure to read them carefully.**

Documentation of the tests and alerts are retained.

St. Luke's College will not assess charges for this service; however, charges may be incurred from your mobile telephone provider. Please check with your provider to understand your charges.

In addition to notifying St. Luke's College students, faculty and staff via the Emergency Notification System, announcements may still be included in the regular methods of communication such as TV, radio, media outlet websites, college website, and a message on the college's main telephone number at (712) 279-3149.